

# SUBLIMITY FIRE DISTRICT

## Operational Guide

<b>SUBJECT:</b> Hazard Communications Plan	<b>O.G. NUMBER:</b>
<b>PURPOSE:</b> To describe the Hazard Communications Plan	Original Date: 5/10/98
	<b>Revision Date:</b>

### Hazard Communications Plan

#### INTRODUCTION:

In order to comply with 29 CFR 1910.1200 the following written Hazard Communication Program (HCP) is to be implemented for all personnel and contractors within this Fire District.

Name of District:	Sublimity Fire District
Address:	115 NW Parker St.
City State:	Sublimity, Oregon
Zip Code :	97385
Telephone:	1-503-769-3282
Emergency Number:	1-503-769-3886
Emergency Coordinator:	Alan McMahan. Fire Chief
Safety Officer:	Kevin Thiel

The original Hazard Communication Plan will be kept on file by the Emergency Coordinator (Fire Chief) at the above location. Additional copies will be included in the MSDS Binders at each work Station.

The Emergency Coordinator will be responsible for ensuring that the program is current and enforced. A copy of this program is to be made available to all member(s) upon hiring, and a copy will be supplied to any member(s) upon request. The Emergency Coordinator will be contacted when a copy of the program is needed.

#### **PURCHASE ORDER REQUEST:**

In order to comply with the Hazard Communication Program the individual ordering a hazardous substance will be required to check all chemical purchase request forms (purchase order) to be sure a statement requesting a Material Safety Data Sheet(MSDS) appears on the purchase request form (purchase order) before being processed. This statement must appear:

ALL CHEMICALS PURCHASED REQUIRING A  
MATERIAL SAFETY DATA SHEET(MSDS) MUST

HAVE OUR PURCHASE ORDER NUMBER ON THE MSDS. PLEASE MAIL THE MATERIAL SAFETY DATA SHEET AND COPY OF THE LABEL TO:

Health & Safety Coordinator  
115 NW Parker St.  
Sublimity, Or 97385

The program will be updated when a new chemical or hazard is introduced into the working environment, and reviewed annually. The above person will be responsible for the Purchase Information Form, Purchase Request Form (purchase order), and the Material Safety Data Sheet(MSDS). If a Material Safety Data Sheet is not received within 30 working days a Material Safety Data Sheet request letter will be mailed to the manufacturer. If another 30 days passes OSHA will receive a request for help letter in obtaining a Material Safety Data Sheet.

**LABELING:**

Individuals purchasing hazardous substances will be responsible for all containers of hazardous chemicals entering the workplace and will assure that the chemical containers are properly labeled. The Safety committee will review this during walk through inspections to verify compliance.

Name                      Kevin Thiel, Safety Officer

These individuals will assure that chemical containers are properly labeled with:

- Hazardous chemical identity
- Appropriate hazard warnings
- Name and address of chemical producer, importer, or other responsible party
- Bar Coded (optional)
- Building Color (optional)
- Target Organ Identification (optional)

After the container arrives the container(s) shall be checked for compliance. If the chemical is to be transferred to a separate container, that the new container must be properly labeled. That is all secondary containers are labeled with an extra copy of the original manufacturer's label or with a generic label which has a block for identity and block for hazard warnings. For help with labeling, please contact the Safety Officer. The Emergency Coordinator will review the labeling system annually and update as required. The Emergency Coordinator will ensure that all pipes containing hazardous chemicals are labeled and identified properly and will inform members of the hazards associated with chemicals contained in pipes within the work areas.

**MATERIAL SAFETY DATA SHEETS(MSDS):**

Filing System:

Each station shall have a Material Safety Data Sheets stored in a loose leaf binder located in the apparatus bay. If a binder is used the index will be in alphabetical order by product name.

The Master filing system will be kept in the administrative office

The Master file is divided into two main groups: PURE chemicals and MIX chemicals. It is then subdivided into three categories: liquid, solid, and gas. The Material Safety Data Sheets will be filed alphabetically.

