



SPECIAL ORDER



Series 2001	Number 42	Originating Bureau Operations	Effective Date 12/20/01	Expiration Date n/a
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Subject:

Hazard Communication Plan

1. The Maryland Access to Information About Hazardous and Toxic Substances Law, Code of Maryland Regulations (COMAR) 09.12.33, and the OSHA Hazard Communication Standard, Title 29 Code Federal Regulations (CFR) 1910.1200 were enacted to ensure that all chemicals to which employees are potentially exposed are evaluated and that information regarding potential hazards is communicated to employers and employees. The goal of the MOSH standard is to reduce the number of occupational illnesses and injuries associated with chemicals.
 - a. This Special Order is established for all HCFR facilities in order to comply with the MOSH Hazard Communication Standard. The HCFR Occupational Safety and Health Officer is the Plan Manager for HCFR. A Facility Manager shall be designated for each fire station, the Cooksville training site, and for HCFR headquarters. The Facility Manager will work with the Plan Manager to keep the **Hazard Communication Plan** up to date. Copies of this written plan will be available for review by any HCFR member. The **Right To Know Station** will be located in the Watch Office or other common area within each HCFR facility. This order applies to all work operations where you may be exposed to hazardous substances under normal working conditions.
 - i. The basic components of this plan, as required by the standard, include:
 - (1) Hazardous Chemical Information List
 - (2) Labels and Other Forms of Warning
 - (3) Material Safety Data Sheets (MSDS)
 - (4) HCFR Member Information and Training
 - (5) Non-routine Tasks
 - (6) Unlabeled Pipes
 - (7) On-Site Contractors
 - (8) Program Review
 - b. All hazardous chemicals used in HCFR facilities are purchased materials; there are no manufactured or intermediate hazardous chemicals. Therefore, HCFR members shall rely on the hazard determination made by the chemical manufacturer as indicated on the MSDS.



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2. HCFR shall comply with MOSH requirements regarding the **Hazardous Chemical Information List** as follows:
 - a. A copy of the HCFR Hazardous Chemical Information List shall be sent to the Office of Risk Management at the same time an updated copy is sent to the Maryland Department of the Environment.
 - b. The master copy of each facility's Hazardous Chemical Information List will be compiled and maintained by the Occupational Health & Safety Officer based on information provided by each HCFR facility.
 - c. The facility's copy of its Hazardous Chemical Information List will be compiled and maintained by the Facility Manager (or designee).
 - d. When a new chemical is introduced at an HCFR site, the Facility Manager is responsible for ensuring that the chemical is added to the facility's Hazardous Chemical Information List within 30 calendar days. The Plan Manager must also be notified of the new chemical in order to maintain accuracy of the master list. The supervisor shall ensure that all HCFR members are aware of new chemicals introduced into the work place. This is routinely done through daily transitions with personnel.
 - e. HCFR shall revise, re-alphabetize and resubmit the master Hazardous Chemical Information List to the Maryland Department of the Environment every two (2) years. The list shall be submitted by the Office of Emergency Management no later than July 1st of each odd-numbered year.
3. HCFR shall comply with MOSH requirements regarding **Labels and Other Forms of Warning** [29 CFR 1910.1200 (f)] as follows:
 - a. All hazardous chemicals must be labeled by the manufacturer. The label must contain the following information:
 - i. Container contents;
 - ii. Appropriate hazard warnings, to include specific target organ hazard; and,
 - iii. Name and address for the chemical manufacturer, importer, or other responsible person.
 - b. When chemicals are ordered, the purchase order shall indicate the need for the above-stated information to be included on the labels. Upon delivery, the Facility Manager (or designee) will ensure that chemicals are labeled properly. Any chemicals without proper labeling are not to be accepted.



