



NORFOLK VOLUNTEER FIRE DEPARTMENT, INC

120 YEARS OF SERVICE

JULY 1902 - JULY 2022



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HAZARD COMMUNICATION PROGRAM

I. Introduction

It is the intention of the Norfolk Volunteer Fire Department to comply fully and in a prudent manner with all occupational safety and health standards and regulations. This program is intended to comply with the Department of Labor, Occupational Safety and Health administrations Hazard Communication Standard 29 CFR 1910.1200 and shall be enforced.

This program has been established to provide guidelines for all members and for the NVFD to meet the requirements of the Hazard Communication Standard. The program applies to any hazardous chemical which is known to be on the premises to which members may be exposed under normal conditions of use or in a foreseeable emergency. This written Hazard Communication Program will be available to all members in the Fire Station SDS book for review at all times.

II. Hazardous Chemical List

The Norfolk Volunteer Fire Department has established and will maintain a list of all of the hazardous chemicals used on the premises at 20 shepard Rd. Norfolk, CT. The Fire Chief (Matthew Ludwig) and his Assistant Chiefs (Brian Hutchins & Steven Hutchins) will be responsible for maintenance of this list. The Master chemical list is attached to the end of this document.

III. Labeling of Hazardous Chemicals

Each container containing a hazardous chemical will be labeled with the identity and appropriate hazard warning of the contents. In addition, those containers containing hazardous chemicals when received from a supplier or shipped to a "customer" will also have the name and address of the manufacturer or the responsible party.

It is the responsibility of the Fire Chief and his Line Officers to assure that the identity and the hazard warnings are placed on all containers that have been transferred from the original container or drum. Also it is the responsibility of the Fire Chief and/or Line Officers to assure that the identity, the hazard warnings, and the name/address of the supplier are on the received and/or shipped containers,

In the event of an emergency response to an incident with possible hazardous chemicals, The NVFD Hazardous Materials Response Plan will be followed to obtain the identity and hazards of chemicals.

IV. Safety Data Sheets (SDS)

The SDS book will contain an SDS for every hazardous chemical used on the premises at 20 Shepard Rd. Norfolk, CT. (The Norfolk Fire Station). These sheets will be available to NVFD members to review at all times. The SDS files for this facility are kept on file inside the Fire House.

When ordering or receiving a new hazardous chemical, it is the responsibility of the Fire Chief and/or his Line Officers to ensure the SDS file is kept up to date.

No SDS is to be removed from the book. Members who would like a copy of an SDS for a specific chemical should contact the Fire Chief (Matthew Ludwig) or his Assistant Chiefs (Brian Hutchins/Steven Hutchins) in his absence.

V. Information and Training.

It is the policy of the Norfolk Volunteer Fire Department to provide an information and training program to all members with the implementation of this program at the time of a new member's initial assignment, and whenever a new hazard is introduced into the workplace or anticipated response area.

This information and training will include, but not limited to:

1. The requirements of 29 CFR 1910.1200
2. Any operations in the members work areas where hazardous chemicals are present
3. Location and availability of the written Hazard Communication Program, The list of hazardous chemicals and the SDS
4. Means of detecting the presence or release of hazardous chemicals in the work area
5. Physical and health hazards of the chemicals in the area
6. Measures members can take to protect themselves from these hazards
7. Explanation of the labeling systems and the SDS
8. Emergency Procedures
9. Details of the written Hazard Communication Program developed by the department.

It will be the responsibility of the Fire Chief and Line Officers to implement and maintain the information and training program.

The Training program will consist of classroom instruction, Audio/visuals, and hands on training. Some of the requirements will be met through the hazardous materials training given to department members. Training content will be documented in the training records. Manipulative and subjective training will be used to demonstrate member competency.

VI. Contractor Work

When it is necessary for an outside contractor to perform work for/at the Norfolk Fire Station, it shall be the responsibility of the Line Officers or member responsible for bringing in the contractor 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:

- A. Making the Hazardous Chemical Inventory of any designated work area where contract work is being performed available to the contractor and advise the contractor of the labeling system.
- B. Making the SDS's of the identified hazardous chemicals in a designated work area available to the contractor.
- C. Making the contractor aware of the appropriate protective measures taken by the NVFD members in a designated work area.

It is also the responsibility of the NVFD Line Officers to determine if the contractor will be using any hazardous chemicals and, if so, to take appropriate actions to assure the protection of the NVFD members.

VII. Hazards of Non-Routine Tasks

Prior to starting work on hazardous non-routine tasks, every affected employee will be given information by the Fire Chief or his Line Officers about the hazardous chemicals to which they may be exposed. Such information will include, but not be limited to: Specific Hazards associated with the chemicals, Protective measures (I.e. PPE, Work practices, Engineering controls, Etc.), and Emergency Procedures.

Hazardous routine tasks performed at this site:

Tasks:	Chemicals:
- Decon (Biological)	Hand Sanitizer, Clorox Wipes, Cavicide, Hydrogen Peroxide
- Station Cleaning	Floor Cleaner, Bleach, Windex, Dawn Soap, Surface Disinfectant
- Apparatus Cleaning	Car Wash Soap, Simple Green
- Refueling, Oil Changes	Gasoline, Diesel, DEF, and Engine Oil
- Lubricating/Rust Preventative	WD40, Silicone Spray, Grease
- Class A/B Foam refilling	Class A/B Foam concentrate
- Painting	Paints, Paint Thinner, Acetone, Mineral Spirits
- Oil Treatment of Wooden Handles	Boiled Linseed Oil/Rags

Hazardous non-routine tasks not on site will be covered by the NVFD Hazardous Materials Response Plan.