

# SOUTH PORTLAND FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

<b>Policy #:</b>	5.300	<b>Effective Date:</b>	1/2/2022
<b>Title:</b>	Hazard Communications	<b># of pages:</b>	13
<b>Category:</b>	Safety / Training	<b>Classification:</b>	Yellow

*The Hazard Communication Standard (HCS) is now aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This update to the Hazard Communication Standard (HCS) will provide a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets. This update will also help reduce trade barriers and result in productivity improvements for American businesses that regularly handle, store, and use hazardous chemicals while providing cost savings for American businesses that periodically update safety data sheets and labels for chemicals covered under the hazard communication standard.*

<https://www.osha.gov/dsg/hazcom/index.html>

1. **PURPOSE:** This program is intended to serve as a guideline for training and protecting firefighters and for complying with regulatory requirements. The goal of this program is to ensure protection of all members and/or personnel involved in the handling and use of hazardous chemicals.
2. **POLICY:** All South Portland Fire Department personnel who may be exposed to hazardous chemicals shall be trained as outlined in this Hazard Communication Program. It shall be the policy of this agency to maintain awareness of all hazardous chemicals encountered by the personnel and to communicate any associated hazards along with the necessary safety precautions.

### I. PRINCIPLE REQUIREMENTS OF THE HAZARD COMMUNICATION STANDARD

- A. Ensure that each container of hazardous chemicals in the workplace is labeled, tagged, or marked with the identity of the chemical and appropriate hazard warnings.
- B. Maintain copies of Safety Data Sheets (SDS) for each hazardous chemical in the workplace, and ensure that the SDSs are readily accessible to personnel within the work area where the chemical is being used. 29 CFR 1910.1200 PAR/(G)(8); personnel must have “immediate access” to Safety Data Sheets without barriers.
- C. Provide personnel with specific information regarding hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. Personnel must be informed of:
  1. Requirements of Hazard Communication Standard
  2. Any operations in their work area where hazardous chemicals are present, and
  3. The location and availability of the written hazard communications program and the SDSs.

- D. Provide personnel with training regarding hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into their area. The training must include at least:
1. Methods and observations that may be used to detect the presence of a chemical in the work area,
  2. Physical and health hazards of the chemicals in the work area.
  3. Measures personnel can take to protect themselves from those hazards, including proper PPE training provided by the South Portland Fire Department and,
  4. Details of the Department's hazard communication program, including an explanation of the SDSs, the labeling system, and the methods for personnel to obtain and use the appropriate hazard.
- E. Develop, implement, and maintain a written hazard communication program. This program must also include a list of the hazardous chemicals known to be present. It must also provide a description of methods that will be used to inform personnel of the hazards of non-routine tasks.

## II. CHEMICALS EXEMPTED FROM THE HAZARD COMMUNICATION STANDARD

- A. Any food, food additive, color additive, drug, or cosmetic, as defined in the Federal Food, Drug, and Cosmetic Act (21 USC 301 et seq.) are subject to the requirements of that specific act.
- B. Any distilled spirits (beverage alcohols), wine, or malt beverage intended for non-industrial use as defined in the Federal Alcohol Administration Act (27 USC 201 et seq.) are subject to requirements of that specific act.
- C. Any consumer product or hazardous substance as those defined in the Consumer Product Safety Act (15 USC 2051 et seq.) are subject to requirements of that specific act.
- D. Any hazardous waste defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 is subject to regulations under that specific act by the Environmental Protection Agency.
- E. Tobacco or tobacco products.
- F. Wood or wood products.
- G. Articles which do not release, or otherwise result in exposure to, a hazardous chemical under normal conditions of use are not subject to the Hazard Communications Standard.
- H. Foods, drugs, or cosmetics intended for personal consumption or use in the workplace also are not subject to the Hazard Communications Standard.

## III. SAFETY DATA SHEETS (SDS)

- A. Obtain Safety Data Sheets:

A Safety Data Sheet is required for each hazardous chemical on the Workplace Chemical Listing, included in Attachment A1. Chemical manufacturers and suppliers are required to provide a SDS for each chemical provided to a customer. The **Department Training Officer** will obtain and provide Safety Data Sheets for all chemicals. For products received directly from the manufacturer or distributor, SDSs will be provided by the manufacturer or distributor. A copy of correspondence requesting SDSs will be maintained in the SDS file until each SDS is supplied.

