



Carroll County Department of Fire & EMS

POLICY AND PROCEDURES

Standard Operating Procedure: 6.03	Effective Date: November 21, 2023
Hazard Communication Program	Section: Health & Safety
Authorized: Chief Michael W. Robinson	Revision Date: N/A

I. PURPOSE

The Health and Safety Division is responsible for the oversight and management of the Carroll County Department of Fire and Emergency Medical Services (DFEMS) Hazard Communication Program. In compliance with the OSHA Hazard Communication Standard 29 CFR 1910.1200, Carroll County DFEMS has established a standard minimum requirement for the control of hazardous substances and compliance with the Globally Harmonized System (GHS) of classification and labeling of chemicals adopted on March 26, 2012, by OSHA.

II. DEFINITIONS

Acute Effect: An adverse effect on a human body caused by exposure to a chemical or physical agent, with symptoms developing rapidly.

Asphyxiant: A gas whose primary or most acute health effect is asphyxiation. There are two classes of asphyxiants: simple asphyxiants, such as nitrogen or methane, which act by replacing oxygen; and chemical asphyxiants, such as carbon monoxide, which cause asphyxiation by preventing oxygen uptake at the cellular level.

Carcinogen: A substance or agent capable of producing cancer.

Ceiling Limit: An airborne concentration of a toxic substance in the work environment that should never be exceeded.

Chemical: Any substance, or mixture of substance.

Chemical Manufacturer: An employer with a workplace where chemicals are produced for use or distribution.

Chronic Effect: An adverse effect on a human or animal body, with symptoms, which develop slowly over a long period of time of exposure to a chemical or physical agent.

Container: Any bag, barrel, bottle, box, can cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. Pipes or piping systems, and engines, fuel tanks, or other operating system in a vehicle, are not considered to be containers.

Corrosive: A substance that causes visible destruction or permanent changes in human skin tissue at the site of contact.

Decomposition: The breakdown of a chemical or substance into different parts or simpler compounds. Decomposition can occur because of heat, chemical reaction, decay, etc.

Employee: A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies.

Evaporation Rate: The ratio of the time required to evaporate a measured volume of liquid to the time required to evaporate the same volume of reference liquid under ideal test conditions. The higher the ratio, the slower the evaporation rate.

Exposure or exposed: That an employee is subjected in the course of employment to a chemical that is a physical or health hazard and includes potential (e.g., accidental, or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (i.e., inhalation, ingestion, skin contact or absorption).

Flammable Liquid: Any liquid having a flash point below 100 degrees F (37.8 degrees C).

Flash Point: The lowest temperature at which a liquid gives off enough vapor to form an ignitable mixture with air and produce a flame when a source of ignition is present.

Gas: A state of matter in which the material has a low density and viscosity, can expand and contract greatly in response to changes in temperature and pressure, easily diffuses into other gases, and readily and uniformly distributes itself throughout any container. A gas can be changed into a liquid or solid state only by the combined effect of increased pressure and decreased temperature.

Hazard Statement: A statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

Multi-employer Workplaces: Employers who produce, use, or store hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be exposed (i.e., employees of a construction contractor working on-site).

Oxidizer: A chemical that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.

Pictogram: A symbol used to convey specific information about the hazards of a chemical. Each pictogram consists of a different symbol on a white background within a red square frame set on a point (i.e., a red diamond).

Precautionary Statement: A phrase that describes recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling of a hazardous chemical.

Product Identifier: The name of the number used for a hazardous chemical on a label or in the Safety Data Sheet (SDS) that provides a unique means by which the user can identify the chemical.

Safety Data Sheet (SDS): Written or printed material concerning a hazardous chemical that is prepared in accordance with paragraph (g) of 29 CFR 1910.1200.

Signal Words: A single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. “Danger” is used for the more severe hazards, while “Warning” is used for the less severe hazards.

III. POLICY

The Carroll County Department of Fire and Emergency Services will maintain an effective Hazard Communication Program.

The Assistant Chief of Training, Safety and Health will be considered the Safety Officer for the department.

SAFETY OFFICER RESPONSIBILITIES

The Safety Officer will ensure that all elements of this written program are following OSHA standard 29 CFR 1910.1200 and shall maintain, update, and annually review this program.

The Safety Officer will ensure all employees receive training as required by this written program in compliance with 29 CFR 1910.1200.

The Safety Officer will ensure appropriate PPE training is provided to all employees in compliance with 29 CFR 1910.1200.

The Safety Officer will ensure that the hazards of all chemicals used in the department are evaluated and information concerning the hazards and safe handling procedures is provided to employees.

