

Chemical Hazard
Communication Program
Duvall KCFD 45



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Chemical Hazard Communication

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1. Introduction

Duvall-King County Fire District 45 (KCFD45) is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected members know the dangers of all hazardous chemicals used by Duvall Fire, the following hazardous chemical communication program has been established in accordance with WAC 296-800-170.

All personnel in Duvall Fire will participate in the hazard communication (Haz Com) program. This written program is available at each Duvall Fire station for review by any interested member.

2. Program Responsibilities

This section describes who is responsible for various components of the Duvall Fire Haz Com program:

- 2.2. Duvall Fire Safety Officer:** Responsible for the department's overall compliance with the plan. While many tasks may be delegated to other people, the overall plan is overseen by the Haz Com Coordinator.
- 2.3. Duvall Fire Haz Com Coordinator:** Responsible for the day to day maintenance of the program, including working with shifts and individuals to prepare proper labeling for secondary containers and to secure appropriate SDS. Duvall Fire will designate a Haz Com Coordinator.
- 2.4. Duvall Fire Training Officer:** Responsible for ensuring that all new personnel receive initial training in the district's Haz Com program and provide for annual refresher training for all personnel.
- 2.5. All Duvall Fire Personnel:** Responsible for completing required Haz Com training, making sure that any potentially hazardous products they purchase (or arrange for the purchase of) are properly labeled. All personnel are also responsible for heeding the warnings on the labels and reporting any unlabeled containers or any products for which there are not Safety Data Sheets (SDS) available.

3. Container Labeling

Duvall Fire's Haz Com Coordinator, reporting to the Duvall Fire Safety Officer, is responsible for container labeling procedures, reviewing, and updating.

3.1. The labeling system used at Duvall Fire is as follows:

- Wherever possible, products will be stored, used, and dispensed from the original packaging and maintaining the legibility of the original manufacturer's labels.
- Where small quantities of materials are used in spray bottles or other non-original packaging (such as Simple Green or Windex that are purchased in bulk but used in spray bottles) Duvall Fire will label the secondary container with the product name and hazards, unless the product moved to the smaller container will be used up that same work shift. These labels will be prepared using commercially available label systems that utilize the NFPA diamond to indicate the hazard posed by the product.

3.2. The procedures for proper labeling of all containers, and reviewing and updating label warnings are as follows:

- When a shift or individual purchases products to be used or dispensed from secondary containers, it will be their responsibility to coordinate with the Haz Com Coordinator to obtain and attach the proper labels to the secondary containers before these containers are placed in use, unless the container is used up that same work shift.
- The Duvall Fire Haz Com Coordinator will conduct periodic spot checks of station maintenance areas to ensure compliance with the provisions of these container labeling requirements.

3.2.1. Temporary containers must list the following information:

- The name of the product and the appropriate hazard warnings.
- The hazards must be immediately understood through words, pictures, symbols or any combination of these elements. The NFPA 704 labels will typically be used to meet this standard.
- The label must be legible, permanently displayed and written in English.

It is the policy of Duvall Fire that no container will be released for use until the above procedures are followed.

4. Safety Data Sheets (SDS)

The Duvall Fire Haz Com Coordinator, reporting to the Duvall Fire Safety Officer (Fire Chief or his designee), is responsible to establish and monitor the departments SDS program. This person will make sure procedures are

developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. This person will see that any new information is passed on to affected members.

4.1. The procedures to obtain SDSs and review incoming SDSs for new or significant health and safety information are as follows:

- Once a year, the Haz Com Coordinator, or designee, will conduct an inventory of products used and stored at Duvall Fire facilities and compare this inventory against the products listed in the Duvall Fire SDS notebook.
- If the Haz Com Coordinator determines that the department does not have an SDS for a product, they may work with administrative staff, or the personnel responsible for the project to quickly secure the proper SDS.
- When new products are purchased, the shift or individuals with who are responsible for the project will take the steps necessary to ensure a current SDS is obtained or already available in the Duvall Fire SDS notebook.
- If old products no longer used by the Department are found in the SDS notebook, the Haz Com Coordinator should remove them from the notebook.
- The Duvall Fire Haz Com Coordinator will conduct periodic spot checks of station maintenance areas to ensure compliance with the provisions of these SDS requirements.

4.2. Copies of SDSs for all hazardous chemicals in use will be kept at the Station 66 Watch Desk. SDSs will be available to all members during each work shift. If an SDS is not available or a new chemical in use does not have an SDS, immediately contact the Duvall Fire Haz Com Coordinator.

4.3. Duvall Fire personnel should seek SDS information in the Duvall Fire SDS notebook at the Station 66 Watch Desk.

Note: If an alternative to printed Safety Data Sheets is used (such as computer data), provide a description of the format.

5. Member Information and Training

5.1. The Duvall Fire Training Officer is responsible for the member training program.

5.2. The procedures for how members will be informed and trained are as follows:

- An overview of the requirements contained in the Hazard Communication Standard
- Hazardous chemicals present at his or her work places
- Physical and health risks of the hazardous chemical
- The symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in his or her work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment
- Steps the employer has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if members are overexposed to hazardous chemicals
- How to read labels and review SDSs to obtain hazard information
- Location of the SDS notebook and written hazard communication program
- An overview of the requirements contained in the Hazard Communication Standard

5.3. Before introducing a new chemical hazard into any section of this employer, each member in that section will be given information and training as outlined above for the new chemical.

6. Hazardous Non-Routine Tasks

Periodically, members are required to perform hazardous non-routine tasks. Non-routine tasks that are performed at Duvall Fire include:

- Maintenance personnel using paint for touch up around the station or outside.
- Grounds maintenance requiring the use of weed control chemicals (i.e., Round Up).

Prior to starting work on such projects, each affected member should read the appropriate SDS about the hazardous chemicals he or she may encounter during these activities.

7. List of Hazardous Chemicals

7.1. A complete list of all known potentially hazardous chemicals used by Duvall Fire members is included in the SDS notebook, which is stored at the Watch Desk at Station 66.

- 7.2. This list will be continuously updated when new potentially hazardous chemicals are purchased, and at the yearly Haz Com inventory
- 7.3. The Duvall Fire Haz Com Coordinator will use NFPA hazard classifications included in the product SDS when preparing labels for secondary containers.