

SOG# 502-2	Standard Operating Guideline	Safety
	<h1>Cumberland Road Fire Department Inc.</h1>	Approved By
		Steven W, Parrish Fire Chief
	<div style="border: 1px solid black; padding: 2px;">Hazard Communication</div>	Effective Date
		Revised Date
		July 1, 2018

PURPOSE

The purpose of this standard is for the Cumberland Road Fire Department (CRFD) to identify hazardous chemicals/materials in the work place by compiling a hazardous chemicals list, using Safety Data Sheets (SDS), ensuring containers are labeled, and by providing training to all affected employees in compliance with the Federal & State OSHA Hazard Communication Standard (29 CFR 1910.1200).

This standard incorporates the updated Globally Harmonized System (GHS) requirements.

HAZARDOUS MATERIALS LIST

All known hazardous materials used by CRFD employees and stored on CRFD property will be identified by the Fire Chief or his/her designee and placed on the Hazardous Materials Inventory Sheet (HMIS) and placed in the Hazard Communication Notebook. Chemicals/Materials will be listed by chemical name and trade name and shall be updated as necessary. A copy of the latest corresponding SDS for each chemical will be included in these notebooks.

Over-The-Counter (OTC) chemicals/materials, (such as Windex) based on their hazards may not require an SDS on file or name be placed on the HMIS. CRFD will make every effort to place all chemicals/materials on the HMIS unless the OTC chemical/materials doesn't carry any significant hazards.

CRFD will ensure all notebooks are reviewed and, if necessary updated when hazardous chemicals/materials are added or removed from the work place, whichever occurs first. All employees are responsible to notifying the Fire Chief or any Chief Officer as soon as possible whenever hazardous chemicals/materials come into the fire station when they are out of the station.


LABELS

Each container of hazardous chemicals/materials shall be properly labeled and updated as necessary. Updated GHS Labels shall list the following information as required:

- Product Identifier/Chemical identity
- Hazard and Precautionary Statements
- Signal Word (Danger or Warning)
- Name and address of the manufacturer, importer, or other responsible party
- Visual Pictogram – if required
- Emergency and first aid procedures may be separate or incorporated into Precautionary or other Subsidiary Statements

Improperly labeled hazardous chemicals/materials are not to be accepted.

Any old (Non-GHS complaint) labels on secondary containers shall be removed and updated with new GHS compliant labels.

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As provided in the Federal and State OSHA Standards, the following labeling exemptions may be followed:

- Signs or placards may be posted if there are a number of stationary containers within a work area, which have similar contents and hazards, as long as the signs or placards contain the required information set forth in this policy.
- No labeling shall be required for portable containers into which hazardous chemicals/materials are transferred from labeled containers as long as the chemicals are intended for immediate use by the employee making the transfer.

SAFETY DATA SHEETS (SDS)


Hazardous chemicals/materials that are used or stored on fire department property shall have a SDS on file in the Hazard Communication Notebook for each chemical/material unless the product is an OTC with no significant hazards.

- The SDS shall be readily accessible to all employees in the fire station at all times. All SDS must be in compliance with GHS (16 sections).
- No hazardous chemical/material shall be received without a current SDS unless, it is purchased locally as an OTC product.

EMPLOYEE TRAINING

All employees who work with or could be potentially exposed to hazardous chemicals/materials shall receive the following basic training:

- This written policy, CRFD Hazard Communication Policy
- Types of chemical/material information and hazards the employee is expected to work with or be exposed to while at the fire station.
- How to read and interpret the information on GHS labels i.e. Hazard and Precautionary Statements, Signal Words, Pictograms, etc.
- How to read and interpret the information on SDS's i.e. All 16 sections with a general overview of each sections information or hazards.
- Procedures to protect against hazards not otherwise covered (e.g. personal protective equipment that is required, proper use, and maintenance; work practices or methods to assure proper use and handling of chemicals/materials; and procedures for emergency notification and response as necessary)

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In addition to the above initial training, it shall be the responsibility of the training section to ensure that all employees receive training on new hazardous chemicals/materials that are introduced into the fire station; and any new employees are trained in this policy prior to working with any chemicals/materials at the fire station.

Written documentation of each training session listing employees attending, subjects covered, and date shall be filed and entered into fire house training program.

REFERENCES for EMPLOYEE TRAINING

The following information and charts will be used during Hazardous Communications training conducted for CRFD employees including selected Labels and SDS.

- OSHA Label and Pictogram Quick Card
- OSHA SDS Quick Card
- Health Hazards Chart
- Health Hazards Flow Chart Example
- Physical Hazards Chart
- Physical Hazards Flow Chart Example
- Aquatic Hazards Flow Chart Example
- Self-Reactive Substances and Mixtures Flow Chart Example
- 2016 ERG GHS Pages

RESPONSIBILITIES:

It shall be the responsibility of each member of the department and supervisors to ensure that the provisions of this standard are followed.

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