



## Yaphank Fire District Policy

<u>Subject</u> <b>Hazardous Communications Plan</b>	DP# 24-001
	Initiated 1/17/2024
	Revised
<u>Authority</u> <b>Board of Fire Commissioners</b>	

The Board of Fire Commissioners for the Yaphank Fire District are committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules and provide a safe, healthy environment for all our employees. This written hazard communication plan is available at the following location for review by all employees: Fire District Office.

### Identifying Hazardous Chemicals

For the most part, the Fire District will use consumer products as routine in the maintenance of all of its buildings. A 3-ring binder has been established that contains all hazardous chemicals with a potential for employee exposure at this workplace. Detailed information about the physical, health, and other hazards of each chemical is included in a Safety Data Sheet (SDS); the product identifier for each chemical on the list matches and can be easily cross-referenced with the product identifier on its label.

### Identifying Containers of Hazardous Chemicals

All hazardous chemical containers used at this workplace will either the original manufacturer's label --that includes a product identifier, an appropriate signal word, 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.

Fire District Manger will ensure that all containers are appropriately labeled. No container will be released for use until this information is verified. Workplace labels must be legible and in English.

### Keeping Safety Data Sheets *(Previously known as Material Safety Data Sheets)*

Safety Data Sheets are readily available to all employees during their work shifts. Employees can review Safety Data Sheets for all hazardous chemicals used at this workplace. These files are located on the apparatus floor.

The Safety Data Sheets are updated and managed by the Fire District. If a Safety Data Sheet is not immediately available for a hazardous chemical, employees can obtain the required information by calling the district manager at extension 108.

## **Training Employees About Chemical Hazards**

All members, paid or volunteer, must attend a hazard communication training that covers the following topics:

- An overview of the requirements in OSHA's hazard communication rules.
- Hazardous chemicals present in their workplace.
- Any operations in their work area where hazardous chemicals are used.
- The location of the written hazard communication plan and where it may be reviewed.
- How to understand and use the information on labels and in Safety Data Sheets.
- Physical and health hazards of the chemicals in their work areas.
- Methods used to detect the presence or release of hazardous chemicals in the work area.
- Steps we have taken to prevent or reduce exposure to these chemicals.
- How employees can protect themselves from exposure to these hazardous chemicals through use of engineering controls/work practices and personal protective equipment.
- An explanation of any special labeling present in the workplace.
- Emergency procedures to follow if an employee is exposed to these chemicals.

The District and the Chief's office are responsible to ensure that members receive this training. After attending the training, members will sign a form verifying that they understand the above topics and how the topics are related to our hazard communication plan.

## **Informing Members Who Do Special Tasks**

Before members perform special (non-routine) tasks that may expose them to hazardous chemicals, their supervisors/officers will inform them about the chemicals' hazards. Their supervisors/officers will also inform them about how to control exposure and what to do in an emergency. The supervisor/officer will evaluate the hazards of these tasks and provide appropriate controls including Personal Protective Equipment all additional training as required.

Examples of special tasks that may expose employees to hazardous chemicals include the following: any project that may include the use of a product that is not normally used in the cleaning.

## **Informing Contractors and Other Employers About Our Hazardous Chemicals**

If employees of other employer(s) may have the potential to be exposed to hazardous chemicals at our workplace (for example, employees of a construction contractor working on-site) It is the responsibility of the District to notify any contractor of hazardous substances used within the building and to coordinate with the Contractor so that provisions can be made to assure contractors and their employees are trained prior to any contract being issued. Also, to assist in supplying the following information:

- The identity of the chemicals, how to review our Safety Data Sheets, and an explanation of the container and pipe labeling system.
- Safe work practices to prevent exposure.

*The district will also be given a Safety Data Sheet (as per all Signed Contract) for any hazardous chemical a contractor may use or bring into the workplace, prior to work beginning.*

Adopted on this 17<sup>th</sup> day of January 2024.

**By order of the Yaphank Fire District**  
**Board of Fire Commissioners**