B. Maintaining Safety Data Sheets:

Safety Data Sheets, a copy of this written Hazard Communication Program, and a list of hazardous materials (Workplace Chemical Listing) are to be permanently maintained in a notebook or binder in each fire station office area. This will be readily accessible and identifiable to all personnel. An additional notebook or binder must be kept in the work area of the person using the chemicals, in accordance with 29 CFR 1910.1200 PAR/(G)(8).

C. Updating Safety Data Sheets:

Incoming Safety Data Sheets shall be reviewed by the **Station Captains or his/her designee**, and maintained. If a new SDS has been revised, the old SDS will be transferred to a permanent file. The date of removal shall be written on the old SDS and it will be placed in a file labeled, "Old Safety Data Sheets." The old SDSs will be maintained thirty (30) years past the duration of any exposed personnel employment.

#### IV. CONTAINER LABELING

A. Incoming Containers:

Chemical manufacturers and suppliers are responsible for labeling containers of hazardous chemicals. It is the responsibility of the **Station Captains or his/her designee**, to ensure that each container arriving at the fire station is labeled or marked legibly with the following information:

1. Identity of material
2. Appropriate hazard warnings
3. Name and address of the chemical manufacturer, supplier, or other responsible party. (*Recommendation only*)

B. Workplace or Temporary Containers:

Hazardous chemicals which are dispensed from the original shipping container must be placed into an appropriate container. The container must contain the following information:

1. Identify of material
2. Appropriate hazard warnings

If a chemical is transferred to a temporary container and is to be used exclusively by one employee during one work shift, it may be used from an unlabeled container. However, if the employee leaves the chemical unattended at any time, then the chemical container must be labeled.

C. Updating of Labels:

If the Fire Department is notified of significant hazard characteristic changes on an updated SDS, the **Department Training Officer or his/her designee**, shall see that any outdated hazard warnings on labels are corrected to convey the updated information.

#### V. NON-ROUTINE TASKS

- A. Circumstances may require personnel to perform tasks that involve potential exposure to hazardous chemicals which are not in the course of the regular job. Prior to beginning these tasks, personnel must be notified regarding the following:
1. The nature of any hazardous chemicals present. Materials Safety Data Sheets for those chemicals should be reviewed in detail and all recommendations followed in preparing for the tasks.
  2. Precautionary measures and protective equipment needed to perform the task.
  3. Any hazards associated with chemicals present in unlabeled pipes, such as refrigeration ammonia and propane in distribution systems.
- B. When in doubt, the **Incident Commander** should be contacted before proceeding with an unfamiliar task which may endanger the member.

#### VI. NON-DEPARTMENT PERSONNEL (CONTRACTORS, VISITORS, ETC.)

- A. Mutual delivery of chemical hazard information is necessary between the fire department and outside personnel:
1. The South Portland Fire Department must be informed of all hazardous substances to be brought into the workplace by contractors and/or other personnel.
  2. Contractors and/or other personnel must be informed of all hazardous substances they may encounter during their activities in the Fire Department workplace.
- B. It is the responsibility of the Fire Department to inform its personnel and provide any necessary training to deal with chemical hazards brought into the workplace. Likewise, it is a responsibility of the fire department to provide contractors and/or other personnel adequate information on chemical hazards within the workplace. This is necessary so that the contractor can inform and provide his/her personnel with any necessary training. In dealing with contractors or other personnel, the following information shall be exchanged:
1. A list of hazardous chemicals to which they may be exposed while on the job site;
  2. Precautions that personnel may take to lessen the possibility of exposure; and
  3. The location of SDSs (which must be immediately available).

#### VII. FIREFIGHTER TRAINING

- A. All personnel of the South Portland Fire Department are required to receive initial hazard communication training. Personnel who are or may be exposed to hazardous chemicals in the workplace shall receive additional training on each chemical hazard. New personnel shall be trained as soon as possible and before they are assigned to work with hazardous chemicals.
- B. Initial hazard communication training will be conducted by **Department Training Officer or his/her designee**. The initial training shall consist of a brief discussion of all sections

of this Hazard Communication Program. The required checklist and information for new employee hazard communication orientation is included as Appendix A3.

