

Waterloo Vol Fire Department Standard Operating Guidelines

Hazard Communications “Right To Know”

PURPOSE:

This program is intended to serve as a guideline for training and protecting firefighters and for complying with regulatory requirements. The goal of this program is to ensure protection of all members and/or personnel involved in the handling and use of hazardous chemicals.

POLICY:

All Waterloo Vol. Fire Department personnel who may be exposed to hazardous chemicals shall be trained as outlined in this Hazard Communication Program. It shall be the policy of this agency to maintain awareness of all hazardous chemicals encountered by the personnel and to communicate any associated hazards along with the necessary safety precautions.

I. PRINCIPLE REQUIREMENTS OF THE HAZARD COMMUNICATION STANDARD

- A. Ensure that each container of hazardous chemicals in the workplace is labeled, tagged, or marked with the identity of the chemical and appropriate hazard warnings.
- B. Maintain copies of Safety Data Sheets (SDS) for each hazardous chemical in the workplace, and ensure that the SDSs are readily accessible to personnel within the work area where the chemical is being used. 29 CFR 1910.1200 PAR/(G)(8); personnel must have “immediate access” to Safety Data Sheets without barriers.
- C. Provide personnel with specific information regarding hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. Personnel must be informed of:
 1. Requirements of Hazard Communication Standard
 2. Any operations in their work area where hazardous chemicals are present, and
 3. The location and availability of the written hazard communications program and the SDSs.
- D. Provide personnel with training regarding hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into their area. The training must include at least:

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1. Methods and observations that may be used to detect the presence of a chemical in the work area,
 2. Physical and health hazards of the chemicals in the work area.
 3. Measures personnel can take to protect themselves from those hazards, including proper PPE training provided by the Waterloo Fire Department, and,
 4. Details of the Department's hazard communication program, including an explanation of the SDSs, the labeling system, and the methods for personnel to obtain and use the appropriate hazard.
- E. Develop, implement, and maintain a written hazard communication program. This program must also include a list of the hazardous chemicals known to be present. It must also provide a description of methods that will be used to inform personnel of the hazards of non-routine tasks.

II. CHEMICALS EXEMPTED FROM THE HAZARD COMMUNICATION STANDARD

- A. Any food, food additive, color additive, drug, or cosmetic, as defined in the Federal Food, Drug, and Cosmetic Act (21 USC 301 et seq.) are subject to the requirements of that specific act.
- B. Any distilled spirits (beverage alcohols), wine, or malt beverage intended for non-industrial use as defined in the Federal Alcohol Administration Act (27 USC 201 et seq.) are subject to requirements of that specific act.
- C. Any consumer product or hazardous substance as those defined in the Consumer Product Safety Act (15 USC 2051 et seq.) are subject to requirements of that specific act.
- D. Any hazardous waste defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 is subject to regulations under that specific act by the Environmental Protection Agency.
- E. Tobacco or tobacco products.
- F. Wood or wood products.

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- G. Articles which do not release, or otherwise result in exposure to, a hazardous chemical under normal conditions of use are not subject to the Hazard Communications Standard.
- H. Foods, drugs, or cosmetics intended for personal consumption or use in the workplace also are not subject to the Hazard Communications Standard.

III. SAFETY DATA SHEETS (SDS)

- A. Obtain Safety Data Sheets:
A Safety Data Sheet is required for each hazardous chemical on the Workplace Chemical Listing, included in Attachment A1. Chemical manufacturers and suppliers are required to provide a SDS for each chemical provided to a customer. The **List Appropriate Member/Employee Position** (*ex: Training Officer*) will obtain and provide Safety Data Sheets for all chemicals. For products received directly from the manufacturer or distributor, SDSs will be provided by the manufacturer or distributor. A copy of correspondence requesting SDSs will be maintained in the SDS file until each SDS is supplied.
- B. Maintaining Safety Data Sheets:
Safety Data Sheets, a copy of this written Hazard Communication Program, and a list of hazardous materials (Workplace Chemical Listing) are to be permanently maintained in a notebook or binder in each fire station office area. This will be readily accessible and identifiable to all personnel. An additional notebook or binder must be kept in the work area of the person using the chemicals, in accordance with 29 CFR 1910.1200 PAR/(G)(8).
- C. Updating Safety Data Sheets:
Incoming Safety Data Sheets shall be reviewed by the Second Assistant Chief and maintained. If a new SDS has been revised, the old SDS will be transferred to a permanent file. The date of removal shall be written on the old SDS and it will be placed in a file labeled, "Old Safety Data Sheets." The old SDSs will be maintained thirty (30) years past the duration of any exposed personnel employment.

