



**HORRY COUNTY FIRE/RESCUE
DEPARTMENT**
PROUD * PREPARED * PROFESSIONAL



STANDARD OPERATING PROCEDURE

APPROVED BY GARRY B ALDERMAN, FIRE CHIEF:

DATE:

SOP 612

HAZARDOUS COMMUNICATIONS POLICY

PURPOSE OF THIS STANDARD

This policy is to ensure that Horry County Fire/Rescue (HCFR) is in compliance with the OSHA Hazard Communication Standard, Title 20 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using Material Safety Data Sheets, by ensuring that containers are labeled, and by providing the members of the department with training.

SECTION 1-GENERAL

1.01 GENERAL POLICY STATEMENT

- A. This program applies to all work operations in HCFR where members may be exposed to hazardous substances under normal working conditions or during an emergency situation.
- B. The Compliance Officer is the program coordinator who will review and update the program as necessary.
- C. Copies of the written program may be obtained from the Compliance Officer or found in the HCFR SOP Manual or in the MSDS Right-to-Know Book in each station.
- D. Under this program, the members will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take for protection from these chemicals.

- E. Members will also be informed of the hazards associated with non-routine tasks they may be asked to perform.

SECTION 2-PROGRAM ELEMENTS

2.01 LIST OF HAZARDOUS CHEMICALS

A. The Compliance Officer will make a list of all hazardous chemicals and related work practices used in the facility and will update the list as necessary. HCFR's list of chemicals identifies all of the chemicals used in its work areas. A separate list is available for each station. Each list also identifies the corresponding MSDS for each chemical. A master list of these chemicals will be maintained by and is available from the Compliance Officer.

2.02 MATERIAL SAFETY DATA SHEETS (MSDS)

- A. The MSDS provide you with specific information on the chemicals you use. MSDS sheets shall indicate the chemical name, manufacturer, hazards, exposures, safe handling instructions, PPE to be used, how to handle exposures, and spill handling.
- B. When new MSDS are issued on a chemical, they will be compared to previous data sheets on file and any changes will be noted and changes will be made to the labels of the chemical containers accordingly.
- C. The MSDS will be made available to you at your workstation doing your shift. A master reference file of MSDS shall be maintained by the Compliance Officer, along with an inventory list index for all chemicals used throughout the department.
- D. The Compliance Officer is responsible for acquiring and updating the MSDS. If additional research is necessary or if a MSDS has not been supplied with an initial shipment of a chemical, the Compliance Officer will contact the chemical manufacturer or vendor.
- E. The Compliance Officer must approve all new chemical procurements for HCFR. When new and significant health or safety information is found, a new MSDS will be issued containing the updated information.

- F. A master list of the MSDS is available from the Compliance Officer. A copy of a MSDS may be obtained by making a written request. When an employee submits a request for a MSDS, the request will be filed and noted on a request log. The employee will sign the log to indicate receipt of the MSDS. The issuance of new MSDS shall be the responsibility of the BC on duty. It will be the responsibility of the station members and/or Company Officer to file the MSDS sheet in the station MSDS book for immediate reference.

2.03 LABELS AND OTHER FORMS OF WARNING

- A. The Compliance Officer will ensure that all hazardous chemicals are properly labeled. All chemicals are to be stored in their original or approved containers, with a proper label attached. Containers that are not labeled, or in which the manufacturer's or supplier's label has been removed, will be re-labeled. Each label will contain the following information: the common name and/or chemical name, reactivity, health and flammability information, and PPE required.
- B. The Compliance Officer will refer to the corresponding MSDS for each chemical to verify that the labeling is correct.
- C. If you transfer chemicals from a labeled container to a portable container that is intended only for your immediate use, no labels are required on the portable container. This means that the same person who takes the chemical from its original container must completely use it during the same work shift in which it was taken. Any chemical taken from its original container remaining after the work shift must be either returned to the original container or disposed of in a proper manner.

2.04 NON-ROUTINE TASKS

- A. When a member is required to perform hazardous non-routine tasks, a special training session will be conducted to inform him/her about the hazardous chemicals to which he/she might be exposed while performing the non-routine task and the proper precaution to take to reduce or avoid the risk of exposure.

2.05 TRAINING

- A. Every member who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by their Battalion Chief. Whenever a new hazard is introduced, additional training will be provided. Supervisory personnel will be extensively trained regarding hazards and appropriate protective measures so that they will be available to answer questions from firefighters and provide daily monitoring of safe work practices.

B. The training program will emphasize these items:

1. Summary of the standard and this written program.
2. Chemical and physical properties of hazardous materials (for example, flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
3. Physical hazards of chemicals (potential for fire, explosion, etc.).
4. Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
5. Procedures to protect against hazards (personal protective equipment that is required and its proper use and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response)
6. Where MSDS are located, how to read and interpret the information on both labels and MSDS and how members may obtain additional hazard information.
7. The Compliance Officer will review HCFR's employee training program and give advice regarding training and retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace, but it will be HCFR policy to provide regularly training. As part of the assessment of the training program, the Compliance Officer will obtain input regarding training that receive and suggestions for improving it.

2.06 OUTSIDE CONTRACTORS

A. Upon notification of their presence or potential presence in HCFR's workplace, the Compliance Officer will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on HCFR premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, the Compliance Officer will notify these individuals of the location and availability of MSDS. Each contractor bringing chemicals on site must provide HCFR with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

2.07 ADDITIONAL INFORMATION

- A. All members may obtain further information on HCFR's written program, the hazard communication standard, applicable MSDS and chemical information list from the Compliance Officer.