

HAZARD COMMUNICATIONS

Page Number: Effective Date: Supersedes Editions:
Page 1 of 2 04/01/2007 01/01/1997 01/01/2005

GENERAL:

The following written communications program has been established for OKOLONA FIRE PROTECTION DISTRICT, 8501 Preston Highway, Louisville, Ky. 40219, 10508 Preston Highway, Louisville, Ky. 40229 and 1714 Rangeland Road, Louisville, KY 40218, 1127 Orchard Avenue, Louisville, Ky. 40213.

The program will be available in the office for review by all members as well as a copy distributed to each member of the fire department.

1a) CONTAINER LABELING:

The Supply Officer will verify that all containers received for use at the fire station will:

- be clearly labeled as to the contents,
- note the appropriate hazard warnings,
- list the name and address of the manufacturer or supplier.

No container will be released for use until the above data is verified. When product is put in smaller containers for use when it is not practical to use it in the original container, it is the responsibility of the person making such transfer to:

- a.) Use a clean container,
- b.) Mark the container with the proper name so as to make it possible to check MSDS papers for any warnings in the event of a problem,
- c.) Notify the duty officer in charge that day so he/she can verify that the marking is done properly.

1b) MATERIAL SAFETY DATA SHEETS (“MSDS”):

The Supply Officer shall request copies of MSDS sheets for any materials that they are required for at the time of purchase of said products. The only time he/she is not required to request the MSDS sheets is if it is a repetitive purchase of the same products. The Supply Officer shall distribute copies of the applicable MSDS sheets to place in the MSDS Compliance stations for the station requesting that product. Copies of MSDS's for all hazardous chemicals to which employees may be exposed will be kept in the office and an additional copy will be readily available at each station for volunteer firefighters or visitor to use in the event of a problem after regular business hours.

These readily available documents shall be placed in the “yellow” MSDS Compliance stations that are mounted to the wall at each station in an auspicious location to be accessible to everyone.

MSDS's for all chemicals are available for review to all employees during each work day. Copies will be available upon request to the secretary at any time during the work day or when practical on weekend or holidays if necessary.

HAZARD COMMUNICATIONS

Page Number: Page 2 of 2 **Effective Date:** 04/01/2007 **Supersedes Editions:** 01/01/1997 01/01/2005

1c) EMPLOYEE TRAINING AND INFORMATION:

Each new employee will be instructed at the time of their employment with the fire department as well as the employees presently employed on the following information:

- Chemicals and their hazards in their work areas;
- How to lessen or prevent exposure to these hazardous chemicals;
- What the company has done to lessen or prevent worker's exposure to these chemicals;
- Procedures to follow if they are exposed to these chemicals;
- The employees responsibilities for safety with hazardous chemicals in the work place.

After attending the meeting each employee will sign a form stating that they received the above instructions and training.

Before any new hazardous chemical is introduced into the fire stations, each employee will be given information in the same manner as during the safety meeting. The Chief or Hazardous Material Coordinator will be responsible for seeing that MSDS's on the new chemical are available.

Monthly safety meetings will be held and Hazardous Materials used in the shop will be discussed and reviewed. Attendance is mandatory for all employees.

Any questions about anything should be directed to the Chief or Hazardous Material Coordinator as soon as practical so problems can be solved in the early stages of development.

2. LIST OF HAZARDOUS CHEMICALS:

A list of HAZARDOUS CHEMICALS used in the daily operations of the fire stations shall be maintained and updated as necessary by the fire department Supply Officer. This list shall be forwarded to the Okolona Fire Department website for posting to members only. If available and practical, the MSDS sheets should be maintained there as well. Further information on each hazardous chemical noted can be obtained by reviewing Material Safety Data Sheets in the office.

3. INFORMING CONTRACTORS:

Any company that provides a service for our fire department in which their employees come in contact with our chemicals (ie, shop towel service) the contracting company will be provided with the appropriate MSDS's for the products they are to handle. We will provide as much information as necessary to their company and any training if they so desire but it is the responsibility of the individual company to instruct their employees properly after receiving the above mentioned papers.