

SCOTTS VALLEY FIRE PROTECTION DISTRICT



STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2115
	SECTION: 2100 SAFETY	
	SUBJECT: HAZARD COMMUNICATION PROGRAM	
	DATE APPROVED: 03/03/2010	
APPROVED:	<i>Muhlen P. Mummy</i>	

Purpose: The purpose of these procedures is the protection of workers and others from exposure to hazardous substances by providing information about chemical hazards and other hazardous substances, and controlling hazards through substance identification, container labeling, use of Material Safety Data Sheets (MSDS) and training.

Scope: These procedures cover all hazardous substances in the department. For the purpose of this section, a hazardous substance is any substance for which an MSDS exists.

Procedure

- A. The department will keep an inventory of all materials/substances it uses, have in storage, or to which employees might be exposed. The inventory shall be kept on a **Hazardous Substance Inventory** form (attached) and shall include the following:
1. Common name of the hazardous substance. (Substances are to be listed in alphabetical order by name).
 2. Work area or process where the substance is used.
 3. What substance is used for.
 4. Manufacturer and brand name(s) of most commonly used products containing this substance.

The Department will keep the Hazardous Substance Inventory form on a computer file to allow for faster updating. A copy will also be posted on the employees section of the districts web site.

Example:

HAZARDOUS SUBSTANCE INVENTORY			
SUBSTANCE NAME	AREA/PROCESS	USED FOR	PRODUCT MAKE/BRAND
Gasoline	Fuel Island	Engine Fuel	Texaco Unleaded
Hearst Hydraulic Fluid	App. Bay	Extrication tools	MCS-2361
Floor Stripper	App. Bay	Stripping Floors	Betco Corp.

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B. MATERIAL SAFETY DATA SHEETS (MSDS)

These are documents of one or more pages containing specific safety information about a particular product. All manufacturers/suppliers of any substance are required to provide copies of these sheets to their customers.

Copies of MSDS for all hazardous substances to which employees of the department may be exposed shall be kept in the Captain's office at each station in a binder with the letters "MSDS" clearly marked on the spine. A copy of the Hazardous Substance Inventory form and the department's written Hazard Communication Program shall be kept in the front of the binder.

A back up copy of all Hazardous Substance Inventory forms and MSDSs should be kept in the department's training/safety filing cabinet in the administration office.

The Chief Officer responsible for facilities will be responsible for obtaining and maintaining data sheets and providing copies for each station and backup locations.

The Chief Officer shall review each MSDS for completeness. If an MSDS is missing or obviously incomplete, he/she will request a new one from the supplier or manufacturer. The Chief Officer shall notify the safety officer who in turn shall notify Cal/OSHA if a complete MSDS is not received within 25 days after having been requested.

The Chief Officer shall review incoming MSDS for new and significant health/safety information. He/she shall see that any new information is passed on to the affected employees.

MSDS shall be accessible to all employees for review at anytime during the work shift. If MSDS are not available or new hazardous substance(s) in use do not have MSDS, the Chief Officer should be notified immediately.

Anytime a new material or substance is to be used or might present an exposure hazard to the employees, the Chief Officer shall add it to the department's Hazardous Substance Inventory form and shall secure a copy of the appropriate MSDS, distributing copies to the backup MSDS location.

C. CONTAINERS AND LABELING

No container of any substance shall be used until the following label information is verified by the user:

1. There is a clear indication of the identity of the contents.
2. Appropriate hazard warnings are noted regarding both physical safety and health hazards.
3. The name and address of the manufacturer is listed.

When a substance is being transferred from the manufacturers or supplier's container into a secondary or portable container, the person doing the transferring shall verify that the

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alternative container is appropriate to contain the substance and that the alternative container does not contain residue of any incompatible substance. All secondary containers shall be labeled with either an extra copy of the original manufacturer's label or with generic labels which reflect the identity of the substance and any hazard warnings.

The Safety Officer shall make periodic checks to ensure that all containers are of an appropriate type for their contents and that they are properly and clearly labeled.

When appropriate, the supervisor should designate specific areas where it is safe to perform transfer of substances into alternate containers.

It is not required to label portable containers into which hazardous substances are transferred from labeled containers and which are intended only for immediate use of the employee who performs the transfer. "Immediate use" means that the container will be under the control of and used only by the person who transfers it from the labeled container and only during the work shift in which it is transferred.

D. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazards to which they may be exposed during such an activity.

This information shall include:

- A description of specific hazards which may be encountered.
- Protective safety measures which must be utilized.
- Measures the District has already taken to lessen the hazards including ventilation, required protective equipment including respirators, presence of another employee and/or emergency procedures.

Any hazardous substances which may be encountered while performing such non-routine tasks must also be listed on the departments Hazardous Substance Inventory.

