



Buxton Fire-Rescue

Administrative Policy

Subject: Hazard Communication Program (7)

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Nath R. Slee



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Hazard Communication Program Documentation

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Hazard Communication Program

PURPOSE:

The purpose of this program is to improve the level of information provided to employees regarding the chemicals that they may encounter during the course of their work. Additionally, this written program will help ensure that the Buxton Fire-Rescue Department is in compliance with Maine's Bureau of Labor Standards laws and regulations 1910.1200

SCOPE:

This program will apply to all Buxton Fire-Rescue employees and is available to all employees at all times. Employees will be provided with information and training as specified in this program.

This program does not cover consumer products, used in the fashion that a consumer would use the products. i.e. Windex, Pledge, Clorox Bleach etc.

RESPONSIBILITIES:

Buxton Fire-Rescue –

- Buxton Fire-Rescue shall be responsible for carrying out the hazard communication program in accordance with this written document.
- The individual assigned to ensure compliance is, in order of responsibility: Deputy Chief of EMS, Captain of EMS, Fire-Rescue Chief. The person responsible for the program shall be known as the “Program Administrator”.
- The Program Administrator is responsible for administering and managing the hazard communications program.
- The Program Administrator is responsible for assisting employees in implementing the program maintaining the master list of MSDS's, training all employees on the hazardous communication program to ensure compliance with state rules and regulation.

Employees –

- Employees will be responsible for complying with procedures established by the Buxton Fire-Rescues' Hazard Communication Plan, to minimize potential chemical exposure and to inform the Program Administrator, if they encounter any problems with the program or have chemical exposure.
- Employees shall be responsible for the use of safety equipment provided as intended.



DEFINITIONS:

"Chemical"- means any element, chemical compound or mixture of elements and/or compounds.

"Hazardous chemical"- means any chemical, which is a physical hazard or a health hazard.

"Health hazard"- means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur to exposed employees.

"Material safety data sheet" - means written or printed material concerning a hazardous chemical which is prepared by the chemical manufacturer.

"Physical hazard"- means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, and organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

CHEMICAL INVENTORY:

The Program Administrator will maintain a list of the hazardous chemicals known to be present within all three stations. All employees are responsible for reporting any new hazardous materials that are accompanied by a Material Safety Data Sheet (MSDS).

Each MSDS will be kept in the MSDS binders located at each station, located with the "Right to Know Station, in Station # 1, Station # 2, and Station # 3.

LABELS:

Each container of hazardous chemicals in the workplace will be labeled, tagged or marked with the identity of the hazardous chemical and the appropriate hazard warning. Incoming chemical container labels will not be defaced or removed.

MATERIAL SAFETY DATA SHEETS:

Buxton Fire-Rescue will rely on the manufacturer evaluation of their chemical products. All employees will be responsible for obtaining Material Safety Data Sheets from packaging when received and forwarding to the Station Captain, to be included in the MSDS Binders.

Material Safety Data Sheets are maintained and available for any employee to review in each station at individual "Right to Know Stations."

EMPLOYEE INFORMATION AND TRAINING:

Employees will be provided with information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. That information and training will include the requirements of this section, and operations in their work area where hazardous chemicals are present and the location and



availability of the written hazard communication program (including the MSDS and list of hazardous chemicals locations). Additional areas of training will include the following:

- Methods and observations that may be used to detect the presence or release of a hazardous chemical.
- Physical and health hazards of the chemicals in the work area.
- Measures employees can take to protect themselves from these hazards, including specific procedures company has implemented to protect employees from exposure, including work practices, emergency procedures and personal protective equipment, and
- The details of the hazard communication program including an explanation of the labeling system, the MSDS's and how to obtain and use appropriate hazard information.