

2013-102 Hazardous Communication Plan



Westbrook Fire and Rescue Department
Standard Operating Procedure

Section: Administration	TOPIC: Hazard Communication Plan
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POLICY REFERENCES: National Fire Protection Agency State of Maine, BLS	APPROVED BY: Andrew R. Turcotte Chief of Department

Purpose:

The following Hazard Communications Program is based on the requirements of OSHA Hazard Communications Standard, 29 CFR 1200(e). The intent of this plan is to provide a safe and health working environment for all employees.

Scope:

To establish a written Hazard Communications Program for the Westbrook fire and Rescue Department.

Policy:

The Westbrook Fire and Rescue Department is committed to providing a safe and healthy working environment for our entire staff. In pursuit of this goal, the following Hazardous Communications plan (HazCom) is provided to assist us in meeting our goal.

I. Policy Statement- 29 CFR 1910.1200(e)

All Work units are included under this program. The written program will be available for review by any employee during working hours. This policy is located in the Administrative Offices, Public Safety Building, Prides Corner Station and on the department web site.

The Fire Chief or his designee will review and update this program at least annually and whenever necessary to include new hazardous materials or procedures. Captain Mark Theriault is designated as the Program Coordinator for this Hazard Communication Plan.

II. Container Labeling- 29 VFR 1910.1200(f)

- A. The station duty officer will verify that all containers of hazardous substances are properly labeled.
- B. The station duty officer will review the labeling system on a monthly basis and update as needed.
- C. The station duty officer, or Captain Theriault will answer questions and provide help with labeling as needed.

Container Labeling (continued)

Description of labeling system used:

Original containers received for use will be labeled to indicate at a minimum:

- The identity of the container with a matching Safety Data Sheet (SDS).
- Appropriate hazard warnings, including routes of entry and target organs if known.
- Name and address of the manufacturer, importer or responsible party.

Secondary containers will be labeled with, at a minimum:

- A copy of the original manufacturer's label, or
- Generic label with identity and hazard warnings

Note:

- All labels must be in English. Information may be presented in additional languages in addition to English.
- Labels must be legible and prominently displayed.
- The identity is any name which appears on the label, the Safety Data Sheet, list of chemicals, linking these three sources of information.
- The labeling system may use the labels provided by the supplier, company labels, numerical rating system. Symbols, pictures or any other effective system.

III. List of hazardous chemicals- 29 CFR 1910.1200(e)(1)(i)

The program coordinator or the station duty officer is responsible for preparing and updating the list of all the chemicals in our workplace that are potentially hazardous.

Note

- See *Hazardous Chemicals List* for information on identifying and listing chemicals.

IV. Safety Data Sheets (SDS) -29 CFR 1910.1200(g)

The Program Coordinator and/or the station duty officer is responsible for obtaining and maintaining all Safety Data Sheets (SDS).

The Program Coordinator or the station duty officer will review incoming SDS's to make sure they contain all the required information. They will make sure that any new information is passed on to all the affected employees.

When toxic or hazardous substances are received without the SDS's, the Program Coordinator or station duty officer, will send a letter to the supplier requesting the SDS.

Employees are not permitted to use any chemicals that the department does not have the correct SDS.

SDS's will be accessible to all employees during the work shift and in the work area. Copies of the SDS's will be kept in the following locations:

- Administrative Offices
- Public Safety Building, on the wall at the rear of the Bay 2
- Prides Corner Station Lieutenants office.
- Electronically on the city network.

Safety Date Sheets (SDS) continued:

Note to employees:

- Electronic access and other alternatives to maintaining paper copies of SDS's are permitted as long as they do not create barriers to the immediate access in each workplace. If used they must be described within this written program.
- When employees must travel between workplaces during their shift, the SDS's may be kept at the primary workplace providing employees can immediately obtain the required information in an emergency.
- SDS's may be found on the internet, one site is <http://www.hazard.com>

V. Employee Information and Training -29 CFR 1910.1200(b)

The Deputy Fire Chief or his designee(s) is responsible for the employee training program. He/she will ensure that all elements specified below are carried out.

The Program Coordinator or the station duty officer is responsible for assuring that each affected employee will be given information as outlined below for any new chemical prior to that chemical being introduced into the workplace.

Prior to starting work, each new employee of this department will attend a health and safety orientation and will receive the following information:

- An overview of the requirements in the OSHA Hazardous Communication Program, 29 CFR 1910.1200.
- Chemicals present in their workplace.
- Location and availability of our written hazardous communications program.
- Physical and health effect of the toxic or hazardous chemicals.
- Methods and observation techniques used to determine the presence or release of toxic and hazardous substances in the work area.
- How to use toxic and hazardous substance in the safest possible manner, including safe work practices, personal protective equipment and emergency procedures.
- Steps the department has taken to lessen or prevent exposure to toxic and hazardous substances. How to read labels and review SDS's, how to obtain correct hazard information and the location of SDS's.

VI. Hazards of non-routine tasks- 29 CFR 1910.1200(e)(1)(ii)

Periodically employees may be required to perform non-routine tasks that involve the use of hazardous chemicals (for instance, cleaning/polishing department equipment/apparatus etc.)

The station duty officer will provide information about the hazardous chemical to which employees may be exposed during non-routine tasks prior to employees starting such tasks.

This information will include:

- Specific Hazards involved
- Protective measures the employee should take
- The measures the department has taken to lessen the hazard, including: ventilation, respirators, presence of additional employees and emergency procedures.

VII. Informing contractors- 29 CFR 1910.1200(e)(2)

The station duty officer will provide contractors and/or contracted personnel who are working in our facility with the following information:

- Toxic and hazardous substances to which the contractors' employees may be exposed to while at the worksite.
- Precautions the employee can take to lessen the possibility of exposures.
- Location of SDS's.

The station duty officer will also contact each employee before work is started in our facility to gather and disseminate any information concerning chemical hazards that the contractor is bringing into our workplace. He/she is responsible for ensuring that any employee of our department who may be exposed to these hazards, is properly trained and protected.

VIII. Appendix A- Pictographs