



Hazard Communication Program

Table of Contents

- I. Objective
- II. Assignment of Responsibility
- III. Program
 - A. Hazardous Chemical List
 - B. Safety Data Sheets (SDS)
 - C. Labeling
 - D. Training
 - E. Storage
 - F. Non-Routine Tasks
 - G. Other Personnel Exposure (Contractors)
 - H. Program Compliance
- IV. Attachments
 - A. Sample Index/Inventory Roster
 - B. Acknowledgement of Receipt of Hazard Communication Training Form

Hazard Communication Program

I. OBJECTIVE

The objective of this program is to set forth policies and procedures concerning Hazard Communication which will enhance the safety and well-being of 20/20 Plumbing & Heating, Inc. employees. Furthermore, execution of this program is designed to provide for compliance with the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard.

II. ASSIGNMENT OF RESPONSIBILITY

The Safety Coordinator will assume duties as Hazard Communication Officer. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed.

III. PROGRAM

The ensuing items are to be followed to insure both compliance with the OSHA Hazard Communication Standard and the safety of our employees.

A. Hazardous Chemical List

A list of hazardous materials and chemicals which are used in the course of the company's normal business activities must be maintained and continually updated. This list is to include all substances which require a Safety Data Sheet (SDS).

One copy of this list is to be kept in the front of each SDS book and one copy is to be kept on file with the Hazard Communication Officer. For each chemical used in the workplace, an SDS sheet must be available on that jobsite.

B. Safety Data Sheets (SDS)

All Safety Data Sheets must be kept in an organized fashion and must be placed in an identified and accessible location for all employees to view at will. A duplicate set of SDS information must be maintained by the Hazard Communication Officer.

SDS books and the Hazardous Chemical List must be maintained and kept up to date. As obsolete SDS's are replaced by updated copies, they must be retained in a separate file of obsolete SDS's. Do not throw them away.

If a hazardous chemical or substance is received without a proper SDS, the receiving person must immediately notify the Hazard Communication Officer. The manufacturer or distributor of the product must be contacted immediately and asked to fax the SDS and

mail a copy as a follow up. If, for some reason, the manufacturer or distributor is unable to produce a SDS upon request, the Hazard Communication Officer should be notified immediately. Hazardous materials or substances received without an SDS are to be returned to the sender.

C. Labeling

Each container of a hazardous chemical that is used in or around the work area must be properly labeled with the identity of the hazardous material, the appropriate hazard warnings, and the name and address of the manufacturer. Appropriate labels must be on all containers, regardless of size. Containers must be approved and recommended for storage and/or dispensing of the particular hazardous chemicals contained in them.

Worn and torn labels must be replaced. It is the responsibility of employees to report inappropriate labels to their supervisor. It is the responsibility of the Hazard Communication Officer to insure that appropriate labels are in place and that replacement labels are available.

Containers for materials that will be used within a particular work shift do not require labels.

D. Training

Any employee working for 20/20 Plumbing & Heating, Inc. that is exposed to a work area where hazardous chemicals are present will be both informed and trained on the hazards in their workplace by the Hazard Communications Officer during the new employee orientation process. In addition, whenever a new hazard is introduced into the work area additional training will be provided.

Employees shall be informed of:

1. The requirements of 29 CFR 1910.1200 or 1926.59.
2. Any operations in their work area where hazardous chemicals are present.
3. The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and safety data sheets (SDSs) required by this section.

Employee training shall include at least:

1. The methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.)
2. The physical and health hazards of the chemicals in the work area.
3. The measures employees can take to protect themselves from these hazards, including specific procedures, the employer has implemented to protect

employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment (PPE) to be used.

4. The details of the hazard communication program developed by the employer, including an explanation of the labeling system and the SDS, and how employees can obtain and use the appropriate hazard information.

E. Storage

All storage areas for hazardous substances are to be secured, properly ventilated, and identified by signs.

F. Non-Routine Tasks

Before any non-routine task is performed, employees shall be advised and/or they must contact the Safety Coordinator for special precautions to follow and the Safety Coordinator shall inform any other personnel who could be exposed. (No non-routine tasks are known to exist at the time of preparation of this program.)

If a non-routine task is necessary, the Safety Coordinator will provide the following information about the activity as it relates to the specific chemicals expected to be encountered:

1. specific chemical name(s) and hazard(s);
2. personal protective equipment required and safety measures to be taken;
3. measures that have been taken to lessen the hazards including ventilation, respirators, presence of other employees(s); and
4. emergency procedures.

G. Other Personnel Exposures (Contractors)

The Safety Coordinator will provide other personnel or outside contractors with the following information as follows:

1. hazardous chemicals to which they may be exposed to while in the workplace;
2. measures to minimize the possibility of exposure;
3. location of the SDS and labeling requirements for all hazardous chemicals;
and
4. procedures to follow if they are exposed.

The Safety Coordinator will contact each contractor before work is started to gather and disseminate any information concerning chemical hazards the contractor is bringing into the workplace, and visa versa.

H. Program Compliance

Any direct or intentional violation or non-compliance with this program may result in the termination of the person or persons involved, in accordance with company policy.

ATTACHMENT A

SAMPLE INDEX/INVENTORY

INDEX NUMBER	PRODUCT	DATE INTRODUCED	DATE DISCONTINUED
1	Clorox USE: Disinfection Janitorial Staff Trained: Jill Smith 04-15-2000 Janet Tide 04-15-2000 Frank Jay 07-11-2000	04-15-1999	
2	WD40 USE: Lubricant Maintenance Trained: Henry Late 04-14-2000	4-12-1998	10-01-2000

ATTACHMENT B

Acknowledgement of Receipt of Hazard Communication Training

My signature below acknowledges that I have received training concerning Hazard Communications. I understand that this training fulfills the employee training requirement of OSHA's Hazard Communication Standard.

The jobsite and classroom training included the following:

1. Understanding the purpose and scope of the OSHA Hazard Communication Standard.
2. Explanation of the existence of federal, state and local right-to-know laws.
3. Definition of the classification "hazardous chemical".
4. Explanation of situations and elements that must be present for a material to be considered a health hazard.
5. Explanation and interpretation of labels, what is required on all containers, and the Hazard Materials Identification System (HMIS).
6. Understanding and interpretation of Safety Data Sheets (SDS), which must be obtained for each hazardous chemical.
7. My responsibilities as an employee of 20/20 Plumbing & Heating, Inc.
8. Policies and procedures to follow in case of exposure.

EMPLOYEE NAME (Please print)

EMPLOYEE SIGNATURE

DATE

COMPANY REPRESENTATIVE

DATE