
Section: 2.2 Employee Right-To-Know

Effective Date: 01/01/2007

Revision Date: 04/12/2006

Approved by: SMFD Officers 04/26/06

SCOPE

This guideline applies to all South Metro Fire Department personnel.

Purpose

The purpose of this program is to provide training and information to employees who are routinely exposed to hazardous substances and harmful physical agents at their place of work. Training and information regarding infectious agents is contained in the Fire Department Exposure Control Program and Exposure Control Plan. Hazardous substances include, but are not limited to chemical or mixtures contained in the list of hazardous substances published by the Minnesota Commissioner of Labor and Industry. Harmful physical agents include heat, noise, ionizing radiation, and non-ionizing radiation. This program is not intended to cover operations at emergency incidents.

Availability of Information

This program document shall be kept in the department procedure manuals. A Material Safety Data Sheet (MSDS) for each hazardous substance at the facility shall be obtained and placed at the facility safety information board in each station, in the master document and where the chemicals are stored. In addition, all required postings, the list of hazardous substances as published by the Commissioner of Labor and Industry, a master list of hazardous substances actually present in the facility, and training information regarding harmful physical agents present shall be placed at the facility safety information board. A complete list of Tier II facilities in the community will be maintained in each station as part of Community Right to Know.

Labeling

Hazardous material warning labels on the original shipping containers shall not be removed. If a hazardous substance is placed in another container other than for immediate use, it shall be labeled, tagged or marked with identity of the hazardous substance and the appropriate hazard warning.

Information to Contractors

Fire department personnel shall provide the following information to contractors hired to work in the fire station as it relates to products kept in the fire stations:

1. The hazardous substances to which they may be exposed.
2. The labeling system in use, protection and handling procedures.
3. The location and availability of MSDS's for those substances.

Training Program

The training program shall be provided prior to an employee being exposed to a hazardous substance and at least annually. The training program shall contain the following elements.

1. The names of the hazardous substances and harmful physical agents.
2. Exposure restrictions and limits of exposure to hazardous substances and harmful physical agents.
3. The primary routes of entry and known acute and chronic effects of exposure at hazardous levels of the hazardous substance or harmful physical agent.
4. The known symptoms of the effects of exposure to hazardous substances or harmful physical agents.

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5. Any potential for flammability, explosion or reactivity of the substance.
6. Appropriate emergency treatment.
7. The known proper conditions for use of and exposure to the substance.
8. Procedures for clean up of leaks and spills.
9. The name, phone number and address of the manufacturer of the hazardous substance or harmful physical agent.
10. Training in the content and location of the Community Right to Know list.

The MSDS may contain much of the above required information. The MSDS and additional information required above shall be placed at the facility safety information board and be readily accessible in the area where the hazardous substance is used or handled.