

VESTAL FIRE DISTRICT

Hazard Communication Plan

Adopted:

Revised:

Policy #:	301.00
Policy:	Hazard Communication Plan
Effective Date:	October 29, 2025
Authority:	OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200
Cross-reference:	

I. **GENERAL**

The purpose of this instruction is to ensure that the Vestal Fire District ("Fire District") is in compliance with the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200.

The Chief of Department, referred to in this program as the Program Administrator, is the overall coordinator of the facility program acting as the representative of Chairman of the Board of Fire Commissioners, who has overall responsibility.

In general, each employee in the facility will be apprised of the substance of the HCS, the hazardous chemicals.

II. **SAFETY DATA SHEETS (SDS's)**

The Program Administrator will maintain a Safety Data Sheet "SOS" (formerly known as Material Safety Data Sheet) library on every hazardous substance at Vestal New York. The SOS will consist of a fully completed OSHA Form 174 or equivalent. The Program Administrator will ensure that each work area or shop maintains an SOS for hazardous materials used in that area. SDS's will be readily available to all employees.

The Program Administrator is responsible for acquiring and updating SDS's. The Program Administrator will review each SOS for accuracy and completeness and will consult with the Chairman, Board of Fire Commissioners if additional research is necessary. All new procurements for the facility must be cleared by the Program Administrator. Whenever possible, the least hazardous substance will be procured.

SOS's that meet the requirements of the HCS must be fully completed and received at the facility either prior to, or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. It may be necessary to discontinue procurement from vendors failing to provide approved SDS's in a timely manner.

III. **LABELS AND OTHER FORMS OF WARNING**

The Assistant Chief in charge of equipment, referred to in this program as the Labeling Coordinator, is designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. The Labeling Coordinator will refer to the corresponding SOS to verify label information. Immediate use containers, small containers into which materials are drained for use on that shift by the employee drawing the material, do not require labeling. To meet the labeling requirements of HCS for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by The Labeling Coordinator prior to their use.

The Labeling Coordinator will check on a monthly basis to ensure that all containers in the facility are labeled and that the labels are up-to-date.

IV. TRAINING

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Hazardous chemical training is conducted by the Chief or designated Fire Officer. (Attach a copy of course outline, training schedules, and a description of course material).

The training will emphasize these elements:

A summary of the standard and this written program;

- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals;
- Physical and health hazards associated with potential exposure to workplace chemicals;
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;

Hazardous chemical spill and leak procedures; and;

- Where SDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

The Program Administrator will monitor and maintain records of employee training and advise the facility manager on training needs.

V. CONTRACTOR EMPLOYERS

The Program Administrator, upon notification from supervisors or other personnel, will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises.

VI. NON-ROUTINE TASKS

Supervisors or other personnel contemplating a non-routine task, e.g., boiler repair, will consult with the Program Administrator and will ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures. This will be accomplished by a meeting of supervisors and the Fire Chief with affected employees before such work has begun.

VII. ADDITIONAL INFORMATION

Further information on this written program, the hazard communication standard, and applicable Safety Data Sheets is available from the Board of Fire Commissioners, Vestal Fire District, 1136 Front Street, Suite 1, Vestal, New York 13850.

Reference Material

HAZARD COMMUNICATION SAMPLE WRITTEN PROGRAM
29 CFR 1910.1200, Hazard Communication Standard, Appendix C

Training course outline
Training schedules
Description of course material
Chemical listing

By Order of the Board of Fire Commissioners
Vestal Fire District
Date approved: October 29, 2025
Reviewed and Approved:

Attachment# 1

Page ____ of ____

EMPLOYEE EDUCATION & TRAINING RECORD

EMPLOYEE _____ DATE OF HIRE _____

CATEGORY ASSIGNMENT _____ DATE ASSIGNED _____

INITIAL TRAINING:

<u>SUBJECT</u>	<u>DATE</u>	<u>LOCATION</u>	<u>TRAINER</u>	<u>EMPLOYEE SIGNATURE</u>
a. The Standard	_____	_____	_____	_____
b. Hazard Communication Plan	_____	_____	_____	_____
c. Hazardous Chemical Properties	_____	_____	_____	_____
d. Exposure Health Hazards	_____	_____	_____	_____
e. Hazard Protection Procedures	_____	_____	_____	_____
f. Spill/Leak Procedures	_____	_____	_____	_____
g. The SOS Library	_____	_____	_____	_____
h. _____	_____	_____	_____	_____
i. _____	_____	_____	_____	_____
j. _____	_____	_____	_____	_____
k. _____	_____	_____	_____	_____
l. _____	_____	_____	_____	_____
m. _____	_____	_____	_____	_____

Note: Annual Refresher Training is recorded on Weekly Drill Reports