

Brooklin Fire Department

25 Bay Road
Brooklin, ME 04616

Standard Operating Guidelines No. 7

Hazard Communication Program

1) Purpose

The purpose of this plan is to establish a program and procedures for hazardous chemical substances at the Brooklin Volunteer Fire Department. This program supports compliance with the Occupational Safety and Health Administration Hazard Communication Standards, as found in 29 CFR 1910.1200. This program applies to all department personnel.

2) Definitions

- a) **Exposure:** coming into contact with a hazardous chemical through inhalation, ingestion, skin contact or absorption
- b) **Health Hazard:** immediate or long-term harm to the body, such as an illness or disease, caused by exposure to hazardous materials
- c) **Physical Hazard:** negative effects to the employee's physical surroundings, as well as the employee's health, caused by exposure to hazardous materials
- d) **Hazardous Chemical:** any chemical which is a physical or health hazard

3) Responsibilities

- a) The overall program responsibility for the hazardous communication program is the fire Chief.
- b) The program administrator (Fire Chief) is responsible for the following:
 - i) Issuing and administering this program, and making sure that the program satisfies the requirements of all applicable federal, state, or local hazard communication requirements.
 - ii) Reviewing the safe use of new chemical products brought into the department
 - iii) Maintaining a master file of Material Safety Data Sheets (MSDS) in the office at the fire station.
 - iv) The program administrator shall maintain a MSDS file and index for the fire department at the fire station in the truck bays.
 - v) Providing initial and annual training of employees on the hazard communication program.
 - vi) Maintaining the training records of all employees included in the training sessions.
 - vii) Contact vendors to obtain MSDS on chemical products.
 - viii) Reviewing incoming chemical materials to verify correct labeling.
 - ix) Holding chemical material in the receiving area until receipt of the MSDS for the product.
 - x) Immediately responding to any employee concerns and request for information
 - xi) Assessing the risks, provide training to employees on the use, and storage of chemicals.
 - xii) Making sure that the MSDS inventory is consistent and complete.
 - xiii) Identifying hazardous chemicals used in non-routine tasks, assessing their risks and providing appropriate training to control risks
 - xiv) Maintaining the inventory of MSDS for all building and ground maintenance chemical.
 - xv) Informing outside contractors, who are performing work on company property, about potential hazards.

4) Program Activities

a) General:

- i) The work environment will be kept clean and safe from recognized health hazards to protect the health and personal safety of employees.
- ii) The Brooklin Volunteer Fire Department will strive to minimize employee exposure to hazardous chemicals.
- iii) Employees will be trained to recognize health hazards, use appropriate engineering controls, and wear protective equipment.
- iv) Effort will be made to minimize the use of hazardous chemical in the workplace.
- v) If the use of hazardous chemicals creates an imminent danger situation, the operation will be discontinued.

b) Non-Discrimination

- i) There will be no discharge and discrimination against an employee who files a safety or health complaint.

c) Training

- i) Training will be provided for all employees prior to exposure to hazardous chemicals, and when new chemical hazard are introduced to the work area.
- ii) Training will cover the names of the hazardous chemicals used in the work area, the appearance or odor, health effects and the measures employees can take to protect themselves.
- iii) Employees will be trained on where MSDS's are kept within the department, and the MSDS content and use.
- iv) Employees will be trained on how to use the department's labeling system and who to contact for additional information.
- v) Employees will be trained on good work practices and procedures to minimize exposures
- vi) Training records will be maintained in fire department training records.

d) Information System

- i) The department will maintain an information system on all chemical products used in the workplace
- ii) When the department orders chemicals it will identify whether or not the chemical is hazardous and therefore needs an MSDS.
- iii) When ordering chemical products, the department will obtain MSDS's.
- iv) The program administrator will maintain a master file of all original MSDS's.

e) Labeling of Chemical Containers

- i) Original chemical product containers or packaging containing hazardous chemical will be labeled with the following information:
- ii) Trade name or chemical name of the hazardous substance
- iii) Name and address of the chemical product manufacturer
- iv) Appropriate hazard warnings in the form of words, pictures, or symbols that convey the hazard of the substance in the container
- v) Target organs affected by the chemical
- vi) All containers shall be compatible with the chemical, shall have name of the material, appropriate hazard warnings, and the body organs affected on the label.