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## HAZARD COMMUNICATION STANDARD

### SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department and shall be adhered to by all members.

### PURPOSE

To establish the standards of compliance with the Hazardous Chemical Right to Know Act within Stoney Point Fire Department.

### DEFINITIONS

**Chemical** – any element, chemical compound, or mixture of elements and/or compounds

**Container** – any bag, barrel, bottle, box, can, drum, cylinder, reaction vessel, storage tank, or the like

**Guideline** - a general rule, principle, outline of a policy

**Hazardous Chemical** – any chemical, which is a physical hazard or health hazard

**Hazardous Substance List** – list of hazardous chemicals(s) used, produced, or stored in the workplace

**Hazardous Warning** – any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which conveys the hazards of the chemical(s) in the container(s)

**Health Hazard** – any material that is an irritant, corrosive, a sensitizer, or a carcinogen, harmful to target organs including eyes, liver, kidneys, lungs, reproductive organs, and the blood

**Immediate Use** – hazardous chemicals that are under the control of and used only by the person who transferred it from a labeled container

**Label** – any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals

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**Material Safety Data Sheet** – (MSDS) documents that list information relating to occupational safety and health for the use of various substances and products

**Member** – any career, volunteer, staff, and auxiliary personnel affiliated with the department

**Occupational Safety and Health Administration** – (OSHA) federal agency responsible for developing and enforcing safety and health regulations

**Physical Hazard** – any material that is flammable, combustible, explosive, reactive, or under pressure

**Shall** - indicates a mandatory requirement

### GUIDELINES

Stoney Point Fire Department utilizes many hazardous chemicals to accomplish routine and emergency operations. Many of these chemicals pose physical or health hazards of an acute or chronic nature to an unprotected user. It shall be the policy of the department and its members to comply with federal regulations directed by the Occupational Safety and Health Administration as listed in 29 CFR 1910.1200, North Carolina laws as directed by the North Carolina Department of Labor as listed GS 95-173 and local guidelines with regards to hazard communication. Collectively these policies are referred to as the Hazardous Chemical Right to Know, or the Employee Right to Know laws.

This guideline details the procedures by which Stoney Point Fire Department and its members shall accomplish to reduce or mitigate the potential for physical or health problems related to hazardous chemical exposure. A department Assistant Chief is assigned the duties of Department Safety Officer and shall have the responsibility to ensure that the provisions of this policy are implemented and followed by all members.

### **Hazardous Substance List**

All hazardous substances utilized by members of Stoney Point Fire Department or stored on department property shall be identified in the Hazardous Materials Inventory Notebook. All substances shall be listed by chemical name and trade name for ease of identification, and the quantity and location of storage shall be listed. Additionally, the latest copy of the Material Safety Data Sheet shall be included in the Inventory Notebook. The Inventory

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Notebooks are stored in Yellow Binders and located on a wall of the Apparatus Bay at both Station 13 and Station 19. The Inventory Notebook shall be reviewed updated annually, or whenever required when substances have been added or removed from the inventory by the Assistant Chief in charge of the paid staff.

### Container Labeling

Chemicals shall remain in their provided containers and existing labels shall not be removed or defaced. Vendors of chemicals shall provide the appropriate labels for all products or payment shall be denied. Each container of hazardous materials shall be properly labeled, tagged, or marked with the following information:

- Identity of the contents
- Appropriate Hazard Warning
- Name and address of the manufacturer

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

- Signs or placards may be posted if there are several stationary containers within a work area which has similar contents and hazards, if the signs or placards contain the required information as outlined in Section 10.83.B.I
- No labeling shall be required for portable containers into which hazardous chemicals are transferred from labeled containers, if they are intended only for the Immediate Use of the person who makes the transfer

### Mixing Chemicals for Cleaning Solutions

The mixing of chemicals for cleaning shall be limited to trained personnel in appropriate safety equipment. The following procedures shall be observed:

- Protective safety glasses shall be worn
- Protective rubber gloves shall be worn

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- Container or spray bottle with the mixed chemicals will immediately be labeled with a NFPA 704 label and the identification of the solution will be written across the label
- The solutions shall be prepared and mixed at the eyewash station located at the bay sink. The eyewash station can be readily accessed in the event of a chemical solution splash.

### **Building and Facility Identification**

All buildings and other facilities that contain hazardous chemicals shall be identified, labeled, and placarded according to North Carolina Fire Prevention Code.

### **Material Safety Data Sheets**

In compliance with both state and federal law, Stoney Point Fire Department shall have a Material Safety Data Sheet on file for each hazardous chemical stored, used, and produced within the department. Each Material Safety Data Sheet shall be accessible to all members and visitors in the work areas. Any chemical without a Material Safety Data Sheet shall have one produced by the Fire Chief or his designee as soon as possible. Payment for any hazardous chemical shall not be authorized until its corresponding Material Safety Data Sheet is produced by the vendor.

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### **Training**

All members of Stoney Point Fire Department with duties requiring the use of hazardous chemicals shall receive training prior to being permitted to handle any substances. Department supervisors must participate in and enforce this training. This training shall consist of the following:

- Detection methods for the presence of hazardous substances
- The physical and health hazards of the hazardous materials
- Protective measures such as emergency procedures and personal protective equipment
- Interpretation of labels and Material Safety Data Sheets



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- Proper handling and storage of hazardous substances
- Additional training for new members and any new hazardous substances added to the inventory

All training shall be documented in the members training file to include the personnel that attended, the materials and subjects covered and the date. Members shall be required to answer the following questions concerning the Hazard Communications Standard:

- What is the Hazard Communications Standard?
- Have you participated in the Hazard Chemicals Right to Know Act, and the North Carolina Occupational Safety and Health Hazard Communications Standard?
- Do you know where to locate the Material Safety Data Sheets, at both stations?
- Do you know the basic protective measures to be taken for the hazardous chemicals utilized by Stoney Point Fire Department?

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### **Availability of this Hazard Communication Program**

In compliance with Federal and State Regulations, this policy and/or the Hazardous Materials Inventory Notebook shall be available upon request to the following entities or individuals:

- All Stoney Point Fire Department members and designated representatives
- NC Commissioner of Labor and their designated representatives
- Director of the National Institute for Occupational Safety and Health and their designated representatives
- Representatives of the Occupational Safety and Health Administration

In addition to the above, any citizen of North Carolina may request a list of the chemicals utilized by Stoney Point Fire Department. This list is available by:

- Submitting a written request to the department's Safety Officer
  - Name of requestor
  - Name and business address of any organizations making requests
  - Address of the requestor



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- Contact information of the requestor
- Statement of purpose for the request

Stoney Point Fire Department shall provide a Hazardous Substance List, Material Safety Data Sheets, and the training list for all members. The requesting individual or organization is responsible for the expense incurred to produce and ship all requests.

### **References**

29 CFR 1910.1200

NC GS 95-173

NFPA 704

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