

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 2 - PUBLIC SAFETY
GENERAL ORDER

July 26, 2017
INDEX NO. 2.13

HAZARD COMMUNICATION PROGRAM

I. PURPOSE

The purpose of this General Order is to establish a hazard communication program that defines employee rights and responsibilities.

II. HAZARD CLASSIFICATION

For each chemical, the chemical manufacturer or importer shall determine the hazard classes, and where appropriate, the category of each class that apply to the chemical being classified. This information will be placed in the Material Safety Data Sheet / Safety Data Sheet (MSDS / SDS) and on the product label. The Bay City Department of Public Safety will rely on MSDS / SDSs obtained from product suppliers to determine which chemicals are classified as hazardous for employees.

III. LABELING

- A. The Fire Chief's designee will be responsible for ensuring that all containers entering the workplace from a manufacturer, importer, or distributor are properly labeled.
- B. Current requirements for all labels:
 - 1. Identity of the material.
 - 2. Appropriate hazard warning for the material.
 - 3. Name and address of the responsible party (only if the container is received from the manufacturer, distributor, or importer).
- C. Requirements effective June 1, 2015 for all labels:
 - 1. Product identifier
 - 2. Signal word
 - 3. Hazard statement(s)
 - 4. Pictogram(s)
 - 5. Precautionary statement(s)
 - 6. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

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- D. Each supervisor shall be responsible for ensuring that all secondary containers used in their work area are labeled with the appropriate product identifier and provide department employees with the specific information regarding the physical and health hazards of the hazardous chemical.

- E. Each container of hazardous chemicals in the workplace shall be labeled, tagged or marked with either of the following:
 - 1. The information specified for labels on shipped containers.
 - 2. Product identifiers and words, pictures, symbols, or a combination thereof, which provide at least general information regarding the hazards of the chemicals. This, in conjunction with the other information immediately available to department employees under the hazard communications program, will provide the specific information regarding the physical and health hazards of the hazardous chemical.

IV. SAFETY DATA SHEETS

- A. Changes to MSDS / SDS format effective June 1, 2015 - Chemical manufacturers or importers shall ensure that MSDS / SDSs for their products include the following sections in order:
 - 1. Section 1 - Identification
 - 2. Section 2 - Hazard identification(s)
 - 3. Section 3 - Composition / information on ingredients
 - 4. Section 4 - First-aid measures
 - 5. Section 5 - Fire-fighting measures
 - 6. Section 6 - Accidental release measures
 - 7. Section 7 - Handling and storage
 - 8. Section 8 - Exposure controls / personal protection
 - 9. Section 9 - Physical and chemical properties
 - 10. Section 10 - Stability and reactivity
 - 11. Section 11 - Toxicological information
 - 12. Section 12 - Ecological information
 - 13. Section 13 - Disposal considerations
 - 14. Section 14 - Transport information
 - 15. Section 15 - Regulatory information
 - 16. Section 16 - Other information, including date of preparation or last revision.

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- B. The Fire Chief's designee will be responsible for compiling and maintaining the master MSDS / SDS file. The file will be kept in the office area at each fire station.
- C. Additional copies of MSDS / SDSs for employee use are located in the office of the Fire Chief.
- D. A Site Coordinator for the Law Enforcement Center will be designated by the Public Safety Director or their designee. The Site Coordinator will conduct a monthly inspection of the Global Harmonization System (GHS) - Safety Data Sheets and known containers and labels. The file will be kept in the office of the Support Operations Captain.
- E. MSDS / SDSs will be available for review to all employees during each work shift. Copies will be available upon request to any supervisor.
- F. Posters identifying the person responsible for maintaining MSDS / SDSs and where the MSDS / SDSs are located are posted on the bulletin boards at each fire station. Posters notifying department employees when new or revised MSDS / SDSs are received will be located in the same location(s).
- G. If a required MSDS / SDS is not received, the Fire Chief's designee shall contact the supplier, in writing, to request the MSDS / SDS. If an MSDS / SDS is not received after two such requests, the Fire Chief's designee shall contact the MIOSHA's Construction Safety and Health Division at (517) 322-1856 or the General Industry Safety and Health Division (GISHD) at (517) 322-1831 for assistance in obtaining the MSDS / SDS.

V. EMPLOYEE INFORMATION AND TRAINING

- A. The Fire Chief's designee shall coordinate and maintain records of employee hazard communication training, including attendance rosters.
- B. Before their initial work assignment, each new department employee will receive hazard communication training. This will include the following information and training:
 - 1. Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area.