The Safety Officer shall maintain all training records associated with the Hazard Communication Program.

STATION SUPERVISOR RESPONSIBILITIES

Station supervisors will ensure that employees comply with all elements of this written program.

Station supervisors will ensure all employees attend training as required by this written program and in compliance with 29 CFR 1910.1200.

Station supervisors will ensure that all containers of hazardous chemicals, within their station, are labeled as required by this standard and OSHA 1910.1200.

Station supervisors shall ensure employees receive and use appropriate PPE based on the requirement of the Safety Data Sheet.

Station supervisors will review SDS for all chemicals with employees including safe work practices, PPE to be used and location for the SDSs.

Station supervisors will ensure labels and SDSs are provided by the chemical manufacturer when the chemical is delivered.

Station supervisors will ensure that SDSs are provided and readily available to all employees.

Station supervisors will ensure that employees will not perform non-routine tasks until a Job Hazard Analysis has been completed by the Safety Officer and the employee has received appropriate training.

Station supervisors will ensure that contractors provide hazardous chemical inventories and SDSs for all Hazardous chemicals brought to the work site.

Station supervisors shall notify affected Department employees of any potential hazards which could result from a contractor's use of hazardous chemicals at the work site.

Station supervisors shall become familiar with the safety handling procedures and emergency handling procedures for chemicals prior to using the chemical.

Station supervisors shall ensure an accurate chemical inventory is completed on an annual basis.

Station supervisors shall ensure SDS are provided for any chemical brought to the work site.

EMPLOYEE RESPONSIBILITIES

Employees shall attend all training as directed.

Employees shall become familiar with the safe handling procedures and emergency handling procedures for chemicals prior to using the chemical.

Employees shall follow safe handling procedures listed on labels and SDSs.

Employees shall use PPE recommended and/or required by the manufacturer of the chemical.

Employees shall not mix any chemicals unless specific procedures are outlined, and instructions or labels provide specific methods to do so.

Employees shall not perform non-routine tasks involving hazardous chemicals without first receiving training.

The Globally Harmonized System (GHS) of Classification and Labelling of Chemicals is an internationally agreed upon standard managed by the United Nations that was set up to replace the assortment of hazardous material classifications and labeling schemes previously used around the world.

LABELING

Each container containing a hazardous chemical in the workplace will be tagged, labeled or marked with the following:

- a. Product Identifier
- b. Signal Words
- c. Hazard Statement
- d. Pictogram
- e. Precautionary Statement
- f. Chemical Manufacturer

Labels on incoming containers of hazardous chemicals shall not be removed or defaced unless the container is immediately marked with the required information.

Labels or other forms of warning shall be legible, in English, and prominently displayed on the container.

It is the responsibility of all Department members to assure that the identity and the hazard warnings are placed on all containers that have been transferred from the original drum or container.

SAFETY DATA SHEETS (SDS)

GHS requires chemical manufacturers to provide Safety Data Sheets (SDS) (formerly known as Material Safety Data Sheets) to communicate the hazards of hazardous chemical products and provide information on handling, storage, and emergency response. The information contained in the SDS is largely the same as the MSDS, except now the SDSs are required to be presented in a consistent user-friendly, 16-section format.

- a.) Sections 1-8 contain general information about the chemical, identification, hazards, composition, safe handling practices and emergency control measures.
- b.) Sections 9-16 contain other technical and scientific information, such as physical and chemical properties, stability, and reactivity information.

SDSs shall be made readily available, upon request, to designated representatives.

EMPLOYEE TRAINING

Employees shall be provided information and training on the requirements of 1910.1200(h), in any operations in their work area where hazardous chemicals are present, and the location and

availability of this written program, hazardous chemicals in their work areas and Safety Data Sheets.

This information and training program will include:

- a.) Requirements of 29 CFR 1910.1200.
- b.) Methods and observations that may be used to detect the presence or release of hazardous chemicals in the work area.
- c.) The physical and health hazards of hazardous chemicals.
- d.) The measures employees can take to protect themselves from these hazards to include the appropriate work practices, emergency procedures, and PPE.
- e.) The details of this written program including an explanation of the labeling system and the SDSs and how employees can obtain and use the appropriate hazard information.
- f.) Employees shall also receive additional training whenever a new hazardous chemical is introduced into the work area.
- g.) Any operation in employee's work areas where hazardous chemicals are present.

Employees shall be advised upon initial assignment of any operations in their work area where hazardous chemicals are present and the location and the SDSs.

It will be the responsibility of the Safety Officer to implement and maintain the information and training program. The training is a requirement of the Department personnel on an annual basis and any additional training will be provided as needed.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Hazard Communication Program or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.