IV. CONTAINER LABELING

- A. Incoming Containers:
Chemical manufacturers and suppliers are responsible for labeling containers of hazardous chemicals. It is the responsibility of the Second Assistant Chief or

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his/her designee, to ensure that each container arriving at the fire station is labeled or marked legibly with the following information:

1. Identity of material
2. Appropriate hazard warnings

B. Workplace or Temporary Containers:

Hazardous chemicals which are dispensed from the original shipping container must be placed into an appropriate container. The container must contain the following information:

1. Identify of material
2. Appropriate hazard warnings

If a chemical is transferred to a temporary container and is to be used exclusively by one employee during one work shift, it may be used from an unlabeled container. However, if the employee leaves the chemical unattended at any time, then the chemical container must be labeled.

C. Updating of Labels:

If the Fire Department is notified of significant hazard characteristic changes on an updated SDS, the Second Assistant Chief shall see that any outdated hazard warnings on labels are corrected to convey the updated information.

V. NON-ROUTINE TASKS

A. Circumstances may require personnel to perform tasks that involve potential exposure to hazardous chemicals which are not in the course of the regular job. Prior to beginning these tasks, personnel must be notified regarding the following:

1. The nature of any hazardous chemicals present. Materials Safety Data Sheets for those chemicals should be reviewed in detail and all recommendations followed in preparing for the tasks.
2. Precautionary measures and protective equipment needed to perform the task.
3. Any hazards associated with chemicals present in unlabeled pipes, such as refrigeration ammonia and propane in distribution systems.

B. When in doubt, the *Incident Commander* should be contacted before proceeding with an unfamiliar task which may endanger the member.

VI. NON-DEPARTMENT PERSONNEL (CONTRACTORS, VISITORS, ETC)

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- A. Mutual delivery of chemical hazard information is necessary between the fire department and outside personnel:
 - 1. The Waterloo Fire Department must be informed of all hazardous substances to be brought into the workplace by contractors and/or other personnel.
 - 2. Contractors and/or other personnel must be informed of all hazardous substances they may encounter during their activities in the Fire Department workplace.

- B. It is the responsibility of the Fire Department to inform its personnel and provide any necessary training to deal with chemical hazards brought into the workplace. Likewise, it is a responsibility of the fire department to provide contractors and/or other personnel adequate information on chemical hazards within the workplace. This is necessary so that the contractor can inform and provide his/her personnel with any necessary training. In dealing with contractors or other personnel, the following information shall be exchanged:
 - 1. A list of hazardous chemicals to which they may be exposed while on the job site;
 - 2. Precautions that personnel may take to lessen the possibility of exposure; and
 - 3. The location of SDSs (which must be immediately available).

VII. FIREFIGHTER TRAINING

- A. All personnel of the Waterloo Fire Department are required to receive initial hazard communication training. Personnel who are or may be exposed to hazardous chemicals in the workplace shall receive additional training on each chemical hazard. New personnel shall be trained as soon as possible and before they are assigned to work with hazardous chemicals.

- B. Initial hazard communication training will be conducted by Second Assistant Chief or his/her designee. The initial training shall consist of a brief discussion of all sections of this Hazard Communication Program. The required checklist and information for new employee hazard communication orientation is included as Appendix A3.

- C. Additional training shall be conducted by the Second Assistant Chief on specific chemical hazards in each workplace and when a new hazard, not necessarily a new chemical, is introduced into the work place.

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- D. Documented records of training shall be maintained in the official Hazard Communications Notebook containing the training program. Information and records kept in the Hazard Communication Notebook shall include the following:
 - 1. A copy of the Hazard Communications Program
 - 2. A description of training materials and information used
 - 3. Completed training rosters with dates training is completed

- E. Follow-up training shall be conducted by the Second Assistant Chief to insure that affected personnel remain aware of the Hazard Communication Standard and its requirements, that they can show where the Safety Data Sheets are located. They must also be generally familiar with the hazardous properties of the chemicals in their work area and understand the protective measures which must be implemented when working with these chemicals.

- F. Follow-up training will be completed annually for all personnel of Waterloo Fire Department