

City of Winter Park Fire-Rescue Standard Operating Guideline

100.12

Title: "Right to Know Law" / "Toxic Substances Act"

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Purpose: To establish a guideline that will outline for all employees the "Right to Know Law" as it pertains to employment with the Fire Department.

Scope: This action will cover all employees who are employed and operate at any Fire Department facility as a part of their regular duties.

General: This law requires all employers to notify their workers of properties and hazards created by toxic substances in the work place.

One very important facet to this law includes that all local businesses are also required to report all toxic substances to their local Fire Department and to identify the locations of these substances on their premises. The Fire Department is required to maintain this information on file for at least four years and will provide copies for use by the Fire/Rescue Division and the Office of the Fire Marshal.

As a business in the City provides this information to the Department the following procedures shall be followed:

1. All information shall be forwarded to the Shift Commander on-duty who in turn shall notify the Officer assigned to handle Hazardous Materials information for the Department. Assistant Chief / Operations shall appoint this Officer.
2. The Shift Commander shall notify the Fire Marshal giving them the name, address and file number of the facility so that the Department files can be noted for the Hazardous Substance.
3. The Shift Commander will place the information in the reference files under the business name in the indexed binder located in the Command Vehicle. This information should be transferred to any reserve vehicles that may be used by the Shift Commander.

4. When an inspection is performed of the business, the information in the indexed binders shall be up-dated to reflect any changes in the reportable quantity of Hazardous Substances located on-site.
5. The Federal Reportable Quantity listings shall be used for the gathering and filing of this information. If a business stores a substance in a smaller quantity than that that requires listing under the reportable quantities guide, but it is such a concern, the Department Hazardous Materials coordinator or the Deputy Fire Chief may request that it be included in the indexed file for reference.