



Buxton Fire-Rescue

Administrative Policy

Subject: Hazardous Communication Plan (7)

Section/Number: Policy (1)

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Global Harmonization Program Documentation

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Authorization

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June 13, 2018
Date

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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 (e.g. 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 SDS, training all employees on the hazardous communication program to ensure compliance with state rules and regulation.

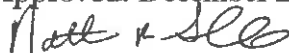
Employees –

- Employees will be responsible for complying with procedures established by the Buxton Fire-Rescues Global Harmonization Plan (GHS), 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.

PROCEDURES:

A) Hazardous Chemical List:

- a. A list of hazardous materials and chemicals which are used in the course of the departments normal business activities must be maintained and continually updated. This list is to include all substances which require a Safety Data Sheet (SDS).
- b. A copy of this list is to be kept in the front of each SDS book. For each chemical used in the workplace, an SDS sheet must be available on that jobsite.



B) Safety Data Sheets (SDS):

- a. All Safety Data Sheets must be kept in an organized fashion and will be placed in SDS binder in each station or accessible online for all employees to view at will.
- b. SDS books and the Hazardous Chemical List must be maintained and kept up to date. As obsolete MSDS's and SDS's are replaced by updated copies, they must be retained in a separate file of obsolete MSDS's for 30 years. Do not throw them away.
- c. If a hazardous chemical or substance is received without a proper SDS, the receiving person must immediately notify their supervisor. The manufacturer or distributor of the product must be contacted immediately and asked to fax or e-mail the SDS and mail a copy as a follow up. Hazardous materials or substances received without an SDS are to be returned to the sender.

C) Employee Use of MSDS:

- a. Know the location of the SDS
- b. Understand the major points for each chemical
- c. Check SDS when more information is needed or questions arise
- d. Be able to quickly locate the emergency information on the SDS
- e. Follow the safety practices provided on the SDS

D) Labeling:

- a. Each container of a hazardous chemical that is used in or around the work area must be properly labeled with the Product Identifier (identity of the hazardous material), Pictogram, Signal Word, the appropriate hazard warnings, and the name, phone number and address of the manufacturer. Appropriate labels must be on all containers, regardless of size. Containers must be approved and recommended for storage and/or dispensing of the hazardous chemicals contained in them.
- b. Worn and torn labels must be replaced. It is the responsibility of employees to report inappropriate labels to their supervisor.
- c. Containers for materials that will be used within a work shift do not require labels.

E) Training:

Employee training for this Hazard Communication Program consists of the following:

- a. Each affected employee working for the Buxton Fire-Rescue is required to review the training material. This training is to be done during the new employee orientation process before the new employee actually assumes status as an active employee. In addition to this training, affected employees must be shown the locations of Safety Data Sheets, fire extinguishers, first aid kits, PPE and usage and storage of hazardous materials.
- b. Fire extinguisher training will be provided to employees.
- c. First Aid and CPR training will be provided as required by the training division.
- d. If the Buxton Fire-Rescue engages the services of contract labor personnel, and exposure to hazardous materials is possible, the contract laborers must be made aware of the locations of the Hazardous Chemical List and the SDS information book.

F) Classroom training will include the following:

- a. Understanding the purpose of the HazCom Standard (GHS).

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- b. Explanation of the existence of federal, state and local right-to-know laws.
- c. Definition of the classification "hazardous chemical".
- d. Explanation of situations and elements that must be present for a material to be considered a health hazard.
- e. Explanation and interpretation of labels, what is required on all containers, and the GHS component.
- f. Understanding and interpretation of Safety Data Sheets (SDS).
- g. Employee responsibilities.
- h. Policies and procedures to follow in case of exposure.

G) Storage:

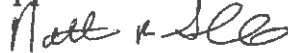
- a. All storage areas for hazardous substances are to be secured, properly ventilated, and identified by signs or labels.

H) Non-Routine Tasks:

- a. All non-routine tasks will be evaluated by the officer in charge or senior person before the task commences, to determine all hazards present. All necessary precautions needed to remove the hazard, or protect from the hazard will be taken.

I) Other Personnel Exposures (Contractors) - Buxton Fire-Rescue will provide other personnel or outside contractors with the following information:

- a. Location of the SDS and labeling requirements for all hazardous chemicals.
- b. Procedures to follow if they are exposed
- c. Before work is started, each contractor will gather and disseminate any information concerning chemical hazards the contractor is bringing into the workplace.



Format of SDS's as part of Global Harmonization System

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

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Pictograms

Health Hazards



Corrosive Hazard



Acute Toxicity Hazard



General Hazard



Health Hazard

Environmental Hazards



Environmental Hazard

Physical Hazards



Explosive Hazard



Flammable Hazard



Oxidizing Hazard



Compressed Gas Hazard



Corrosive Hazard



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Transportation Hazards



Explosives



Flammable Gases



Non-Flammable
Non-Toxic Gases



Toxic Gases



Flammable Liquids



Flammable Solids



Spontaneous
Combustion



Water Reactive



Oxidizing Substances



Organic Peroxides



Corrosive Substances