- C. Additional training shall be conducted by the **Department Training Officer or his/her designee** on specific chemical hazards in each workplace and when a new hazard, not necessarily a new chemical, is introduced into the work place.
- D. Documented records of training shall be maintained in the official Hazard Communications Notebook containing the training program. Information and records kept in the Hazard Communication Notebook shall include the following:
  - 1. A copy of the Hazard Communications Program
  - 2. A description of training materials and information used
  - 3. Completed training rosters with dates training is completed
- E. Follow-up training shall be conducted by the **Department Training Officer or his/her designee**, to insure that affected personnel remain aware of the Hazard Communication Standard and its requirements, that they can show where the Safety Data Sheets are located. They must also be generally familiar with the hazardous properties of the chemicals in their work area and understand the protective measures which must be implemented when working with these chemicals.
- F. Follow-up training will be completed annually for all personnel of South Portland Fire Department

Reviewed Dates:	4/20/2017
	5/2/2018
	4/30/2020
	1/2/2022

3. REFERENCES:

- Maine Department of Labor

By Order Of:



James P Wilson  
Fire Chief

## APPENDIX A

### ASSIGNED RESPONSIBILITIES FOR THE HAZARD COMMUNICATION PROGRAM

*\*Note: More than one member/employee may be assigned as responsible for any of the following. All responsible parties should be listed.*

#### 1. Workplace Listing of Hazardous Chemicals

Responsible for maintaining list of hazardous chemicals in the workplace:

Name: **Phil Selberg**

Position: **Deputy Chief of Training/Special Operations**

#### 2. Safety Data Sheet (SDS)

Responsible for obtaining and maintaining SDSs for all listed hazardous chemicals in the workplace:

Name: **Phil Selberg**

Position: **Deputy Chief of Training/Special Operations**

#### 3. Labeling

Responsible for ensuring adequate labeling on incoming containers:

Name: **Jon Martin**

Position: **Station Captain (Central)**

Name: **Jeff Rogers**

Position: **Station Captain (Cash Corner)**

Name: **Luke Pennington**

Position: **Station Captain (Western Ave)**

Name: **Justin Maietta**

Position: **Station Captain (Willard)**

#### 4. Personnel Training

Responsible for conducting site-specific training initially and annually for all personnel who may be exposed to hazardous chemicals:

Name: **Phil Selberg**

Position: **Deputy Chief of Training/Special Operations**

#### 5. Non-Routine Tasks and Non-Departmental Personnel

Responsible for informing personnel and non-Departmental personnel of hazards they may encounter in the fire department:

Name: **Phil Selberg**

Position: **Deputy Chief of Training/Special Operations**

## APPENDIX B

### WORKPLACE CHEMICAL LISTING OF HAZARDOUS MATERIALS FOR SOUTH PORTLAND FIRE DEPARTMENT

#### A

Ajax Dual Action Laundry Detergent  
Ajax Super Degreaser Dish Soap  
Amway Floor Cleaner High Suds Liquid  
Amway Floor Sealer  
Amway Power Off HD Stripper  
Ammonia Clear - Hannaford Brand  
Antifreeze & Coolant NAPA Extended Life Concentrate  
ARMOR All Protectant  
Automatic Transmission Fluid - NAPA

#### B

Ball Time -Off Floor Finish & Seal  
BAR & CHAIN OIL - POWER CARE  
Battery- Ignition Cleaner-NAPA  
Behr Water Based Paint  
Benjamin Moore Semi-Gloss Latex Paint  
Benjamin Moore Super Spec Urethane Alkyd Gloss Enamel Paint  
Bayer Advanced All In One Lawn Weed and Crabgrass Killer  
Brake Fluid - NAPA  
Brillo Soap Pads  
BIN® Primer-Sealer Stain-Killer Zinsser  
Black Magic Moly Lubricant  
BOUNCE Fabric Softener Sheets - Outdoor Fresh  
Break Through Premium Floor Stripper

#### C

CARPET SPOT REMOVER - CLAIRE  
Cavicide  
Clorox Cleanup  
Carb & Choke and Parts Leaner - Gumont  
Carburetor and Parts Cleaner - Chem Dip  
Centurion 3% AFFF  
Centurion\_3\_AR-AFFF  
CHEMGUARD First Class FC  
Citrus Orange  
Cormatic Ultra Antiseptic Hand Soap  
Cutters Edge 2-Cycle Oil  
CINCH NRS UNISOURCE MSDS #16  
CLOROX Commercial Solutions® Clorox® Germicidal Bleach1

