





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

TITLE: Hazard Communication Program	SECTION/TOPIC: PERSONNEL
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I. PURPOSE

- A. The purpose of this Standard Operating Procedure is to outline the procedures in which the Northern Wake Fire Department has established for compliance with the Federal and State Laws designed to reduce the incidence of chemical source illnesses and injuries.
- B. These regulations are commonly referred to as Worker or Employee Right-to-know Laws.

II. SCOPE

- A. This Standard Operating Procedure applies to all members of the Northern Wake Fire Department performing jobs that may cause exposure to materials that can cause chronic or acute physical or health hazards.

III. DEFINITIONS

- A. Chemical – Any element, chemical compound, or mixture of elements and/or compounds.
- B. Container – Any bag, barrel, bottle, box, can, drum, cylinder, reaction vessel, storage tank, or the like.
- C. Employee – All members of the Northern Wake Fire Department.
- D. Employer – The Northern Wake Fire Department.
- E. Hazardous Warning – Any words, pictures, symbols, or combination appearing on a label or other appropriate form of warning which conveys the hazards of the chemical(s) in the container(s).
- F. Hazardous Chemical – Any chemical, which is a physical hazard or health, hazard.
- G. Hazardous Substance List – A list of hazardous chemical(s) used, produced, or stored in the work place.

- H. Health Hazard – Any material that is an irritant, corrosive, a sensitizer, or a carcinogen, harmful to target organs including: Cutaneous hazards (most solvents), eye hazards, reproductive hazards; and agents harmful to: liver, kidneys, lungs, agents which act on blood.
- I. Immediate Use – The hazardous chemical will be under the control of, and used only by the person(s) who transfer(s) it from a labeled container and only with the work shift in which it is transferred.
- J. Label – Any written, printed or graphic material displayed on or affixed to containers of hazardous chemicals.
- K. Safety Data Sheet – (SDS) (pre-2015 “Material Safety Data Sheets”) are documents that includes detailed information on the product or chemical, including the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical.
- L. Physical Hazard – Any material that is: flammable, combustible, explosive, reactive, or under pressure.

III. PROCEDURE

- A. It will be the responsibility of each individual employee to insure that the provisions of this procedure are carried out properly.
- B. The Risk Reduction Chief is responsible for coordinating, implementing, administering, and maintaining the organization’s Hazard Communication Program and he/she will be known as the “HAZCOM Program Coordinator.”
- C. This program will be maintained along with a list of all hazardous materials/chemicals and Safety Data Sheet (SDS) files and will be available to all employees during their work hours.
- D. Chemical Inventory
 - 1. All hazardous materials/chemicals used and stored by the employer will be identified and inventoried.
 - 2. The Hazard classification of the products should be provided by the various suppliers or manufacturers.
 - 3. In situations where the validity of the information provided by the supplier is in question, or where the SDS is not supplied, the product will not be used until the HAZCOM Program Coordinator or his/her designee has been consulted and has given approval.
 - 4. Products will not be used until the SDS is obtained.
 - 5. The SDS Master Inventory will be maintained in a book located in the Northern Wake Fire Station #1 Administrative office.
 - 6. Backup copies of the SDS Master Inventory will be scanned and stored electronically.

7. The SDS Master Inventory will include:
 - a. An alphabetical listing of products (chemical name and trade name)
 - b. The quantity normally maintained
 - c. The storage locations
 - d. A copy of the latest SDS for all products.

E. SDS

1. The Employer must obtain a SDS from the manufacturers/suppliers of all chemicals/materials prior to their use.
2. No hazardous material/chemical will be allowed into the employer's facilities unless a SDS is present or accessible.
3. All SDS will be maintained at each employer work locations and will be accessible at all times for any employees.
1. The SDS will be maintained and located in a SDS Inventory Book located in each facility radio room.
2. Employees will review the SDS Inventory Book on a quarterly basis and will provide documentation of this review.
3. The SDS Inventory Books will be updated as needed by the HAZCOM Program Coordinator or his/her designee.
4. The following information will be added to the SDS Inventory Books when new products are received by the employer:
 - a. Quantity received
 - b. Storage location
 - c. SDS
5. The HAZCOM Program Coordinator or his/her designee is responsible for maintaining the SDS Inventory Books.

