

# Tully Fire Department

## Standard Operating Guidelines Hazard Communication Program Guideline # TF-201 – Rev.1

**Purpose:** The purpose of this program is to inform you, the member/employee that Tully Fire District is complying with OSHA, Code of Federal Regulations, Title 29, Part, 1910.1200 of the Hazard Communication Standard. Tully Fire District is complying with the regulation by compiling a hazardous chemicals list, using MSDS (Material Safety Data Sheets), by ensuring that containers are labeled, and providing you, the member/employee, with the necessary initial training, as well as annual refresher training.

**Procedure:** This program applies to all members/employees of the Tully Fire District where chemicals are used and the possibility of an exposure to a hazardous substance is a concern,

The Hazard Communication Program Officer will have the overall responsibility for the program. The Hazard Communication Program Officer will review and update the program as necessary. The Program Officer will also conduct the initial training as well as annual refresher training.

Each employee will be provided a copy of this program upon his or her request. Under this program the member/employee will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures, and the proper measures of protection while using these chemicals.

### **Hazardous Chemicals Master List:**

The list of chemicals identifies all of the chemicals used by Tully Fire District. Station Two will also have a master inventory list and shall be located in a designated area. A master inventory list and all MSDS (Material Safety Data Sheets) will be maintained at Station 1, in the Deacon Room and is available to each and every member/employee at any time.

### **Material Safety Data Sheets (MSDS):**

Material Safety Data Sheets (MSDS) provide you with specific information on the chemicals that you will use at the Tully Fire District. A MSDS book will be maintained for every substance used at Tully Fire District. The MSDS sheets are available to you, the member/employee, at any time.

The Program Officer is responsible for acquiring and keeping the MSDS (Material Safety Data Sheets) updated. If additional research is necessary, the Program Officer will contact the equipment manufacturer or the vendor for any information on their product. Any chemical that is not listed and is to be brought into the station must be approved by the Chief.

### **Hazardous Labeling and other forms of Warning:**

The Program Officer will ensure that all chemicals are properly labeled and updated as necessary. Labels will list the chemical identity of the contents, appropriate hazard warnings, and any other pertinent information. The labeling information will come from the corresponding MSDS of the product being used in an alternative container.

If a special situation arises and requires you to perform a hazardous task, you will have a special training session to inform you about the hazardous chemicals to which you will be exposed to. The employee will also be advised of the proper precautions to take or use, to avoid the risk of exposure.

**Training:**

All Tully Fire District members/employees will receive initial training on the Hazard Communication Program. This training will be conducted by the Program Officer and/or a designee. This training will cover the following topics:

- Hazard Communication Program
- Material Safety Data Sheets
- Physical Hazards of Chemicals
- Health Hazards
- PPE for Chemicals
- Location of MSDS and Program
- How to obtain additional information

Retraining is required when the hazard changes or when a new hazard is introduced into the workplace. However, it will be the policy of the Tully Fire District to conduct an initial training and then follow up annually with refresher training.