



# HAZARD COMMUNICATION STANDARD "Right to Know" SOG

## SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

## PURPOSE

It shall be the policy of the Stoney Point Fire Department to comply with the OSHA Hazard Communication Standard (29 CFR 1910.1200), the North Carolina Occupational Safety and Health Hazard Communication Standard (13 NCAC 7C.0101) (a) (99) and the Hazardous Chemical Right-to-know Act (GS 95-173-95-218). These are commonly referred to as Worker or Employee Right-to-know Laws.

The purpose of this policy is to outline the procedures which the Stoney Point Fire Department has established in compliance with the Federal and State Laws designed to reduce the incidence of chemical source illnesses and injuries.

This policy affects all **Stoney Point** Fire Department personnel performing their jobs while exposed to materials which may cause chronic or acute physical or health hazards

**The Department Safety Officer designation is assigned as a duty to the 2<sup>nd</sup> Assistant Chief** and he/she will be **assisted by the Department's Emergency Medical Services Lieutenant.**

## DEFINITIONS

**SHALL** - Indicates a mandatory requirement.

Policy Number

**7A.018**

Page 1 of 6



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**STANDARD OPERATING GUIDELINES (SOG)** - Documents that help establish how an organization will operate and how its members are expected to carry out specific duties outlined in general terms.

**CHEMICAL** – Any element, chemical compound or mixture of elements and/or compounds.

**Container** – Any bag, barrel, bottle, box, can, drum, cylinder, reaction vessel, storage tank, or the like.

**Employee** – Any paid or volunteer members with the Stoney Point Fire Department.

**Employer** – The Stoney Point Fire Department.

**Hazardous Warning** – any words, pictures, symbols, or combination there of appearing on a label or other appropriate form of warning which conveys the hazards of the chemical(s) in the container(s).

**Hazardous Chemical** – Any chemical, which is a physical hazard or health hazard.

**Hazardous Substance List** – A list of hazardous chemical(s) used, produced, or stored in the work place.

**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.
- Agents harmful to, liver, kidneys, lungs, agents which act on blood.

**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.

**Label** – any written, printed or graphic material displayed on or affixed to containers of hazardous chemicals.

**Material Safety Data Sheet** – (MSDS) Written or printed material concerning a Hazardous Chemical, which is purported to give, detailed information about the chemical.

**Physical Hazard** – Any material that is: Flammable, combustible, explosive, reactive, under pressure.

## **GUIDELINES**

Policy Number

**7A.018**

Page 2 of 6



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It shall be the responsibility of the Department Safety Officer and each individual member to insure that the provisions of this policy are carried out.

It shall be the responsibility of the Fire Chief and the Department Safety Officer to modify, change, and/or update this policy as necessary.

The Fire Chief or the Department Safety Officer shall monitor program compliance as described by this policy.

### **HAZARDOUS MATERIALS LIST**

All hazardous material used by the Stoney Point Fire Department or stored on Stoney Point Fire Department property will be identified and placed on inventory in the Hazardous Materials Inventory Notebook. Materials will be listed by chemical name and trade name. The quantity normally kept on hand and the storage location will be listed. A copy of the latest Material Safety Data Sheets will be included in the Notebook.

The Inventory Notebook(s) will be kept in a designated area, which will ensure personnel access at all times.

**The designated location for the Department MSDS Book will be the Radio Room of both Station 13 and Station 19.**

The Inventory Notebook(s) will be reviewed and, if necessary, **updated on an annual basis by the department Day Shift Supervisor** or when hazardous materials are added or removed from the workplace, whichever occurs first.

### **CONTAINER LABELING**

Each container of hazardous materials shall be properly labeled, tagged, or marked with the following information:

- The identity of the contents
- Appropriate Hazard Warning
- The name and address of the Manufacturer

Policy Number  
**7A.018**  
Page 3 of 6



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If improperly labeled hazardous materials are received after the adoption of this policy, authorization for payment to the vendor will be denied until the appropriate labels are provided.