F. Labeling

1. All hazardous material/chemical containers will be labeled.
2. The manufacturer/supplier label will be used where possible.
3. The manufacturer's labels must provide:
 - a. The material's name
 - b. The manufacturer's name and address
 - c. The appropriate hazard warning/classification
 - d. The hazard statement, including pictograms.
4. All secondary containers will be labeled as well, using the same information noted for the manufacturers' labels listed above.

5. All labels will be legible, in English, and prominently displayed on each container.
6. Piping systems will be labeled within 12 inches of all outlet points and upon entry or exit from any space.
7. All bulk storage tanks will be labeled with material classification and warnings.
8. Improperly labeled materials/chemicals or related compounds will not be allowed on or received onto the employer's premises until appropriate labeling is provided.
9. No existing product labels will be removed or defaced on chemical containers unless the containers are immediately re-marked with the required information.
10. No labeling will be required for portable containers into which hazardous materials/chemicals are transferred from labeled containers, as long as they are intended only for the immediate use of the person who performs the transfer and the container is not used for storage.
11. No additional labels are required for containers that are purchased and used in the form of or as a consumer (e.g. WD-40, motor oil, cleaners, insecticides, disinfectants, etc.)

G. Mixing of Chemicals into Cleaning Solutions

Employees will follow the manufacturer's protective measures when mixing chemicals into cleaning solutions.

H. Building and Facility Identification

1. All buildings and other facilities, that contain hazardous chemicals, will be identified, labeled, and placarded in the manner required by the N.C. Fire Prevention Code.

I. Employee Training

1. Employees, using or having hazardous materials/chemicals in their work area, will receive the following initial employee training:
 - a. Methods and observations that may be used to detect the presence or release of a hazardous material (i.e. visual appearance or odor of hazardous chemical when being released)
 - b. The physical and health hazards of the hazardous materials/chemicals.
 - c. The measures employees should take to protect themselves from these hazards such as appropriate work practices, emergency procedures and the personal protective equipment that should be used.
 - d. Instructions on how to read and interpret container labels and SDS.

2. The initial employee training period must be a minimum of one (1) hour in duration.
3. In addition to the initial employee training period, it will be the responsibility of each supervisor to ensure that each employee receives thorough training in the specific hazards to which they may be exposed.
4. Additional employee training should also be provided whenever:
 - a. New hazardous materials/chemicals are introduced into the workplace.
 - b. Whenever a new employee begins.
5. Annual employee refresher training will be provided by the HAZCOM Program Coordinator or his/her designee.
6. Annual employee refresher training must be a minimum of 1-hour in duration and must be of sufficient content for the employee to maintain knowledge of the hazards and use of the SDS.
7. At the conclusion of the annual employee refresher training, all attendees must be able to answer the following questions:
 - a. Are you aware of the Hazard Communications Standard?
 - b. Have you received training on the "Hazardous Chemicals Right-to-know Act" and the "NC Occupational Safety and Health Hazard Communication Standard"?
 - c. Do you know where to locate the SDS?
 - d. Are you generally familiar with the hazardous properties of the chemicals used by the organization and the protective measures to take?
8. Records of all employee training sessions, who attended and the total number of hours attended, will be recorded within the employer's Records Management System.

J. Hazard Communication Program Availability

1. In compliance with Federal and State Regulations, this procedure and/or the SDS Master Inventory will be available upon request to:
 - a. All department personnel and designated representatives.
 - b. N.C. Commissioner of Labor and his/her designated representatives
 - c. Director of the National Institute for Occupational Safety and Health and his/her designated representatives
2. In addition to the above, any North Carolina person at their own expense, may request a list of chemicals used by the Northern Wake Fire Department.