Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 1.1.12

2. SUBJECT: ***Chemical Hazard Communication Program***

3. POLICY: The following communication program has been established to ensure that information about the dangers of all hazardous chemicals used by Grant County Fire District 3 are known by all affected personnel (including office staff) in accordance with WISHA 296-62-054 through 05427 (Hazard Communication Standard).

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for:

      1. Ensuring that all personnel adhere to this Policy and Procedure.
      2. Reviewing the District's Right to Know Program annually.

   B. The Safety Officer is responsible for:

      1. Establishing and monitoring the district's Worker Right to Know Program.
      2. Ensuring that necessary MSDS's are obtained for all new or significant health and safety information.
      3. Assuring that affected staff and District personnel are advised of any new or additional information.

   C. The Training Officer is responsible for: the initial Worker Right to Know class.

   D. Each Supervisor shall be responsible for: review for the proper use and safety precautions of products used during his or her shift.

6. PROCEDURE:

   A. This procedure is intended for the protection of district personnel when they face chemicals under the control of Grant County Fire District 3. Hazardous chemicals encountered by personnel while responding to emergencies will be handled in accordance with normal pre-fire plans and standard operating procedures.

Everyone in the fire district shall participate in the Chemical Hazard Communication Program (Worker Right to Know). This written program shall be available at the Worker Right to Know Station near the safety bulletin board at each station for review by all personnel.

B. Container Labeling: The Safety Officer shall verify that containers are clearly marked with either an extra copy of the manufacture's label or labels that have the equivalent information.

NO CONTAINER OR PRODUCT SHALL BE RELEASED FOR USE UNTIL THE ABOVE CRITERIA IS VERIFIED.

In the absence of the Safety Officer, the supervisor shall be responsible for ensuring the above criteria has been verified and passed on to the Safety Officer.

C. Copies of MSDS's for all hazardous chemicals in use shall be kept at the District Office.

MSDS's shall be available to all personnel at any time. If a MSDS is not available, the Safety Officer or Shift Supervisor shall be notified immediately.

D. Training and District Personnel Familiarization: All new personnel shall become familiar with the various chemical products used for the district and be shown how to use the products safely. Upon joining Grant County Fire District 3 all new personnel shall attend a health and safety training orientation that covers the following information and training.

1. An overview of the requirements contained in the Hazard Communication Standards.
2. Hazardous chemicals present in the fire district facilities.
3. Physical and health risks of hazardous chemicals.
4. The symptoms of overexposure.
5. How to determine the presence or release of hazardous chemicals in the fire districts facilities.
6. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.
7. Steps the district has taken to reduce or prevent exposure to hazardous chemicals.
8. Procedure to follow upon exposure to hazardous chemicals.
9. How to read labels and review MSDS's to obtain hazard information.
10. Location of the MSDS file and written Chemical Hazard Communication Program (Worker Right to Know).

E. Informing Contractors: The District Fire Chief shall provide contractors with information and suggested chemicals that their employees may be exposed to on the job site.

Contractors shall be contacted before work is started to gather and distribute information concerning any hazardous chemical(s) they may bring to the fire district's facility.

F. Lists for Products Used by the Fire District: All MSDS sheets shall be placed in the MSDS file located at the District Headquarters station.

The CHEMICAL lists shall be updated annually prior to the District Fire Chief's review. The Safety Officer shall maintain and update the list.