The Emergency Coordinator will be responsible for obtaining and maintaining the MSDS system for this District. This person will review incoming data sheets for new and significant health or safety information and will ensure that new information is given to the affected members. Copies of the MSDS will be forwarded to each station, kept in a Master file, and sent to the Training Division. They will be reviewed annually for accuracy and completeness of each MSDS. New chemicals shall not be used until a MSDS has been obtained.

The MSDS report shall include:

- A current master inventory list of all MSDS.
- The identity used on the MSDS shall be the same as used on the container label.
- The chemical and common name of all ingredients determined to present a hazard shall appear on the inventory list

The MSDS shall list:

- the physical and chemical characteristics of the chemicals including vapor pressure, flash point, etc. the fire, explosion, and reactivity hazards of the chemicals mixture including the boiling point, flash point and auto-ignition temperature, health hazards of the chemical mixture including signs and symptoms of exposure and medical conditions recognized as aggravated by exposure with primary routes of entry
  - permissible exposure limits(PEL) or any other exposure limit used or recommended by the manufacturer, importer, or employer whether on carcinogen listing(NTP) or has been found to be a potential carcinogen (IARC) listing or by OSHA
  - control measures including fire, engineering, personal protective equipment general precautions for safe handling and use including protective measures during repair and maintenance and procedures for clean up of spills and leaks
  - emergency and first aid procedures
  - date prepared or changed
  - name, address, telephone numbers of manufacturer, importer, or responsible party to call in an emergency

#### **MEMBER TRAINING AND INFORMATION:**

The Trainer Officer will be responsible for Hazardous Communications Plan training and records.

Training:

All new members will be trained in the Hazard Communications program during recruit training and annually thereafter. Members will go over their copy of the Hazard Communication Plan (HCP) and each MSDS applicable to their job. Before any new chemical is used; all affected members will be informed of its use, will be instructed on safe use, and will be trained on hazards associated with the new chemical. All members will attend additional training, as appropriate, to review the HCP and MSDS. Additional information about the chemical will be provided upon request.

The Orientation and Training for new members is as follows:

- an overview of the requirements contained in the Hazard Communication Standard<sup>29</sup> CFR1910.1200
- chemicals present in their workplace
- location and availability of written HCP
- physical and health effects of the hazardous chemicals listed on the inventory list of this program
- methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
- how to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment
- steps taken by the Emergency Coordinator and Trainer to lessen or prevent exposure to the chemicals
- listed on the inventory list
- emergency procedures to follow if exposed to any of the chemicals
- location of MSDS file and location of the hazardous inventory list
- proper labeling requirements for containers
- explanation on how to read and interpret each MSDS

Prior to a new chemical hazard being introduced into the workplace each member will be given information and training as outlined. After attending the training classes each member will sign a form to verify that they attended the training, that the written HCP was made available for review, and that they understand the HCP. Before entering work areas the member will ascertain what hazards they may be exposed to and then take appropriate action to protect themselves. If the member has any questions about what protection to use they will contact their supervisor.

#### **INVENTORY LIST:**

THE OREGON STATE FIRE MARSHAL OFFICE-HAZMAT SECTION provides reports.

#### **CONTRACTORS:**

It will be the responsibility of the Emergency Coordinator to provide the following information:

- hazardous chemicals to which they may be exposed to while in the workplace
- measures to lessen the possibility of exposure

- location of MSDS and labeling requirements for all hazardous chemicals
- procedures to follow if they are exposed

**REPORTS:**

THE OREGON STATE FIRE MARSHAL OFFICE-HAZMAT SECTION will provide information in order to comply with the Hazard Communication Standard.

**NON-ROUTINE TASK:**

Before any non routine task is performed, members shall be advised and/or they must contact supervisor for special precautions. In the event such task are required the supervisor will provide the following information about such activity as it relates to the specific chemicals expected to be encountered:

- specific chemicals and hazards
- protective personal equipment required and safety measures to be taken
- measures that have been taken to lessen the hazards including ventilation, respirators, presence of other members and emergency procedures

It will be the responsibility of the Emergency Coordinator to provide other personnel or outside contractors with the following information:

- hazardous chemicals to which they may be exposed to while in the workplace
- measures to lessen the possibility of exposure
- location of MSDS and labeling requirements for all hazardous chemicals •  
procedures to follow if they are exposed