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- c. When chemicals are transferred from the manufacturer's container to a secondary container, the Facility Manager (or designee) shall ensure that the secondary container is labeled with the identity of the chemicals and appropriate hazard warnings.
4. HCFR shall comply with MOSH requirements regarding the **Material Safety Data Sheets (MSDS)** [29 CFR 1910.1200 (g)] as follows:
 - a. When chemicals are ordered, the purchase order shall indicate that chemicals are not to be shipped without corresponding Material Safety Data Sheets. When a MSDS arrives, it will be reviewed for completeness by the Facility Manager (or designee). Should any MSDS be incomplete, the Facility Manager shall immediately send a letter to the manufacturer requesting additional information.
 - b. A complete file of MSDSs for all hazardous chemicals in the facility to which HCFR members may be exposed will be kept in a binder labeled **Right to Know Station**. These data sheets will be available to personnel at all times. Employees shall have ready access to an MSDS upon request, access to the Hazardous Chemical Information List within one working day of a request, and without charge, be provided with one copy of the Hazardous Chemical Information List or the means to produce a copy within five working days. Requests should be made to the Facility Manager.
5. HCFR shall comply with MOSH requirements regarding **HCFR Member Information and Training** [29 CFR 1910.1200 (h)] as follows:
 - a. All HCFR members shall receive **Right to Know** training. Facility managers shall be responsible for annual refresher training for members under their supervision.
 - b. The refresher training is primarily a lecture-based presentation. The following topics must be covered:
 - i. An overview of the requirements of the Hazard Communication Plan;
 - ii. Chemicals present in the work environment, along with a review of the facility's Hazardous Chemical Information List and corresponding MSDSs;
 - iii. Potential physical and health affects of chemicals used at the facility;



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- iv. The labeling system and how to use it;
 - v. How to review a MSDS and where it is kept;
 - vi. Methods and observation techniques used to determine the presence of hazardous chemicals in the area;
 - vii. Personal protective equipment and work practices to reduce or prevent exposure to chemicals;
 - viii. Steps HCFR has taken to reduce or prevent member exposure;
 - ix. Safety/emergency procedures to follow if exposure occurs; and,
 - x. Location and availability of the written **Hazard Communication Plan**.
- c. At the completion of each training session, all participants shall sign and date the training log to verify attendance.
 - d. As a minimum, training records should include:
 - i. Who was present;
 - ii. Who conducted the training;
 - iii. A brief outline, summary or lesson plan of what was covered;
 - iv. The date the training was conducted;
 - v. The length of the training; and,
 - vi. Titles of any audio visual material used.
6. HCFR shall comply with MOSH requirements regarding **Non-Routine Tasks** as follows:
 - a. Hazardous, non-routine tasks at the HCFR site shall be identified by the Facility Manager (or designee). Prior to any member beginning a hazardous, non-routine task, he/she must report to the Facility Manager (or designee) to determine the hazards involved and the protective equipment required. This includes steps that must be taken to lessen the hazards (i.e. ventilation, respirators, or presence of another member) as well as emergency procedures.



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7. HCFR shall comply with MOSH requirements regarding **Unlabeled Pipes** as follows:
 - a. Personnel who may be required to work in areas where chemicals are transferred through pipes need to be aware of potential hazards. Prior to starting work in these areas, the Facility Manager (or designee) shall be contacted to determine the:
 - i. Identity of the chemical in the pipes;
 - ii. Potential hazards; and,
 - iii. Required safety precautions.

8. HCFR shall comply with MOSH requirements regarding **On-Site Contractors** as follows:
 - a. The Facility Manager shall provide contractors working at the HCFR facility with the following information:
 - i. Hazardous chemicals used at the facility to which their employees may be exposed;
 - ii. Precautions necessary to protect employees during normal operating conditions and possible emergencies; and,
 - iii. In-house labeling system used at the site.

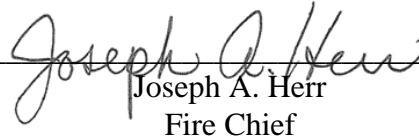
 - b. It is the responsibility of the Facility Manager (or designee) to ensure that all MSDS of chemicals to which the contractor's employees may be exposed are located at the **Right To Know Station**. Additionally, an example of the in-house label system shall be provided.



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9. HCFR shall comply with MOSH requirements regarding **Program Review** as follows:
- a. The written **Hazard Communication Plan** for each facility will be reviewed by the Occupational Health & Safety Officer and the Office of Emergency Management on a yearly basis and updated as necessary. This review shall be documented and maintained in the **Right To Know** file.



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