

PHOENIX FIRE DEPARTMENT

Volume 1 – Management Procedures

HAZARD COMMUNICATION PROGRAM

MP 110.07

Date Revised: 5/22

This policy is for internal use only and does not expand an employee's legal duty or civil liability in any way. This policy should not be construed as creating duty to act or a higher duty of care, with respect to third party civil claims against employees or the Phoenix Fire Department (PFD). A violation of this policy, if proven, can only form the basis of a complaint by the PFD for non-judicial administrative action in accordance with the laws governing employee discipline.

PURPOSE

The Safety and Prevention Section is responsible for the oversight and management of the Phoenix Fire Department's Hazard Communication Program. In compliance with the OSHA Hazard Communication Standard 29 CFR 1910.1200, the Phoenix Fire Department has established a standard minimum requirement for the control of hazardous substances and compliance with the Globally Harmonized System (GHS) of classification and labeling of chemicals adopted on March 26, 2012, by OSHA.

SCOPE

This program applies to all Phoenix Fire Stations and work sites where employees may be exposed to hazardous substances under normal working conditions or during emergency situations

POLICY

The City of Phoenix Fire Department will maintain an effective Hazard Communication Program in accordance with the Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.1200 and the City of Phoenix Administrative Regulation (A.R. 2.314).

DEFINITIONS

- Acute Effect: An adverse effect on a human body caused by exposure to a chemical or physical agent, with symptoms developing rapidly.
- Asphyxiant: A gas whose primary or most acute health affect is asphyxiation. There are two classes of asphyxiants; simple asphyxiants, such as nitrogen or methane, which act by replacing oxygen; and chemical asphyxiants, such as carbon monoxide, which cause asphyxiation by preventing oxygen uptake at the cellular level.
- Carcinogen: A substance or agent capable of producing cancer.
- Ceiling Limit: An airborne concentration of a toxic substance in the work environment that should never be exceeded.
- Chemical: Any substance, or mixture of substance.

- Chemical Manufacturer: an employer with a workplace where chemicals are produced for use or distribution.
- Chronic effect: An adverse effect on a human or animal body, with symptoms, which develop slowly over a long period of time of exposure to a chemical or physical agent.
- Container: Any bag, barrel, bottle, box, can cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. Pipes or piping systems, and engines, fuel tanks, or other operating system in a vehicle, or not considered to be containers.
- Corrosive: A substance that causes visible destruction or permanent changes in human skin tissue at the site of contact.
- Decomposition: The breakdown of a chemical or substance into different parts or simpler compounds. Decomposition can occur because of heat, chemical reaction, decay, etc.
- Employee: A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies.
- Evaporation Rate: The ration of the time required to evaporate a measured volume of liquid to the time required to evaporate the same volume of reference liquid under ideal test conditions. The higher the ratio, the slower the evaporation rate.
- Exposure or exposed: That an employee is subjected in the course of employment to a chemical that is a physical or health hazard and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (i.e. inhalation, ingestion, skin contact or absorption.)
- Flammable Liquid: Any liquid having a flash point below 100°F (37.8°C).
- Flash Point: The lowest temperature at which a liquid gives off enough vapor to form an ignitable mixture with air and produce a flame when a source of ignition is present.
- Gas: A state of matter in which the material has a low density and viscosity, can expand and contract greatly in response to changes in temperature and pressure, easily diffuses into other gases, and readily and uniformly distributes itself throughout any container. A gas can be changed into a liquid or solid state only by the combined effect of increased pressure and decreased temperature.
- Hazard Statement: a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.
- Multi-employer workplaces: Employers who produce, use, or store hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be exposed (for example, employees of a construction contractor working on-site).
- Oxidizer: A chemical that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.
- Pictogram: a symbol used to convey specific information about the hazards of a chemical. Each pictogram consists of a different symbol on a white background within a red square frame set on a point (i.e. a red diamond).
- Precautionary Statement: a phrase that describes recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling of a hazardous chemical.
- Product Identifier: the name of the number used for a hazardous chemical on a label or in the Safety Data Sheet (SDS) that provides a unique means by which the user can identify the chemical

- Safety data sheet (SDS): Written or printed material concerning a hazardous chemical that is prepared in accordance with paragraph (g) of 29 CFR 1910.1200.
- Signal Words: a single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. “Danger” is used for the more severe hazards, while “warning” is used for the less severe hazards.