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2. The physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.
 3. Measures the employees should take to protect themselves from these hazards.
 4. Details of the hazard communication program; including an explanation of the new label elements [product identifier, signal work, hazard statement(s), pictogram(s) and precautionary statement(s)] on shipped containers, the workplace labeling system used by the department and the new SDS format / sections.
 5. How department employees can obtain and use hazard information.
- C. The employee shall be informed that:
1. Department employees shall first request an MSDS / SDS from the Department. However, the Department is prohibited from discharging, or discriminating against, a department employee who exercises his / her rights to obtain information regarding hazardous chemicals used in the workplace.
 2. If a situation arises where a department employee cannot request an MSDS / SDS from the Department, the employee can seek assistance from the MIOSHA Construction Safety and Health Division at (517) 322-1856 or the General Industry Safety and Health Division at (517) 322-1831 to obtain the desired MSDS / SDS. A sign or MIOSHA poster will be posted with the address and telephone number of the MIOSHA Divisions responsible for such requests.
- D. Before any new physical or health hazard is introduced into the workplace, each employee who may be exposed to the substance will be given information in the same manner as during the hazard communication training.
- E. Training will be conducted annually.

VI. MULTI-EMPLOYER WORKSITES

- A. If the Bay City Department of Public Safety exposes any person from another entity to any hazardous chemicals that the Department produces, stores, or uses the following information will be supplied to that entity:
1. The hazardous chemicals they may encounter.

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2. Measures their employees can take to control or eliminate exposure to the hazardous chemicals.
 3. The container and pipe labeling system used on-site.
 4. Where applicable MSDS / SDSs can be reviewed or obtained.
- B. Periodically, department employees may potentially be exposed to hazardous chemicals brought on-site by another entity. When this occurs the Department will obtain from that entity information pertaining to the types of chemicals brought on-site and measures that should be taken to control or eliminate exposure to the chemicals.
- C. It is the responsibility of the Fire Chief's designee to ensure that such information is provided and / or obtained prior to any services being performed by the off-site entity. To ensure that this is done, training will be conducted with the other entity's personnel. This training will be conducted annually and will include a list of chemicals on site, hazards, location of SDSs and methods of personal protection.

VII. LIST OF HAZARDOUS CHEMICALS

A list of all hazardous chemicals used by the Bay City Department of Public Safety is located in the Department's Hazardous Communication Program / SDS book located in the office area of each fire station. Further information regarding any of these chemicals can be obtained by reviewing its respective MSDS / SDS.

VIII. FIREFIGHTER RIGHT TO KNOW / IMPLEMENTATION STEPS

- A. Under the authority of Part 207, the Fire Chief surveys all sites in the City of Bay City which may have hazardous materials on site.
- B. A letter and survey form is sent to each business that may have hazardous materials on-site to be completed and returned to the Fire Chief. The returned survey form will list the chemical types and quantities. The quantities of the chemicals will determine if a site-specific plan is required. New businesses and / or sites with a change of ownership may need to be resurveyed.

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- C. If a site refuses to cooperate, a second letter of request may be sent. If the site continues to refuse to cooperate, the case may be referred to MIOSHA for possible citation.
- D. All responses must be kept regardless of whether a hazardous chemical exists at the site. All “no responses” shall also be kept on file.
- E. All surveys must be less than five years old, or else they must be resurveyed and updated.
- F. The returned surveys from companies using or producing hazardous chemicals shall be separated from the others.
- G. The surveys from those sites will be further separated into those companies using or producing hazardous chemicals above a specified quantity. A site-specific plan must be developed for these sites.
- H. A site-specific plan must include the following:
 - 1. An emergency call-back list.
 - 2. A site map.
 - 3. A list of chemicals on site and their quantities.
 - 4. A respond data information sheet listing specific information about each chemical.
 - 5. Specific response procedures for each site.
 - 6. Description of necessary training for incidence response at each site.
- I. Planning and coordination with outside agencies.
- J. Personnel roles, lines of authority and communication.
- K. Emergency recognition and prevention.
- L. Safe distances and places of refuge.
- M. Site security and control.
- N. Evacuation routes and procedures.
- O. Decontamination procedures.

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- P. Emergency medical treatment and first aid.
- Q. Emergency alerting and response procedures.
- R. Critique of response and follow-up.
- S. Personal protective equipment and emergency equipment.

IX. PLAN REVIEW

Review of this General Order shall be conducted annually.

By order of:


Michael J. Cecchini
Public Safety Director