

## Hazard Communication (Right to Know)

The purpose of this policy is to ensure that information about the dangers of all hazardous chemicals used by Lehi City Fire Department are known by all affected employees. The following hazard communication program has been established.

### **Responsibility:**

All employees of Lehi City Fire Department will participate in the hazard communication program. This written program will be available in the EMS manager electronic library for review by any interested employee.

### **Container Labeling:**

The fire department employee receiving the material will verify that all containers received for use at the fire department will be clearly labeled as to the contents, note the appropriate hazard warning and ensure the name and address of the manufacturer is listed on the label. Existing labels on incoming containers of hazardous chemicals will not be removed or defaced, unless the container is immediately marked with the required information.

### **Material Safety Data Sheets (MSDSs):**

The fire department Hazardous Communications Specialist is responsible for establishing and monitoring the company MSDS program. He/she will make sure procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. He/she will see that any new information is passed on to affected employees. If the MSDS is not provided with the shipment and

MSDS will be obtained from the manufacturer or importer as soon as possible.

Copies of MSDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in the closet where the hazardous chemicals are stored.

MSDSs will be readily available, with no barriers, to all employees during each work shift. If an MSDS is not available, contact the Hazardous Communications Specialist.

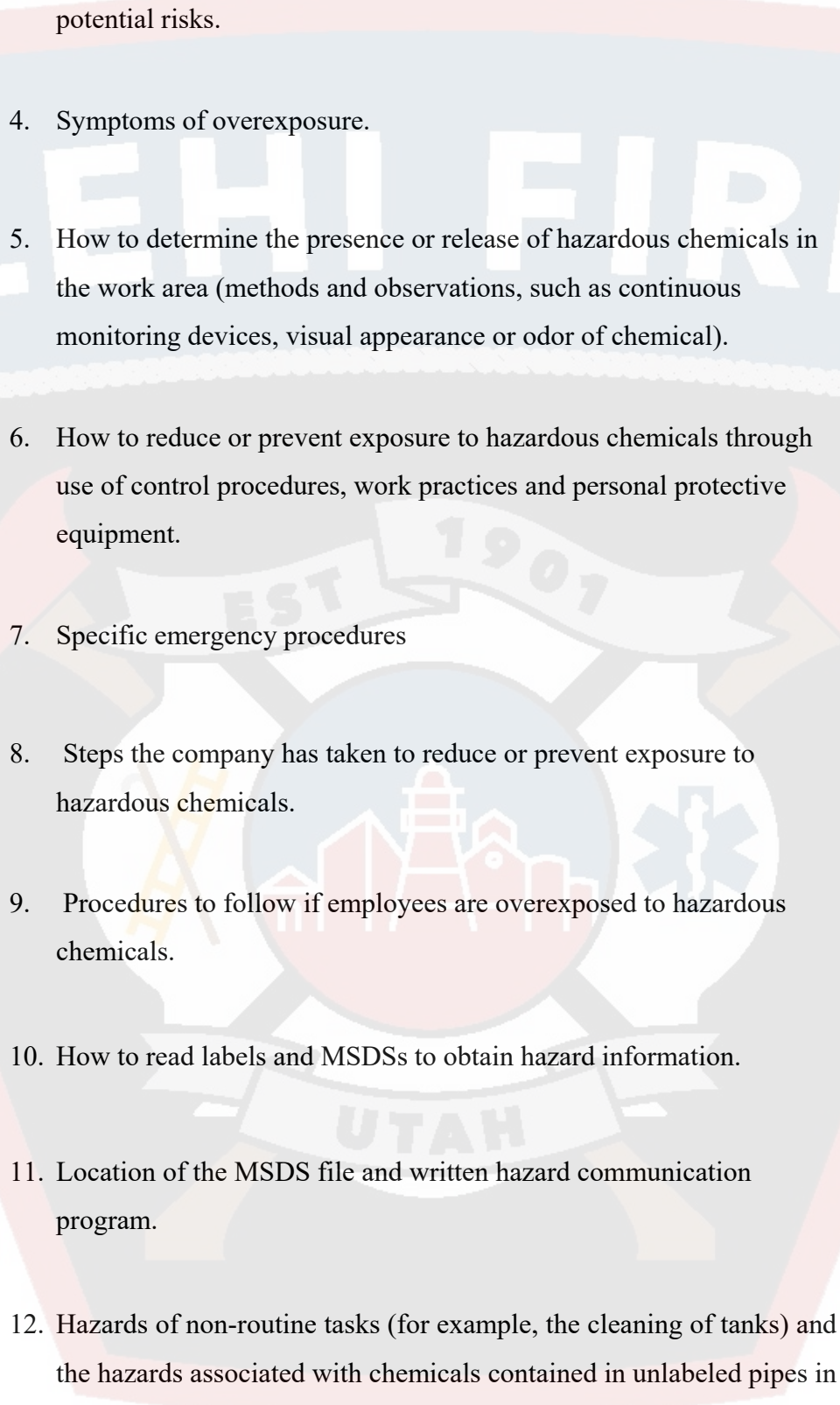
When MSDSs are revised, they will be updated with current ones and the out of date MSDSs will be maintained as an employee exposure record in accordance with 29 CFR 1910.1020.

