



Winsted Fire Department

Standard Operating Procedures

01/01/2026

SOP # I-111

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**Hazard Communications (HazCom)
Coordinator**

PURPOSE

The Hazard Communication (HazCom) Coordinator ensures that the Winsted Fire Department complies with all applicable federal, state, and local regulations related to hazard communication, including OSHA 29 CFR 1910.1200. This position oversees the development, implementation, maintenance, and training of the department's HazCom Program to protect members from chemical hazards encountered during operations and at the fire station.

SCOPE

This position applies to all personnel within the Winsted Fire Department. The HazCom Coordinator works collaboratively with officers, the Safety Officer, Training Division, and municipal partners to maintain compliance and safe chemical-handling practices.

RESPONSIBILITIES

Program Administration

- Maintain and annually update the department's Hazard Communication Program.
- Ensure compliance with OSHA Hazard Communication Standard (HCS) and NFPA recommendations.
- Develop and manage an inventory of all hazardous chemicals used or stored by the department.
- Coordinate regular reviews of chemical storage areas and ensure proper labeling practices

Safety Data Sheet (SDS) Management

- Maintain a complete, accessible, and up-to-date SDS library.
- Ensure SDS are available both in hard copy and digital form to all personnel.
- Coordinate with vendors and manufacturers to obtain missing or updated SDS.

Labeling and Identification

- Ensure all chemical containers are labeled in compliance with OSHA GHS (Globally Harmonized System).



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- Provide standardized secondary container labels.
- Train members on reading and interpreting GHS labels and pictograms.

Training and Education

- Coordinate all initial and annual HazCom training for department members.
- Develop or acquire training materials, presentations, and practical exercises.
- Document all HazCom-related training and maintain records for regulatory compliance.

Inspections and Compliance Monitoring

- Conduct periodic inspections of chemical storage areas, apparatus compartments, and station work areas.
- Identify deficiencies, recommend corrective actions, and ensure follow-up.
- Serve as the department's point of contact for OSHA, municipal officials, and regulatory inquiries related to HazCom.

Incident Response Support

- Assist in investigations involving chemical exposures or near-miss events.
- Ensure exposure reports and required documentation are completed.
- Provide guidance on safe cleanup, disposal, and decontamination.

Recordkeeping

- Maintain all documentation related to chemical inventories, training records, exposure incidents, and annual HazCom Program reviews.
- Ensure required documents are kept in accordance with OSHA retention requirements.



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QUALIFICATIONS

- Must be an active member of the Winsted Fire Department in good standing.
- Working knowledge of OSHA Hazard Communication Standard (1910.1200) preferred.
- Prior experience with safety, training, or chemical management is beneficial.
- Strong organizational and communication skills.
- Ability to deliver training to personnel of varying experience levels.
- Computer proficiency for recordkeeping and SDS management.

APPOINTMENT AND SUPERVISION

- The HazCom Coordinator is appointed by the Fire Chief.
- Reports directly to the Assistant Chief (Safety Officer) of Department.
- Works closely with the Training Division, Line Officers, and municipal partners.

AUTHORITY

The HazCom Coordinator is authorized to:

- Access all areas where chemicals are stored, used, or transported.
- Halt unsafe chemical-handling practices.
- Recommend corrective actions to command staff.
- Request documentation from vendors related to SDS or chemical specifications

EXPECTED DELIVERABLES

- Annual Hazard Communication Program review report.
- Up-to-date chemical inventory and SDS library.



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- Documentation of initial and annual HazCom training.
- Inspection reports and corrective action logs.

PROFESSIONAL DEVELOPMENT

The department will support the coordinator's training opportunities, which may include:

- OSHA HazCom training courses.
- NFPA hazard communication and chemical safety workshops.
- State or regional fire academy safety program