CRC QD Contact Cleaner  
Crystal - MPC  
Crystal Cote 350

**D**

Dawn Professional Manual Pot and Pan Detergent  
Deb Instant Foam  
Deb Refresh Rose Foam  
DEB SBS 40 Medicated Skin Cream  
DIAMOND CLEAN ALUMINUM CLEANER  
Diazinon Ultra Insect Spray  
DIESEL FUEL NO. 1 ALL GRADES  
Dial Liquid Hand Soap  
DAP Welwood Contact Cement  
Dow Great Stuff Insulating Foam Sealant  
Drackett Stainless Steel Cleaner  
Dri 'n Guard Waterless Car Wash  
DRANO - CLOG REMOVER  
DRANO® MAX GEL PRO-STRENGTH CLOG REMOVER  
Dry Graphite Film Lubricant - NAPA®

**E**

ENGINE OIL 2-CYCLE  
Easy Off Oven Cleaner  
E85 Ethanol with Conventional Unleaded Gasoline  
elements Organic Acid Bowl Cleaner  
Expo White Board Cleaner  
Elmer's Carpenter's Wood Filler  
elements Neutral Disinfectant Cleaner  
Enzi Brite - Enzyme Enriched Floor Cleaner & Deodorizer

**F**

Febreze Fabric Refresher - Free  
FINAL TOUCH DRYER SHEETS  
Finish Powerball All in 1 Tabs  
FLOOR-DRY ABSORBENT NAPA 8822  
Furniture Polish - MCP / APO Lemon  
FRESH LINEN METERED AIR FRESHENER

**G**

Gargon Plug - Quick Set Hydraulic Cement  
Gasolines, All Grades Leaded  
Gasolines, All Grades Unleaded  
GEOCEL #3300 Sealant  
GEAR OIL PREMIUM CONVENTIONAL SAE 80W-85W-90 GEAR OIL  
Glass Cleaner 3M Aerosol  
Glidden Alkyd Industrial Enamel Paint



Glidden Dry Wall Primer  
Gumont Fuel System Cleaner  
Glade Super Fresh Spray  
GLASS AND PLASTIC CLEANER  
GOJO® NATURAL\* ORANGE™ Pumice Hand Cleaner

**H**

HOMELIFE LEMON FURNITURE POLISH aka Private Label Furniture Polishes  
HOOVER DEEP CLEANSING  
HOT STREAMS  
HYDRAULIC OIL - SHELL

**I**

Isopropyl Rubbing Alcohol  
IMajestic® Carpet Sanitizing Extraction

**K**

Kano Aerocroil Lubricating Oil  
Klean Strip Safer Paint Thinner  
K&N Recharger Kit for Filter Care

**L**

Latexite Quick Patch Blacktop  
Living Proof ScentZymes Bioactive Cultures  
Liquid Wrench Non-Flammable Super Lubricant  
Lysol Antibacterial Disinfectant Spray  
LUX 2979831 Individually Wrapped Bath Soap, White

**M**

MAJESTIC\_Triple Action Cherry  
MCP Maintenance Solutions Lemon Furniture Polish  
Misco Elements Neutral Disinfectant Cleaner  
MOTOR OIL NAPA® PREMIUM CONVENTIONAL SAE 5W-30  
Minwax Wood Finish Stain  
Murphy's Oil Soap  
Mast Lubricant - Will Burt  
Mineral Oil  
MOTOR OIL NAPA® UNIVERSAL FLEET PLUS SAE 15W-40  
Member's Mark Antibacterial Liquid Soap  
MCP Vehicle & Transportation Wash  
Motor Oil Shell Rotella Plus 15W-40  
MOTOR OIL Premium Blue™ EXTREME FULL SYNTHETIC HEAVY DUTY  
DIESEL  
MPC / APO Lemon Furniture Polish MSDS

**O**

Onyx High Productivity Stripper  
OFF insect Repellant  
Ortho Home Defense Insect Killer