#### **Employee Training and Information:**

The Hazardous Communication Specialist and the Training Division are responsible for implementing and maintaining the hazard communication program. They will ensure that all program elements specified below are carried out.

Prior to starting work, each new employee will attend a health and safety orientation that includes the following information and training:

1. An overview of the requirements contained in the Hazard Communication Standard.
2. The hazardous chemicals present at his/her work area.

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- The background of the page features a large, semi-transparent watermark of the Lehi Fire Department logo. The logo is a Maltese cross with a central circle. The words "LEHI FIRE" are written in large, bold, white letters across the top of the cross. Below the cross, a banner reads "EST 1907". In the center of the cross, there is a depiction of a fire station with a fire truck. To the right of the fire station is a blue Star of Life (EMS symbol). At the bottom of the cross, another banner reads "UTAH".
3. The physical and health hazards of the hazardous chemicals and potential risks.
  4. Symptoms of overexposure.
  5. How to determine the presence or release of hazardous chemicals in the work area (methods and observations, such as continuous monitoring devices, visual appearance or odor of chemical).
  6. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.
  7. Specific emergency procedures
  8. Steps the company has taken to reduce or prevent exposure to hazardous chemicals.
  9. Procedures to follow if employees are overexposed to hazardous chemicals.
  10. How to read labels and MSDSs to obtain hazard information.
  11. Location of the MSDS file and written hazard communication program.
  12. Hazards of non-routine tasks (for example, the cleaning of tanks) and the hazards associated with chemicals contained in unlabeled pipes in their work area.

Prior to introducing a new chemical hazard into any section of this

company, each employee in that section will be given information and training as outlined above for the new chemical hazard. The training format will be as follows; audiovisuals, interactive computer programs, classroom instruction, etc.

### **Informing other Employers:**

It is the responsibility of the Hazardous Communications Specialist to provide other employers with information about hazardous chemicals their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of the Hazardous Communication Specialist to obtain information about hazardous chemicals used by other employers to which employees of this company may be exposed.

On-site access to MSDSs will be provided to other employers for each hazardous chemical generated by the fire departments operation.

Material safety data sheets will be provided to other employers in the following manner; paper copies of MSDSs, electronic access, or other alternatives for maintaining MSDSs.

In addition to providing a copy of an MSDS to other employers, other employers will be informed of precautionary measures needed to be taken to protect their employees who are exposed to operations performed by this company.

Also, other employers will be informed of the hazard labels used by the company. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.

**List of Hazardous Chemicals:**

The list of all known hazardous chemicals used by Lehi City Fire Department is included in the MSDS book located in the closet where the chemicals are stored. This list includes the name of the chemical manufacturer, the work area the chemicals are used in, the dates of use, and the quantity used.

When new chemicals are received, this list is updated (including date the chemicals were introduced), within 30 days of introduction into the workplace. The hazardous chemical inventory was compiled and is maintained by the Hazardous Communication Specialist.