

Ohio Environmental Protection Agency

Office of Safety

Safety Standard Operating Procedure Number: SSOP 11-2

Date: June 2, 2011

STATUS: FINAL

Title: HAZMAT/SCBA Qualification Program

Purpose:

The purpose of this Safety Standard Operating Procedure (SSOP) is to outline the requirements necessary in order to obtain HAZMAT/SCBA qualification if an employee requires this qualification based on his/her SMS Assessment Worksheet.

Requirements:

1. In order to begin the process of HAZMAT/SCBA qualification the employee's SMS Assessment Worksheet must indicate the need for this qualification based on the duties listed.
2. The employee's "worker category" will be listed as "HAZMAT" in the Safety Management System (SMS).
3. The employee will receive both initial (baseline) and annual medical screening under the "HAZMAT" category. If the employee is currently enrolled in the medical screening program as a "respirator user" they will remain on the current schedule for future medical screening as indicated on the SMS.
4. If the employee is currently not enrolled in the medical screening program, or is enrolled under the "other" category, a baseline "HAZMAT" screening will be required.
5. Once the medical clearance for respirator use is received from the respective clinic, the employee will be scheduled for fit-testing on the SCBA face piece by the Agency Field Safety Coordinator.
6. Upon completion of the fit-testing, the employee will be scheduled for initial HAZMAT/SCBA Qualification Training. This initial training is provided by the SCBA Training Workgroup and is usually held at the Groveport Field Facility.
7. After completing the initial training the employee is not considered fully qualified until they have worn an SCBA on three (3) occasions under actual work conditions (i.e. ER

response, sampling event, etc), under the direct guidance of another qualified SCBA user.

8. All SCBA users are required to attend the annual SCBA Qualification Training which is held in the fall of each year. Employees must be current on medical screening and fit testing in order to attend the annual training. A minimum of two (2) annual training sessions will be held each year. Failure to attend one of the scheduled sessions will result in the employee being disqualified for SCBA use until such time that alternate arrangements for this training have been made and the training completed.
9. A revised SMS Assessment Worksheet should be submitted by the supervisor if an employee's duties change and SCBA/HAZMAT qualification is no longer necessary. The SMS will be updated accordingly. The employee's worker category will be changed based on the new duties indicated on the revised worksheet. In the event that the employee's new duties do not require medical screening the employee will be offered the opportunity for an "exit" screening if they have not had medical screening within the previous six (6) months. If their last screening was within six months of the duties being changed, their last screening will serve as their "exit" screening exam, unless the employee has had a documented exposure, or other extenuating circumstances that warrants an additional examination.
10. Each program (i.e. DERR/ER, OSI, ERT, DHWM Sampling Teams) with designated employees who require HAZMAT/SCBA Qualification must develop a program-specific training program to supplement the initial and annual Agency qualification training. This training program should include a documented training plan that will ensure that designated employees receive the necessary training and experience to accomplish their specific HAZMAT/SCBA assigned duties. The Agency Field Safety Coordinator can assist programs with the development of their respective training plans.
11. The occupational medical screening protocol for HAZMAT/SCBA employees may include additional tests (i.e. medical stress test) to enable the examining physician to make a "fitness for duty" determination for HAZMAT/SCBA duties.
12. Employees in DERR/ER, OSI, and the ERT who engage in emergency responses no matter where they occur shall be trained in accordance with OSHA's HAZWOPER standard (29 CFR 1910.120 (q)).