



GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES



SOG NUMBER: HZT-101

ISSUED DATE: 06-11-04

EFFECTIVE DATE: 06-11-04

REVISION #: 2

REVISED DATE: 01-11-16

EFFECTIVE DATE: 01-11-16

CATEGORY: HAZ-MAT

SUB-CATEGORY: DEPARTMENT DIRECTIVE

SUBJECT: HAZARD COMMUNICATION POLICY & MSDS BOOKS

Section I – Introduction

A. Objective

The purpose of this document is to insure that the Town of Glastonbury complies with the OSHA Hazard Communication Standard, Title CFR 1910.120, by compiling a hazardous chemical list, by using Material Safety Data Sheets (MSDS), by ensuring that containers are labeled, and by providing training.

B. Applicability

This program applies to all work operations where exposure to hazardous substances may occur under normal working conditions and emergency situation.

The Town Manager, or designee, has the overall responsibility for the program. The Director of Health acts as the program coordinator. The Town Manager or designee, and the Director of Health will review and update the program as necessary. Copies of this written program may be obtained from the Town Health Department.

Under this program, employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and protective measures. Employees will also be informed of the hazards associated with non-routine tasks, such as the cleaning of containers and hazards associated with chemicals in unlabeled bottles.

C. References

None

Section II - List of Hazardous Chemicals

The Director of Health will make a list of all hazardous substances used in the Town operations, and will update the list as necessary. The list of chemicals identifies the chemicals used at the Police Department, Highway, Facilities Maintenance, Wastewater, Parks and Recreation, Fire Stations, and Vehicle Maintenance, and small quantities within the town hall. Worksite coordinators from each of the above listed departments will be designated, and will be responsible, for the day-to-day oversight of this plan and employee training within their respective workplaces.

A separate list will be available for each work area, and be maintained by the worksite coordinator. A master list of these chemicals will be maintained at the Town Health Department, and is available for the Director of Health.

Section III - Material Safety Data Sheets (MSDS)

MSDS's provide users with specific chemical information. The Director of Health will maintain in her office a file of MSDS's of every substance in use and listed as a hazardous chemical. The MSDS will be on an OSHA form 174 or equivalent. The Director of Health will ensure that each worksite maintains an MSDS for hazardous materials in that area. MSDS's will be readily available at work stations.

The worksite coordinators will be responsible for acquiring and updating MSDS sheets. The worksite coordinators will contact the chemical distributor or manufacturer if additional information is necessary or if the MSDS has not been supplied with an initial shipment. All new purchases of chemicals must be received with an MSDS. When chemicals are ordered through the normal Town purchasing process, the Town Purchasing Agent will forward a copy of the MSDS for all new chemical procurements to the Health Department and receiving worksite. Payment will not be made for chemicals not received with a suitable MSDS. A master list of MSDS's is available in the Town Health Department.

Section IV - Labels and Other Forms of Warning

The worksite coordinator, under the authority of the workplace supervisor, will ensure that all hazardous chemical in their workplace of responsibility are properly labeled and updated, as necessary. Labels should list at least the chemical identity and appropriate hazard warnings.

If a number of stationary containers within a work area have similar contents and hazard, signs may be posted in the area to convey hazard information.

If chemicals are transferred from a labeled container to a portable container that is intended for immediate use only, no labels are required on the portable container. Pipes or piping systems are not required to be labeled, but their contents must be described in employee training sessions.

Section V - Non-Routine Tasks

When employees are required to perform hazardous non-routine tasks (e.g. cleaning tanks, cleaning equipment, etc.) a special training sessions will be conducted by the worksite coordinator to inform involved employees as to the chemical hazards they may be exposed to and the proper precautions to take to reduce or avoid exposure.

Section VI - Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the **Hazard Communication Standard** and the safe use of those hazardous chemicals found in their workplace. The training will be provided by the worksite coordinator. Whenever a new hazard is introduced, additional training will be provided to those involved employees. Worksite coordinators and supervisors should be extensively trained regarding hazards and appropriate protective measures so they will be able to answer questions from employees and provide daily monitoring of safe work practices.

The **Hazard Communication Standard** initial training must emphasize these items:

1. Summary of the standard and this written program.
2. Chemical and physical properties of hazardous materials and the methods that can be used to detect the presence or release of chemicals.
3. Physical hazards of chemicals.
4. Health hazards, including signs and symptoms of exposure, associated with the materials in use, and any medical condition known to be aggravated by exposure to the chemical.

5. Guidelines to protect against hazards, work practices or methods to assure proper use and handling of chemicals, and guidelines for emergency response.
6. Work guidelines to follow to assure protection when cleaning hazardous chemical spills and leaks.
7. Where MSDS's are located; how to read and interpret the information both on labels and MSDS's, and how employees may obtain additional hazard information.

The worksite coordinators will be responsible for the development and presentation of training, under the supervision of the worksite supervisor and the guidance of the Director of Health. The Town Manager, or designee, and the Director of Health will review the employee training program and advise the worksite coordinators on training or retraining needs. Retraining is required when a hazard changes or a new hazard is introduced into the workplace. As part the assessment of the training program, the Director of Health will obtain input from employees regarding the training they have received, and their suggestions for improving it. All employees training will be documented and include a brief description of subject matter and contact time.

Section VII - Contractor Employees

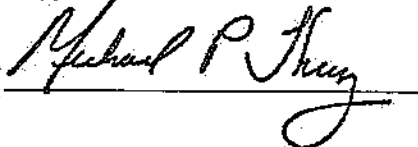
The affected Division or Department Director will advise any outside contractors in person and in advance, of any chemicals hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. The Director will also notify these individuals of the local and availability of MSDS's. Each contractor brining chemicals on a Town worksite must provide the Director of Health and the affected Department Director, in advance, with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in using these chemicals.

Section VIII - Additional Information

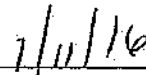
All employees can obtain further information on this written program, the hazard communication standard, applicable MSDS sheets and chemical lists from the worksite coordinator or the Town Health Department.

Section IX- Approval

Fire Chief



Date of Approval:



APPENDICES

- A. List of worksite coordinators
- B. List of chemicals by worksite

APPENDIX A

TOWN OF GLASTONBURY

**HAZARD COMMUNICATION
"RIGHT TO KNOW"
WORKSITE COORDINATORS**

HIGHWAY	CHARLES MAHAN
VEHICLE MAINTENANCE	CHARLES MAHAN
FACILITES SERVICES	DAVID SACCHITELLA
WASTERWATER	MICHAEL BISI
POLICE DEPARTMENT	DAVID CARON
PARKS AND RECREATION	CHRIS SHANNAHAN
OTHER TOWN DEPARTMENTS	TBD
FIRE DEPARTMENT	MICHAEL THURZ