RESPONSIBILITIES

Safety and Prevention Section

- Shall ensure all elements of this written program are in compliance with OSHA standard 29 CFR 1910.1200 and shall maintain, update and annually review this written program.
- Shall ensure all employees receive training as required by this written program and in compliance with 29 CFR 1910.1200.
- Shall ensure appropriate PPE training is provided to all employees as required by this written program and in compliance with 29 CFR 1910.1200.
- Shall ensure the hazards of all chemicals used in the Fire Department are evaluated and information concerning the hazards and safe handling procedures is provided to employees.
- Shall ensure an accurate Department wide chemical inventory is completed on an annual basis.
- Shall maintain all training records associated with the Hazard Communication Program.

Management

- Shall comply with all elements of this written program
- Shall ensure that employees comply with all elements of this written program
- Shall ensure all employees attend training as required by this written program and in compliance with 29 CFR 1910.1200.

Supervisor

- Shall ensure workplace specific training is provided when employees are assigned to the facility, precinct, or work site.
- Shall ensure all containers of hazardous chemicals are labeled as required by this standard and OSHA 1910.1200.
- Shall ensure employees received and use appropriate Personal Protective Equipment (PPE) based on the requirements of the Safety Data Sheet (SDS).
- Shall ensure employees comply with this written program.
- Shall review SDS for all chemicals with employees including safe work practices, PPE to be used and locations for the SDSs.
- Shall ensure labels and SDS are provided by the chemical manufacturer when the chemical is delivered.
- Shall ensure that SDSs are provided and readily available to all employees.
- Shall ensure employees will not perform non-routine tasks until a Job Hazard Analysis has been completed by the Fire Health and Safety Section and the employee has received appropriate training.

- Shall ensure contractors provide hazardous chemical inventories and SDSs for all hazardous chemicals to be brought to the work site.
- Shall notify affected Fire Department employees of any potential hazards which could result from a contractor's use of hazardous chemicals at the work site.
- Shall become familiar with the safety handling procedures and emergency handling procedures for chemicals prior to using the chemical.
- Shall ensure an accurate chemical inventory is completed on an annual basis.
- Shall ensure SDS are provided for any chemical brought to the work site.

Employees

- Shall attend all training as directed
- Shall become familiar with the safe handling procedures and emergency handling procedures for chemicals prior to using the chemical.
- Shall follow safe handling procedures listed on labels and SDSs.
- Shall use PPE recommended and/or required by the manufacturer of the chemical.
- Shall not mix any chemicals unless specific procedures are outlined, and instructions or labels provide specific methods to do so.
- Shall not perform non-routine tasks involving hazardous chemicals without first receiving training.

HAZARD COMMUNICATION GLOBALLY HARMONIZED SYSTEM

The Globally Harmonized System of Classification and Labelling of Chemicals is an internationally agreed upon standard managed by the United Nations that was set up to replace the assortment of hazardous material classifications and labelling schemes previously used around the world.

Chemical Inventory

- The City of Phoenix Fire Department has established and will maintain a list of all the hazardous chemicals used on the various premises. Each location will determine one or more individuals who will be made responsible for the maintenance of this list at their direct work location. The master list is maintained by the Health and Safety Section.
 - Location/Facility representatives are required to attend a training presented by the Office of Environmental Programs (OEP). The Health and Safety Section will coordinate this training as needed.
- The master list is available to all employees in the City-wide chemical inventory database, which can be found online using a City of Phoenix terminal at https://phoenix.online-msds.com/index_phoenix.php.
- A chemical inventory for all hazardous chemicals shall be performed on an annual basis at each Fire Department facility.

Non-Routine Tasks

- Periodically, employees may be required to perform non-routine work or tasks which will require the use of new hazardous chemicals or work in an area where hazardous chemicals are used or stored.

- Prior to starting work on hazardous non-routine tasks, every affected employee will be given information by their supervisor or the Health and Safety Section about the hazardous chemical(s) to which they may be exposed. Such information will include, but not be limited to specific hazards associated with the chemical(s), protective measures (i.e. personal protective equipment, work practices, engineering controls etc.) and emergency procedures.
- An employee shall not place himself or herself at risk while using any chemical or performing any chemical related task.
- A Job Hazard Analysis shall be conducted by the Health and Safety Section to identify specific hazards associated with the non-routine tasks and hazardous chemicals; protective and other safety measures to be taken; and measures to lessen or prevent the hazard such as ventilation, respirators, and fire extinguishers.

