

EAST COUNTY FIRE & RESCUE

Policies, Procedures, and Guidelines

SUBJECT: Safety Data Sheets (SDS) Policy

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APPROVED BY:

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Board Chair

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POLICY:

PURPOSE: To notify personnel of hazardous substances stored in fire stations and on other Fire Department property so that protective measures can be taken.

SCOPE: ALL ECFR Personnel

POLICY: In order to comply with the Occupational Safety and Health Standard on Hazard Communications, 29 CFR 1910.1200, the following written Hazard Communication Program has been established. All members of the Department are included in the program. This written program is to be maintained in a location that is accessible to all personnel.

East County Fire & Rescue will meet the requirements of this regulation as follows.

I. Container Labeling:

- A. The SDS Program Manager will verify that all containers received for use will:
 - 1. Be clearly labeled as to the contents.
 - 2. Note the appropriate hazard warning.
 - 3. List the name and address of the manufacturer.
- B. Company officers at each fire station will ensure that all containers are labeled to reflect the contents of the container. Insufficient labelling shall be reported to the SDS Program Manager for correction.

II. Safety Data Sheets (SDS):

- A. Copies of the SDS for all hazardous chemicals to which employees may be exposed at Fire Department buildings will be included in a labelled yellow binder. The yellow SDS binder will be available at all ECFR stations. The binder shall be located near the de-con room or eyewash station. If an SDS is not available or new chemicals do not have an SDS, call the Program Manager immediately.

III. Employee Training and Information:

- A. Prior to starting work, each new employee will attend a safety and health orientation to receive information and training. New firefighters and other Fire Department employees who may be exposed to hazardous material used on-site will receive this training through the Department's Training Division. Current employees will receive the orientation, using this procedure as a guideline from their company officers.

- B. Training will cover the following items:
1. An overview of the requirements contained in the Hazard Communication Standards, 29 CFR 1910.1200
 2. Chemicals present in fire stations.
 3. Locations and availability of the written hazard communication program and SDS binder
 4. Physical and health effects of the hazardous chemical that are on site.
 5. Methods and observations techniques used to determine the presence and release of hazardous chemicals in the work area.
 6. How to lessen or prevent exposure to these hazardous chemicals through use of control work practices, and personnel protective equipment.
 7. Steps the Department has taken to lessen or prevent exposure to these chemicals.
 8. Emergency procedures to follow if someone is exposed to these chemicals.
 9. How to read labels and review an SDS to obtain appropriate hazard information.
- C. East County Fire and Rescue requires new and current employees and volunteers to receive initial and annual hazardous communications training, as required by WAC 296-901-14016.
- D. Prior to a new hazardous chemical being introduced into any Fire Department building, each affected member will be given information as outlined above. The SDS Program Manager is responsible for ensuring that an SDS on any new chemical is available.

IV. Hazardous Non-routine Tasks. Occasionally, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by his or her supervisor about hazardous chemicals to which he or she may be exposed.

- A. This information will include:
1. Specific chemical hazards.
 2. Protective/Safety measures the employee can take.
 3. Measures that the Fire Department has taken to lessen the hazard including ventilation, respirators, presence of another employee and emergency procedures.