OOPS!® Multi-Purpose Remover and Cleaner  
Organic Acid Bowl Cleaner

**P**

PB Penetrating Catalyst (Aerosol)  
PERMATEX HEADLINER & CARPET ADHESIVE NAPA HEAVY DUTY  
PINKSTUF  
POLBIO ENZYSAN  
POLGREEN DELTA MILD 2000  
Pledge Furniture Polish  
Patriot Power House Plus  
Patriot Ultra-Color Brite  
Patriot Ultra Protect  
Patriot Ultra Soft  
Paint Thinner  
Pettit Paint Silver Brite  
Paint - All Latex, Enamel, Oil Base, Rustoleum, Silver Brite  
Preco Patch-Wall and Leak Sealer  
Purell Foaming Hand Sanitizer  
POLTECH DELTA ULTRA  
Power Steering Fluid NAPA  
PRESTONE De-Icer Windshield Washer

**Q**

QUIKRETE Quick Setting Cement 1240

**R**

RAID® ANT & ROACH KILLER  
RAID® ANT KILLER 16 - UNSCENTED  
Refresh Rose FOAM  
Rustoleum Paints - Oil / Latex  
Replace Oil for Gauges - Mineral Oil  
REPELL Moisture Displacer  
RUBBERMAID Lemon Lime AIR FRESHENER

**S**

SaniGuard Sanitizing Spray 42480 SDS  
SCRUBS® White Board Cleaner Wipes  
SILICONE SPRAY NAPA® MAC'S SILICONE SPRAY  
SOFT SCRUB w Bleach  
SPICY CINNAMON METERED AIR FRESHENER  
Simple Green  
Sta Bil Fuel Stabilizer  
Sakrete Premium Driveway Sealer  
Sil Glyde Lubricant - NAPA  
Snap Silicone Spray  
Soft Soap Aloe Vera Hand Soap

Starbrite Startron Enzyme Fuel Treatment  
SOS Soap Pads  
Sun Lite Gel Dishwasher Detergent  
Sunny Side Paint Thinner  
Syntec Dura- Guard 21 Floor Finish  
Scott Mask Cleaning Solution  
Silicone Oil High Temp  
Snap Spray White Lithium Grease  
Service Star Liquid Drain & Sewer Opener  
Starting Fluid NAPA Premium  
Sud 'N Klean Foaming Aerosol Disinfectant Cleaner  
Split! Restorative Cleaner  
SSS® Chalkboard & Whiteboard Cleaner  
Starting Fluid NAPA Premium  
Streak Free

**T**

TRUFUEL  
Tire Shine- Gold Coast  
Toilet Bowl Cleaner - Lysol  
Turtle Wax Ice Liquid Car Polish  
Toilet Bowl Cleaner 2000 Flushes  
TURBO DRIVE Spray Buff  
TURBO SCRUBODORITE

**U**

ULTRA THUNDER

**V**

VioNex Antimicrobial Liquid Soap  
V P Small Engine Fuel 4-Cycle 94 Octane  
VioNex™ No Rinse Gel  
VTW Vehicle & Transportation Wash - MCP

**W**

WAX-and-WASH  
White Lithium Grease  
Weldwood Contact Cement  
Windex Original Glass Cleaner  
Wicked Metal Polish  
Wynn's Xtend Rust Penetrant  
Windex Outdoor Multi-Surface Cleaner  
WD - 40 Aerosol  
Wescodyne Plus  
WINDSHIELD DEICER NAPA® MAC'S DEICER

**X**

X-Cel Plus

**Z**

Zerex Anti-Freeze

Zep Orange Heavy Duty Hand Cleaner

Zep Heavy Duty Citrus Degreaser

APPENDIX C

**HAZARD COMMUNICATION TRAINING FOR NEW PERSONNEL**

I certify that I have been instructed about the importance of the following:

1. Personnel rights under the OSHA Hazard Communication Standard
2. The location of the South Portland Fire Department written Hazard Communications Program.
3. Physical and health hazards of chemicals
4. Location of Safety Data Sheets for chemicals with which I will be working.
5. Safe work practices: how personnel can protect themselves from hazards.
6. How to detect the presence of hazardous substances.
7. Emergency procedures – evacuation, hazardous spills, fire, etc.
8. Emergency first aid techniques.
9. Interpreting SDS Health and Safety Information.
10. Explanation of the labeling system.
11. Explanation, use of, and location of personal protection equipment.
12. Procedures for working with outside contractors and others.
13. Performing non-routine tasks.

I understand the key items and have a working knowledge of the Hazard Communications Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This is required reading for all new employees and electronically signed/acknowledged/recorded via PowerDMS.