E. INFORMING CONTRACTORS

All contractors hired by the District who might use hazardous substances shall be contractually required to supply the District with the following:

- List of substances to be used and copies of MSDS for them
- Description of where, when, and duration of use
- Description of methods and equipment to be employed to safeguard the public and District and contractor's employees

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- Specific contacts for questions on MSDS
- Evidence of safety training for their personnel

To ensure that outside contractors work safely at District facilities, it is the responsibility of the department Chief Officer in charge of the facility to provide contractors the following information:

- Hazardous substances to which they may be exposed while on the jobsite.
- Precautions their employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
- Proper handling, storage and emergency response if they should come directly into contact with the hazardous substance.

F. EMPLOYEE INFORMATION AND TRAINING

The safety orientation given to new employees by their supervisor, prior to starting work shall include information and training on the following:

- The Hazard Communication requirements, including their rights to know about hazardous substances as required by law.
- Where hazardous substances are present.
- Location and availability of the Districts written hazard communication program, the division's Hazardous Substance Inventory and binder of MSDS.
- Physical and health effects of the hazardous substances which may be encountered on the job.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- How to lessen or prevent exposure to these hazardous substances through usage of engineering controls, work practices, and/or the use of personal protective equipment.
- Steps the District has already taken to lessen or prevent exposure to these substances.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substance(s).
- How to read and understand labels and MSDS to obtain appropriate hazard information.

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- How to properly dispose of hazardous substances and/or their containers.

When new hazardous substances are introduced in the workplace, the supervisor shall review the above items with all affected employees relative to the new substances.

All employees should be given periodic refresher training covering these areas. Each Supervisor should monitor employee awareness about hazardous substances and use of measures to lessen or prevent exposure and arrange for individual or group training as necessary.

All training shall be documented on the Districts *Firehouse Software Program*.

G. EMPLOYEE SAFETY RULES FOR HANDLING HAZARDOUS SUBSTANCES

The twelve steps described below are basic safe work practices each employee is to follow when working with hazardous materials.

1. Use warning labels to identify hazardous materials and the hazards associated with them.
2. Read all labels carefully to determine the recommended safety precautions. Some chemicals when mixed with or in contact with certain other materials can cause dangerous chemical reactions, fires, or explosions. Pay close attention to special warning labels concerning such hazards on containers. When you are unsure, ask your supervisor. Your supervisor will advise you of the potential hazards and precautionary measures to be taken.
3. Know where the material safety data sheets (MSDSs) and the Districts written Hazard Communication Program are located. Become familiar with these and use them to understand and apply any needed safety precautions or personal protective equipment, and to know the type of hazards associated with the use and storage of the material. Refer to this information whenever you have any questions about the safe handling of a particular chemical in the workplace. If you cannot find the information you want, ask your supervisor.
4. Use care in transferring or mixing hazardous substances to avoid spilling or splashing them.
5. Use only approved containers for storing or handling hazardous substances. Make sure containers are clean and free of any residue which could react with the substance.
6. Wear all required personal protective equipment when working with hazardous substances.
7. Know how to fit, clean, and store the personal protective equipment.

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8. Flammable and/or toxic contaminants cannot always be detected by sight or smell. Trenches, pits, manholes, and storage tanks or lines must all be checked with the proper detection equipment for potential dangerous air contaminants. The above areas must be checked if vessel entry, welding, or burning will be done. If in doubt, ask supervisors for help.
9. Avoid breathing the vapors of air contaminants.
10. Avoid mixing contaminated shop rags, papers, containers and uniforms with non-contaminated items. Contaminated items should be segregated, labeled and processed or destroyed according to MSDS recommendations.
11. Use only approved disposal methods for hazardous materials and containers.

H. PROCEDURES FOR DEALING WITH SPILLED OR FOUND HAZARDOUS SUBSTANCES

Employees may from time to time find containers of or come upon spills of unknown or hazardous materials either on Public Streets, in storm drains or on public or private property.

NO DISTRICT EMPLOYEE IS TO APPROACH, HANDLE OR DISPOSE OF ANY UNIDENTIFIED HAZARDOUS MATERIALS UNTIL PROFESSIONAL ANALYSIS HAS BEEN MADE.

When such materials are encountered, District employees are to immediately notify their Supervisor, who in turn will notify the appropriate agencies.

1. Training

In order to accomplish a minimum level of efficient HazMat competency that meets Cal OSHA requirements and provides an acceptable level of protection for Scotts Valley Fire Protection District and its employees, the following training shall be provided:

- a) All Fire Department line personnel are to be trained to the minimum level of First Responder-Operations. (24 hour general training and annual refresher)
- b) All Chief Officers and Acting Duty Chiefs, who will be acting in the capacity of Incident Commander, are to be certified as an "Incident Commander." (16 hours of instruction)
- c) All SCHMIT team members are to be certified to the minimum level of Technician as per California Specialized Training Institute (CSTI). (160 hours of instruction and 24 hours annual refresher)

Form 2115-1 Hazardous Substance Inventory Log