	Document Title: Hazard Communication Plan	Document ID: SOG HAZ-MAT-002
		Author: Chief Marcarelli
		Issue Date: 03/29/2021
		Revision Date:
		Approved By: Chief Marcarelli

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1.0 SCOPE

The East Haven Fire Department hereby establishes a Standard Operating Guideline pertaining to Haz-Com standard compliance. A Hazard Communication Program (HCS) is hereby established to provide guidelines for each employee of the Fire Department to meet the requirements of 29 CFR 1910.1200. This program applies to any hazardous chemical(s), which are known to be present in the workplace that employees may be exposed to under normal working conditions of use or in a foreseeable emergency. The written Hazard Communication Program will be available in each station and or facility for review at all times.

2.0 PURPOSE

The East Haven Fire Department is committed to providing its employees with the highest level of health and safety programs and reducing illness and injury which may occur during or, as a result of their employment. In order to facilitate this goal, the Town's intention shall be to comply in a prudent manner with all applicable Occupational Safety and Health Administration (OSHA) standards and regulations. Therefore, this Hazardous Communication Program (HSC) shall provide compliance with the OSHA 29 CFR 1910.1200 Standard and will be implemented and enforced by this administration.

3.0 OPERATIONS


Under the HCS employees will be informed of the contents of this standard, the hazardous properties of chemicals which each works with, safe handling procedures, and actions to take in order to protect employees from these chemicals. Each employee will be informed of the hazards associated with non-routine tasks, such as cleaning and the hazards associated with chemicals in unlabeled piping.

HAZARDOUS CHEMICAL INVENTORY

The East Haven Fire Department will maintain a listing of all hazardous chemicals used in the workplace. It shall be the responsibility of the Assistant Chief or designee to maintain this file and update records as needed. The Commanding Officer or Supervisor of each area within the department shall be responsible for the daily maintenance of this list and associated Safety Data Sheet (SDS) formally known as Material Safety Data Sheets (MSDS).

LABELING OF HAZARDOUS CHEMICALS

Each container of hazardous chemicals will be labeled with the identity and appropriate hazard

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warning of its contents. In addition, containers of hazardous chemicals received from any supplier will also have the name and address of the manufacturer or responsible vendor and telephone number. In addition, the label must have the following: product identifier, signal word, hazard statement, precautionary statement, and pictogram. The East Haven Fire Department requires that all secondary user quantity containers to be label with the HMIS Labeling System. The labels provide the user and responder with a quick summary of the chemical hazards. At a minimum the label shall have the following Chemical Name, Health Rating, Flammability Rating, Physical Hazard Rating and Personal Protective equipment classification. It is the responsibility of the Supervisor of Building Maintenance or designee to assure that the identity and the hazard warnings are placed on all containers of hazardous chemicals that have been transferred from the original drums or containers.

SAFETY DATA SHEETS (SDS) FORMERLY- MATERIAL SAFETY DATA SHEETS (MSDS)

A Safety Data Sheet file will contain an SDS form for each hazardous chemical used on the work premises or which may be used by employees during their normal course of duties or have contact with while performing required duties of their occupation. These forms shall be available to each employee at all times. The SDS file for the Fire Department is maintained by the Assistant Chief in an online format located at: <https://chemmanagement.ehs.com/9/54dee3d5-41ef-4a46-a6c5-7906f0607fb6/ebinder>


INFORMATION AND TRAINING

It is the policy of the East Haven Fire Department to provide an information and training program to each employee with the implementation of the HCS Program. Training shall be provided to employees at the time of initial assignment and/or whenever a new hazard is introduced into the workplace and refreshed annually.

Initially, a comprehensive training program will be designed and implemented for the members of the department through the Training Officer. The training format will be a combination of audio-visual materials, didactic lecture and student participation. Training will include:

Requirements of 29-CFR-1910.1200

1. Any operations in an employee work area where hazardous chemicals are present.
2. Location and availability of the Hazard Communication Program (HCS), and the list of hazardous chemicals and SDS and MSDS forms.
3. Means of detecting the presence or release of hazardous chemicals in the workplace.
4. Physical and Health hazards of the chemicals within the work area.
5. Measures employees may take to protect themselves from these hazards, including appropriate personal protective equipment.
6. An explanation of the HMIS labeling system and SDS and MSDS forms.
7. Emergency Action Plans and procedures used during spills and/or leaks.
8. An explanation of the Hazard Communication Plan as developed by the Department of Fire Service.

