*This model program is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization’s policies and procedures as presented by your manager or supervisor.*

**Hazard Communication & N.J. Right-to-Know Program**

**Purpose**

The purpose of this policy is to establish a program and procedures for the safe use of hazardous chemical substances at **Department / District**. This Program serves to meet the requirements of 29 CFR 1910.120 and N.J.A.C. 8:59 Worker and Community Right-to-Know Act.

**Department / District** has two involvements with the Worker and Community Right-to-Know Act:

1. As an employer
2. As a planner and responder to local emergencies

**Roles and Major Responsibilities**

The **Chief of the Department** is the program coordinator who has overall responsibility for the written program and responsibility for the annual review and update of the written program and Central File.

**Name / title** prepares the list of the hazardous chemicals in this facility. The list is continually updated and is included in Appendix A of this program. **Name / title** prepares and submits annually, if needed, the New Jersey Right-to-Know inventory in accordance with the New Jersey Worker and Community Right to Know Act.

**Name / title** shall maintain the **Department’s / District’s** Central File obtains the Safety Data Sheet (SDS) on all products containing hazardous chemicals and Hazardous Substance Fact Sheets (HSFS) when available from the NJ Department of Health, and places copies of the SDS and HSFS in the Central File and SDS / HSFS Binder located **where**.

Each **Department / District** facility that uses or stores hazardous chemicals will maintain a facility chemical inventory and relevant Safety Data Sheets and Hazardous Substance Fact Sheets at the facility. The inventory and SDS and HSFS shall be readily available to employees at all times at each station **describe how, binders or electronically**.

If a SDS is missing, or was not supplied with the shipment, **name / title** shall contact the manufacturer or supplier within 3 working days.

New products that are planned to be used at a District facility must be approved by **name / title**, who will request and review SDS before the product’s use.

All firefighters and employees will participate in this hazard communication program.

**Name / title** will make the program available for review by an interested employee and address questions about this program from employees.

**Labels and Warning Systems**

The labeling system to be used by **Department / District** will follow the requirements in the current revision of the OSHA Hazard Communication Standard to be consistent with the United Nations Globally Harmonized System (GHS) of Classification of Labeling of Chemicals. The label on the chemical is intended to convey information about the hazards posed by the chemical through standardized label elements; including symbols, signal words and hazard statements.

Each container of hazardous chemicals received from the chemical manufacturer or distributor will be labeled with the following information:

* 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

**If the Department / District uses additional workplace-specific labeling: describe provisions here.**

**Name / title** ensures that each container of hazardous chemicals in this workplace is properly labeled as required by the PEOSH HCS, and updates the labels as necessary if they should become illegible, fall off the container, or are obscured in any manner. Containers not bearing a proper label are not accepted by our facility.

Employees transferring hazardous materials from a labeled container to a portable container intended only for their immediate use during the work shift, do not have to label the portable container. If the portable container is stored beyond the employee’s shift, or will be used by other workers, the employee shall label the portable container with the material name, warning information, and the manufacturer / supplier name and emergency phone number from the properly labeled larger container.

**Safe Chemical Handling at the Fire Stations**

Firefighters and employees shall read the Safety Data Sheet before using hazardous chemical substances.

Firefighters and employees shall wear personal protective equipment required in the Safety Data Sheet for the material. Firefighters and employees are encouraged to wear personal protective equipment recommended in the Safety Data Sheet.

Firefighters and employees shall use hazardous substances taking precautions directed in the Safety Data Sheet.

Firefighters and employees shall store hazardous substances as directed by the substance’s Safety Data Sheet.

Only the quantity needed for the task shall be stored on the workbench or in the work area.

Hazardous chemicals shall be disposed of in accordance with the Safety Data Sheet and local hazardous chemical regulations.

On occasion, employees and firefighters may be required to perform non-routine tasks that may involve the use of hazardous substances. Non-routine tasks may include repairs to the station or equipment, or **example 2**. Employees shall inform their immediate supervisor that the non-routine task will be performed.

A special training course will be conducted to inform employees of the potentially hazardous chemicals they may be exposed to during the non-routine operation and measures they can take to avoid those exposures.

**[OPTIONAL]** **Special work permits are required for the performance of certain non-routine tasks, such as entry to confined spaces, breaking and opening piping systems, and welding and burning**.

**Contractors and Vendors**

Contractor working in the stations or grounds of **Department / District** will be informed of the hazardous chemicals to which the contractor’s employees may be exposed while performing their work. The contractor will take appropriate protective measures, as determined by the SDS provided. **Department / District** also will confer with the contractor’s management as appropriate to discuss any hazards particular either to the work the contractor will be performing or the work area in which the work will be performed.

**Department / District** will require any contractor who intends to bring any hazardous chemicals to the workplace to provide an SDS for each such chemical. The contractor will further be required to explain (orally or in writing) any precautionary measures necessary to protect employees during normal operation conditions or in foreseeable emergencies. The contractor also will explain his company’s system for labeling hazardous chemicals.

**Department / District** will train, or require the contractor to train, firefighters and employees who may be exposed to hazardous chemicals used by the contractor.

**Receiving and Handling RTK Inventories from the Community**

**Department / District** receive copies of RTK Surveys completed by public employers and Community RTK Surveys completed by private employers for facilities located within our jurisdiction every year. The surveys tell what hazardous chemicals are present at these facilities, their quantities and locations. **Name / title** shall receive and maintain a file of the Community inventories, and a complete set of HSFSs or SDSs which it receives from certain reporting facilities, or both. This will allow firefighters to look up specific information on hazardous substances for any facility that they may be required to respond.

The information will be carried on apparatus or otherwise made available to officers during an incident. **Describe how it will be accessible to IC such as paper binders, CAD, or notebooks on apparatus**.

The information community RTK surveys shall be shared to the **Department / District training officer** so can also be used in training

**Firefighter and Employee Training**

Every firefighter or employee who works with, or has the potential for exposure to hazardous chemicals under normal conditions of use or in foreseeable emergencies, will receive initial and refresher training in accordance with the Hazard Communication Standard on the safe use of hazardous chemicals.

Before their initial assignment that may expose them to hazardous chemicals, employees must attend a hazard communication training that covers the following topics:

* An overview of the requirements in OSHA’s Hazard Communication Standard.
* Hazardous chemicals present in their workplace.
* Operations where hazardous chemicals are used.
* The location of the written Hazard Communication Plan, and the Right-To-Know and Hazard Communication inventories and SDS / HSFS Binders.
* How to access, 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, safe work practices and personal protective equipment.
* An explanation of labeling present in the workplace.
  + What are pictograms?
  + What are the signal words?
  + What are the hazard and precautionary statements?
* Emergency procedures to follow if an employee is exposed to these chemicals.
* Where copies of the Right To Know brochure can be accessed

**Name / title** is responsible to ensure that employees receive this training. After attending the training, employees will sign a form verifying that they understand the above topics. Refresher training, which shall be an abbreviated version of initial training, shall be conducted every two years. Training records shall be maintained for the duration of the employee's employment.