

Barkhamsted Fire District

HAZARD COMMUNICATION PROGRAM

October 1, 2002

In accordance with OSHA 29 CFR 1910.1200

I. Introduction

It is the intention of the Barkhamsted Fire District to comply fully in a prudent manner with all occupational safety and health standards/regulations. Consequently, this program to comply with the Department of Labor, Occupational Safety and Health Administration's Hazard Communication Standard 29 CFR 1910.1200 will be implemented and enforced.

This program has been established to provide guidelines for all employees, and for Barkhamsted Fire District to meet the requirements of the Hazard Communication Standard. The program applies to any hazardous chemical(s), which is known to be present on the premises, that employees may be exposed under normal conditions of use or in a foreseeable emergency. This written Hazard Communication Program will be available to all employees at the district stations for review at all times.

II. Hazardous Chemicals List

Barkhamsted Fire District has established and will maintain a list of all the hazardous chemicals used on the premises. The Chief or designee of the Barkhamsted East, Pleasant Valley, and Riverton Fire Departments will be made responsible for the respective maintenance of this list. This master list will have the following information:

- Name of chemical
- Manufacturer of chemical
- Phone number of manufacturer
- Quantity of chemical
- Storage/location of chemical
- MSDS

Each department will include all hazardous chemicals on the premises on the Hazardous Chemicals List.

See Appendix A for Hazard Communications Inventory Form.

III. Labeling of Hazardous Chemicals

Each container containing a hazardous chemical will be labeled with the identity and the appropriate hazard warning of the contents. In addition, those containers containing hazardous chemical(s) when received from a supplier or shipped to a customer will also have the name and address of the manufacturer or the responsible party.

It is the responsibility of the department Chief or designee to assure that the identity and the hazard warnings are placed on all containers that have been transferred from the original drum or container. Also, it is the responsibility of the department Chief or designee to assure that the identity, the hazard warnings and the name and address of the supplier are on the received/shipped container(s).

In the event a chemical is transferred to a different container, the new container shall be properly labeled to include name of manufacturer, hazards warning, and PPE. Or the HMIS (Hazardous Materials Information System) shall be used. Labels must be legible, intact, and in English.

IV. Material Safety Data Sheets (MSDS)

This MSDS file will contain an MSDS for every hazardous chemical used on the premises. These sheets will be available to employees at all times. The MSDS file for each respective department are kept in readily accessible to all employees.

When ordering a new hazardous chemical, it is the responsibility of the department Chief or designee to assure that the MSDS file is kept up to date.

Employees wishing to gain access to the MSDS file or a copy of MSDS for specific chemical(s) should contact the department Chief or designee.

V. Information & Training

It is the policy of the Barkhamsted Fire District to provide an information and training program to all employees with the implementation of this program, at the time of a new employee's initial assignment, and whenever a new hazard is introduced into the working place.

This information and training program will include:

- (1) Requirements of 29 CFR 1910.1200.
- (2) Any operation in employees' work areas where hazardous chemicals are present.
- (3) Location and availability of the written hazard communication program, the list of hazardous chemicals and material safety data sheets.
- (4) Means of detecting the presence or release of hazardous chemicals in the work area.

- (5) Physical and health hazards of the chemicals in the area.
- (6) Measures employees can take to protect themselves from these hazards.
- (7) Explanation of the labeling system and the material safety data sheet.
- (8) Emergency procedures.
- (9) Details of the written hazard communication program developed by the employer.

It will be the responsibility of the department Chief or designee to implement and maintain the information and training program.

VI. Contractor Work

When it is necessary for an outside contractor to perform work at any department within the Barkhamsted Fire District, it shall be the responsibility of the department Chief or designee to inform the contractor of the identity of any hazardous chemicals to which the contractor may be exposed. The procedure for informing the contractor will include the following:

- A. Making the hazardous chemicals inventory of any designated work area where contract work is being performed available to the contractor and advise the contractor of the labeling system.
- B. Making the MSDS's of the identified hazardous chemicals in a designated work area available to the contractor.
- C. Making the contractor aware of the appropriate protective measures taken by Barkhamsted Fire District employees in a designated work area.

It is also the responsibility of the department Chief or designee to determine if the contractor will be using any hazardous chemicals and, if so, to take appropriate actions to assure the protection of the Barkhamsted Fire District employees.

VII. Hazard of Non routine Tasks

Prior to starting work on hazardous non-routine tasks, every affected employee will be given information by the department Chief or designee about the hazardous chemical(s) to which they may be exposed. Such information will include, but not be limited to specific hazards associated with the chemical(s), protective measures (i.e. personal protective equipment, work practices, engineering controls

etc.) and emergency procedures.

Employees performing a hazardous non-routine task will be informed of the hazards and referred to the appropriate MSDS.