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CONTRACTOR WORK AND EMPLOYEES

Chief and Commanding Officers of the department as well as Supervisors of support areas will advise any outside contractors in person, of any hazardous chemical which may be encountered or to which one may be exposed to during work which may be performed on premises; the labeling system in use, protective measures to be taken, and the safe handling procedures which must be utilized during any operation. It is also the role of these members to determine if the contractor will be utilizing any hazardous chemicals and if so, to take appropriate actions to assure the protection of fire department employees.

HAZARDS OF NON-ROUTINE TASKS

Prior to starting work on hazardous non-routine tasks, each affected employee will be provided with information by the Commanding Officer or Supervisor of each facility concerning the hazardous chemical(s) to which they may be exposed. This information must be identical to that which is provided to employees during initial information and training sessions, including but not limited to: PPE, work practices, engineering controls, emergency action, etc.

4.0 EFFECTIVE DATE OF IMPLEMENTATION

This Standard Operating Guideline shall be effective Friday, April 2, 2021.



How to use an HMIS Label

What is an HMIS Label? The Hazardous Material Information System Label is a four-part colored label that uses numbers, letters and symbols to describe the hazards of a product.

What do I need to put an HMIS Label on? If you remove a hazardous material from its original container and put it in a secondary container then you need an HMIS label.

How do I know if a material is hazardous? Look up the product's Material Safety Data Sheet (MSDS) available on PPE Boards around campus. Look at the section called "Hazards Identification." You can also find MSDS sheets online.

HMIS Health Rating Chart	
* Chronic Hazard	Chronic (long-term) health effects may result from repeated exposure.
0- Minimal Hazard	No significant risk to health.
1- Slight Hazard	Irritation or minor reversible injury possible.
2- Moderate Hazard	Temporary or minor injury may occur.
3- Serious Hazard	Major injury likely unless prompt action is taken and medical treatment is given.
4- Severe Hazard	Life-threatening, major or permanent damage may result from single or repeated exposures.


HMIS Flammability Rating Chart	
0- Minimal Hazard	Materials that will not burn.
1- Slight Hazard	Materials that must be preheated before ignition will occur. Includes liquids, solids, and semi-solids having a flash point above 200° F. (Class IIIB)
2- Moderate Hazard	Materials which must be moderately heated or exposed to high ambient temperatures before ignition will occur. Includes liquids having a flash point at or above 100°F but below 200°F. (Class II & IIIA)
3- Serious Hazard	Materials capable of ignition under almost all normal temperature conditions. Includes flammable liquids with flash points between 73°F and 100°F. (Class IB & IC)
4- Severe Hazard	Flammable gases, or very volatile flammable liquids with flash points below 73°F and boiling points below 100°F. Materials may ignite spontaneously with air. (Class IA)

PERSONAL PROTECTION INDEX	
A	G
B	H
C	I
D	J
E	K
F	X Consult your supervisor or S.O.P. for "SPECIAL" handling directions
A n O P Q r S	
t u w y z	



HMIS Reactivity Rating Chart	
0- Minimal Hazard	Materials that are normally stable, under fire conditions and will not react to water, polymerize, decompose, condense or self react.
1- Slight Hazard	Materials that are normally stable, but can become unstable at high temperatures and pressures. Materials may react non-violently with water or undergo hazardous polymerization in the absence of inhibitors.
2- Moderate Hazard	Materials that are unstable and may undergo violent chemical change at normal temperature and pressure with low risk for explosion. Materials may react violently with water or form peroxides upon exposure to air.
3- Serious Hazard	Materials that may form explosive mixtures with water and are capable of detonation or explosive reaction in the presence of a strong igniting source or undergo chemical change at normal temperature and pressure with moderate risk of explosion.
4- Severe Hazard	Materials that are readily capable of water reaction, detonation or explosive decomposition at normal temperatures and pressures.

BY ORDER

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8. References

Document ID	Document Name
None	None

9. Revisions

Date	Revision Description
4/2/2021	Initial Release



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