



## **PURPOSE**

The purpose of this plan is to establish a program and procedures for the safe use of hazardous chemical substances at Russellville Fire Department facilities.

It is the responsibility of all RFD personnel to know this policy.

## **POLICY**

The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) 29 CFR 1910.1200 and 29 CFR 1926.59 call for the development of a hazard communication program when employees may be exposed to any chemical in the workplace under normal conditions of use or in a foreseeable emergency. As a result, this program has been created to comply with the requirements of the OSHA HCS 2012. The written hazard communication program will include and address the following criteria in order to satisfy the minimum requirements of the OSHA HCS 2012:

1. List of all hazardous chemicals known to be present in the workplace or individual work area
2. Methods used to ensure that all containers, including pipes and holding tanks, are labeled, tagged or marked properly
3. Methods used to obtain and maintain safety data sheets (SDSs)
4. Methods used to provide employees with information and training on hazardous chemicals in their work areas
5. Methods used to inform employees of the hazards of non-routine work practices
6. Methods used to provide the employees of other employers (e.g., consultants, construction contractors and temporary employees) on-site access to SDSs for each hazardous chemical that the other employer's employees may be exposed to while working in the workplace
7. Methods used to inform the employees of other employers of precautionary measures that need to be taken to protect themselves during the workplace's normal operating conditions and in foreseeable emergencies
8. Methods used to inform the employees of other employers of the labeling system used in the workplace

The hazard communication program will identify the following:

1. Key personnel responsible for the program
2. Location of chemical inventory list and SDSs
3. Workplace labeling system
4. Good work practices and procedures to minimize exposures
5. How training will be performed
6. Procedures to maintain the program and update the required information
7. How records will be maintained

## **Responsibilities**

The Health and Safety Officer (HSO) or designee is responsible for administering the hazard communication program.

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This person is also responsible for:

1. Reviewing the potential hazards and safe use of chemicals
2. Maintaining a list of all hazardous chemicals and a master file of SDSs
3. Ensuring that all containers are labeled, tagged or marked properly
4. Providing new-hire and annual training for employees
5. Maintaining training records
6. Monitoring the air concentrations of hazardous chemicals in the work environment
7. Properly selecting and caring for personal protective equipment
8. Directing the cleanup and disposal operations of the spill control team
9. Identifying hazardous chemicals used in non-routine tasks and assessing their risks
10. Informing outside contractors who are performing work on company property about potential hazards
11. Reviewing the effectiveness of the hazard communication program and making sure that the program satisfies the requirements of all applicable federal, state or local hazard communication requirements

The purchasing agent is responsible for:

1. Contacting chemical manufacturers and/or distributors to obtain SDSs and secondary labels for hazardous chemicals used or stored in the workplace

The receiving department is responsible for:

1. Reviewing incoming hazardous chemicals to verify correct labeling
2. Holding hazardous chemicals in the receiving area until receipt of the SDS for the product

Employees are responsible for the following aspects of the hazard communication program:

1. Identifying hazards before starting a job
2. Reading container labels and SDSs
3. Notifying the supervisor of torn, damaged or illegible labels or of unlabeled containers
4. Using controls and/or personal protective equipment provided by the company to minimize exposure
5. Following company instructions and warnings pertaining to chemical handling and usage
6. Properly caring for personal protective equipment, including proper use, routine care and cleaning, storage, and replacement
7. Knowing and understanding the consequences associated with not following company policy concerning the safe handling and use of chemicals
8. Participating in training

### **Labels and Other Forms of Warning**

Each container of hazardous chemicals received from the chemical manufacturer, importer or distributor will be labeled with the following information:

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1. Product identifier
2. Signal word
3. Hazard statement(s)
4. Pictogram(s)
5. Precautionary statement(s)
6. Name, address and telephone number of the chemical manufacturer, importer or other responsible party

The Russellville Fire Department will use the GHS labeling system for secondary containers. When a chemical is transferred from the original container to a portable or secondary container, the container will be labeled, tagged or marked with a GHS label containing the following information:

1. Product identifier
2. Signal word
3. Hazard statement(s)
4. Pictogram(s)
5. Precautionary statement(s)

Portable containers into which hazardous chemicals are transferred from labeled containers and that are intended for the immediate use of the employee who performs the transfer do not require a label. If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled. Food and beverage containers should never be used for chemical storage.

Signs, placards, and operating procedures or other such written materials may be used in lieu of affixing labels to individual, stationary process containers as long as the alternative method identifies the containers to which it is applicable and conveys the information required for workplace labeling.

Workplace labels or other forms of warning will be legible, in English and prominently displayed on the container or readily available in the work area throughout each work shift. If employees speak languages other than English, the information in the other language(s) may be added to the material presented as long as the information is presented in English as well.

### **Safety Data Sheets**

An SDS will be obtained and maintained for each hazardous chemical in the workplace. SDSs for each hazardous chemical will be readily accessible during each work shift to employees when they are in their work areas.

SDSs will be obtained from the chemical manufacturer, importer or distributor. The name on the SDS will be the same as that listed on the chemical inventory list. SDSs for chemicals or process streams produced by the company will be developed and provided by the Safety Coordinator or designee.

The Safety Coordinator or designee will maintain the master file of all original SDSs.

SDSs for new products or updated SDSs for existing products will be obtained by the purchasing agent and forwarded to the safety coordinator. The HSO or designee will then update the master file with new and/or updated SDSs.

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If problems arise in obtaining an SDS from the chemical manufacturer, importer or distributor, a phone call will be made to request an SDS and to verify that the SDS has been sent. The phone call will be logged and a letter will be sent the same day. The company will maintain a written record of all efforts to obtain SDSs. If these efforts fail to produce an SDS, the local OSHA office will be contacted for assistance.

### **Employee Information and Training**

Employees included in the hazard communication program will receive the following information and training prior to exposure to hazardous chemicals and when new chemical hazards are introduced to their work area:

1. Requirements of the OSHA Hazard Communication Standard 29 CFR 1910.1200 (General Industry) or 29 CFR 1926.59 (Construction Industry)
2. Operations in the work area where hazardous chemicals are present
3. Location and availability of the hazard communication program, chemical inventory list and SDSs
4. Methods and observations used to detect the presence or release of a hazardous chemical in the work area, such as monitoring devices, visual appearance or odor of hazardous chemicals when being released
5. Physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified of the chemicals in the work area
6. Measures employees can take to protect themselves from hazards, such as appropriate controls, work practices, emergency and spill cleanup procedures, and personal protective equipment to be used
7. Explanation of the labels received on shipped containers
8. Explanation of the workplace labeling system
9. Explanation of the SDS, including order of information and how employees can obtain and use the appropriate hazard information

### **Nonroutine Tasks**

The HSO and the immediate supervisor of an employee performing a non-routine task, such as cleaning machinery and other process equipment, is responsible for ensuring that adequate training has been provided to the employee on any hazards associated with the non-routine task. Employees share in this responsibility by ensuring that their immediate supervisor knows that the non-routine task will be performed.

Special work permits are required for the performance of certain non-routine tasks, such as entry to confined spaces, breaking and opening piping systems, and welding and burning. For some special tasks, employees are required to follow special lockout/tag out procedures to ensure that all machinery motion has stopped and energy sources are isolated prior to and during the performance of such tasks.

### **Recordkeeping**

Records pertaining to the hazard communication program will be maintained by the HSO or designee. The HSO will keep the following records:

1. Chemical inventory list
2. Hazardous material reviews
3. Copies of phone call logs and letters requesting SDSs
4. Employee training records
5. Warnings issued to employees for not following the hazard communication program

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