

ADOPTED: FEBRUARY 1, 2013

REVISED: 1-31-2020

**PURPOSE:**

In order to comply with Oregon's Occupational Health and Safety Code, OAR Chapter 437, Division 155, Hazard Communication, the Jefferson Fire District has established the following Hazard Communication Program. This Operational Guideline applies to all members of the Fire District. This Operational Guideline does not apply to responses to hazardous material calls. Hazardous materials calls are handled under other operational procedure and protocols.

**A. MEMBERS**

The word member shall mean any Jefferson Fire District full-time employee, part-time employee and/or volunteer.

**B. CONTAINER LABELING**

All hazardous chemical containers used at the Fire District will either have the original manufacturer's label --that includes a product identifier, an appropriate signal word (Danger, Warning or Caution), hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party -- OR a label with the appropriate label elements just described; OR workplace labeling that includes the product identifier and words, pictures, symbols, or combination that provide at least general information regarding the hazards of the chemicals.

No container of any substance or product will be released for use by District members until the above data is verified. The supervisor of each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with a generic label containing the information required under this paragraph.

**C. MATERIAL SAFETY DATA SHEETS (MSDS)**

Hazardous chemicals purchased and/or stored on Fire District property that can not be purchased over the counter shall have an MSDS. Products that can be purchased over the counter, and in consumer quantities, do not need a separate MSDS sheet provided the product label has safety and usage instructions are on the container. Copies of MSDS shall be kept at each fire station, as well as in the District's office. MSDS will be available to all members of the District in the District's office for review during regular business hours. If an MSDS is not available, or new chemicals in use do not have an MSDS, it shall be the responsibility of any member noting the absence of an MSDS to report it to his or her supervisor.

**D. MEMBER INFORMATION AND TRAINING**

Prior to commencing work for the District, each new member shall attend a health and safety orientation, and shall receive information and training regarding the following:

1. An overview of the requirements contained in the State's Hazard Communication Rules, OAR Chapter 437, Division 155.
2. Chemicals present in the member's workplace operation.
3. Location and availability of the District's written Hazard Communications program, including the required list of hazardous chemicals, and Material Safety Data Sheets required by OAR 437 Division 155.
4. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
5. Physical and health effects of the hazardous chemicals encountered in the employee's workplace.
6. Steps which can be taken by the member to prevent exposure, including actions taken by the District to reduce or prevent exposure to hazardous chemicals through work practices and personal protective equipment.
7. Emergency procedures to be followed if the employee is exposed to hazardous chemicals in the workplace.
8. Familiarization with labels and MSDS to obtain appropriate hazard information.

After the member has attended the health and safety orientation, the member shall be given a copy of the District's Hazard Communication Program and shall sign a form verifying both the attendance at the health and safety orientation and the receipt of the written materials.

Prior to the introduction of any new hazardous chemical into any District workplace, each member of the District shall be furnished the information outlined above with respect to the new hazardous chemical. The District's Officers are responsible for assuring that MSDS are available for each new chemical introduced.

It shall be the responsibility of District Officers to provide contractors working on the District's premises with information regarding the hazardous chemicals to which they may be exposed while on the job site, and precautions the contractor or its employees can take to lessen the possibility of exposure to such hazardous chemicals through the use of appropriate protective measures.

# HAZARD COMMUNICATION PROGRAM

## E. HAZARDOUS CHEMICALS LIST

The following is a list of all known hazardous chemicals used by the District:

Product Name

Utilization

Location

**[Insert product names, uses and locations here.]**

More information on each chemical noted is available by reviewing the MSDS located at each District facility and in the District's office.

## F. HAZARDOUS NON-ROUTINE TASKS

Periodically, members of the District may be called upon to perform hazardous non-routine tasks. Before starting work on any such task, each affected member will be given information by his or her supervisor regarding the hazardous chemicals to which they may be exposed during the activity. This information will include at a minimum the following:

1. Specific chemical hazards;
2. Protective or safety measures employees shall take to avoid hazardous exposure; and
3. Measures the District has taken to reduce the hazards, including ventilation, the provision of specialized equipment, or the presence of another employee to monitor the hazardous task, etc.