Multi-Employer Workplaces

- When it is necessary for an outside contractor to perform work at any Fire Department facility, it shall be the responsibility of the ordering agency, for example, Public Works Department, Fire Facilities, and/or the management of each facility or their representative (i.e. Deputy Chief, Supervisor, etc) to inform the contractor of the identity of any hazardous chemicals to which the contractor may be exposed. The procedure for informing the contractor will include the following:
 - Making the hazardous chemicals inventory of any designated work area where contract work is being performed available (or providing a contact with access to a City computer terminal) to the contractor and advise the contractor of the labeling system.
 - Making the SDS's of the identified hazardous chemicals in a designated work area available to the contractor (or providing a contact with access to a City computer terminal).
 - Making the contractor aware of the appropriate protective measures taken by Fire Department employees in a designated work area.
- It is also the responsibility of the ordering agency, for example, Public Works Department, Fire Facilities, and/or the management of each facility or their representative (i.e. Deputy Chief, Supervisor, etc) to determine if the contractor will be using any hazardous chemicals and, if so, to take appropriate actions to assure the protection of the City of Phoenix Fire Department employees.
- Each contractor who brings chemicals on-site shall provide a hazardous chemical inventory list and the associated Safety Data Sheets to the facility manager or his/her designee before bringing the chemicals on site.
- Each contractor who brings hazardous chemicals on-site shall ensure that all containers are labeled, tagged, or marked with the following information:
 - Identity of the hazardous chemical
 - Appropriate hazard warnings
 - Name and address of the manufacturer
 - Contractor's name for containers five gallons or larger.

Labeling

- Each container containing a hazardous chemical in the workplace will be labeled, tagged or marked with the following:
 - Product Identifier
 - Signal Words
 - Hazard Statement
 - Pictogram
 - Precautionary Statement
 - Chemical Manufacturer
- Labels on incoming containers of hazardous chemicals shall not be removed or defaced unless the container is immediately marked with the required information.
- Labels or other forms of warning shall be legible, in English, and prominently displayed on the container.
- It is the responsibility of all Fire Department Members to assure that the identity and the hazard warnings are placed on all containers that have been transferred from the original drum or container.

Safety Data Sheets (SDS)

- GHS requires chemical manufacturers to provide Safety Data Sheets (SDS) (formerly known as Material Safety Data Sheets MSDSs) to communicate the hazards of hazardous chemical products and provide information on handling, storage, and emergency response. The information contained in the SDS is largely the same as the MSDS, except now the SDSs are required to be presented in a consistent user-friendly, 16-section format.
 - Sections 1 through 8 contain general information about the chemical, identification, hazards, composition, safe handling practices, and emergency control measures (e.g. fire fighting).
 - Sections 9 through 16 contain other technical and scientific information, such as physical and chemical properties, stability and reactivity information, toxicological information, and exposure control information.
- The Safety Data System is available to all employees through the City-wide chemical inventory database which can be found online using a City of Phoenix terminal at https://phoenix.online-msds.com/index_phoenix.php.
 - The information is sorted by Department, facility, and/or chemical.
- If employees travel between workplaces during a work shift, the SDS may be kept at the primary workplace facility provided the employees can immediately obtain the required information in an emergency.
- If access to a City of Phoenix terminal is not available, SDS information can be retrieved by calling the SDS emergency hotline at 866-737-6747. This hotline is available 24/7.
- SDSs shall be made readily available, upon request, to designated representatives.
- When ordering a new hazardous chemical, it is the responsibility of Management of that facility or their representative to assure that the SDS file is kept up to date.

Employee Information & Training

- Employees shall be provided information and training on the requirements of 1910.1200(h), any operations in their work area where hazardous chemicals are present,

and the location and availability of this written program, hazardous chemicals in their work areas and Safety Data Sheets.

- This information and training program will include:
 - Requirements of 29 CFR 1910.1200.
 - Methods and observations that may be used to detect the presence or release of hazardous chemical in the work area.
 - The physical and health hazards of hazardous chemicals.
 - The measures employees can take to protect themselves from these hazards to include the appropriate work practices, emergency procedures, and PPE.
 - The details of this written program including an explanation of the labeling system and the SDSs and how employees can obtain and use the appropriate hazard information.
 - Employees shall also receive additional training whenever a new hazardous chemical is introduced into the work area.
 - Any operation in employees' work areas where hazardous chemicals are present.
- Employees shall be advised upon initial assignment of any operations in their work area where hazardous chemicals are present and the location and availability of this written program, the hazardous chemical inventory, and the SDSs.
- It will be the responsibility of the Health and Safety Section to implement and maintain the information and training program. Training is provided either in person in a classroom presentation setting or online via the Fire Department's online training platform. This training is a requirement of Department personnel on an annual basis and any additional review or training will be provided on an as needed basis.

REFERENCES

MP 110.07 Hazard Communication Program

OSHA Standard 1910.1200 Hazard Communication

Phoenix Police Safety Unit

City of Phoenix Human Resources - Safety.