**No existing labels shall be removed or defaced** on containers of hazardous materials unless the containers are immediately remarked with the required information.

As provided in the Federal and State Standards, the following labeling exemptions can be followed:

- Signs or placards may be posted if there are a number of stationary containers within a work area which has similar contents and hazards, as long as the signs or placards contain the required information as outlined in Section 10.83.B.I.
- No labeling shall be required for portable containers into which hazardous chemicals are transferred from labeled containers, as long as they are intended only for the **Immediate Use** of the person who makes the transfer.

Policy Number  
**7A.018**  
Page 4 of 6

#### **CHEMICAL MIXING – CLEANING SOLUTIONS**

Anytime a member of Stoney Point Fire Department mixes chemicals for the purposes of cleaning solutions the following procedures will be followed.

- Protective safety glasses will be worn
- Protective rubber gloves will be worn
- The container or spray bottle with the mixed chemicals will immediately be labeled with a NFPA 704 label and the identification of the solution will be written across the label.
- **The solutions will be prepared and mixed at the eyewash station located at the bay sink.** In case of a chemical solution splash and the eyewash station can be immediately accessed.

#### **BUILDING AND FACILITY IDENTIFICATION**

All buildings and other facilities that contain hazardous chemicals shall be Identified, labeled, and placarded in the manner required by the NC Fire Prevention Code.

**MATERIAL SAFETY DATA SHEETS**

The Stoney Point Fire Department shall have a Material Safety Data Sheet on file for each hazardous material stored, used, produced within the Fire Department.

The MSDS shall be readily accessible to all personnel in work areas at all times. If any hazardous material without an MSDS is in stock prior to the adoption of this policy, the Fire Chief or Designee should obtain them as soon as possible.

After the adoption of this policy, payment for any hazardous materials, which is received without an MSDS shall not be authorized until the MSDS, is obtained.

**Policy Number**  
**7A.018**  
**Page 5 of 6**

**FIRE DEPARTMENT PERSONNEL TRAINING**

All Fire Department Personnel using or having a hazardous material in a work area shall receive the following training:

- 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).
- The physical and health hazards of the hazardous materials.
- The measures fire department personnel should take to protect themselves from these hazards such as appropriate work practices, emergency procedures and personal protective equipment to be used.
- How to read and interpret labels and Material Safety Data Sheets.

In addition to the above training, it shall be the responsibility of each Department Supervisor to ensure that each member receive thorough training in the specific hazards to which they may be exposed.

Additional training should also be provided whenever:

- New hazardous materials are introduced into the Department.
- Whenever the department accepts a new member.



**Written documentation of each training session listing personnel attending subjects covered and date shall be filed with the training officer.**

At the conclusion of the training, all students must be able to answer the following questions:

- Are you aware of the Hazard Communications Standard?
- Have you received training on the “Hazardous Chemicals Right-to-know Act” and the “NC Occupational Safety and Health Hazard Communication Standard”?
- Do you know where to locate the Material Safety Data Sheets?
- Are you generally familiar with the hazardous properties of the chemicals in your department and protective measures to take?

#### **AVAILABILITY OF THIS HAZARD COMMUNICATION PROGRAM**

In compliance with Federal and State Regulations, this policy and/or the Hazardous Materials Inventory Notebook shall be available upon request to:

- All department personnel and designated representatives
- NC Commissioner of Labor and his/her designated representatives
- Director of the National Institute for Occupational Safety and Health and his/her designated representatives

Policy Number

**7A.018**

Page 6 of 6

In addition to the above, any person in North Carolina may request a list of chemicals used by Stoney Point Fire Department. This list is available by:

- Making the request to the Department’s Safety Officer.
- Request must be in writing and include the name and address of the requestor as well as a statement of purpose for the request.
- Any request on behalf of an organization, partnership or corporation will disclose the name and business address of same.
- Information to be provided upon request shall include the Hazardous Materials List, Training List, and Material Safety Data Sheets.
- All information provided would be at the requestor’s expense.