
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Program		
	Title: Hazardous Communications Program	Number: S15-PG-200-009	
	Owner: Hunter Douglas	Revision: 0	
	Effective Date: 10/30/2015	Page: 1 of 3	

### 1.0 Purpose:

The purpose of this program is to describe how this company intends to protect the safety and health of all employees who are exposed to hazardous chemicals in the workplace, and to comply with the provisions of 29 CFR 1910.1200.

### 2.0 Scope:

This program is to be followed at all times and is to encompass all hazardous materials found within and around the facility.

### 3.0 Responsibility:

It is the responsibility of the Safety Department to monitor all related activities to ensure compliance with both the intent and specifics of this program.

Each supervisor will be held responsible for strict adherence to these policies and will closely monitor all activities involving hazardous chemicals.

Each employee is responsible for carefully following established work practices and promptly reporting observed or potential problems to supervision or the safety department.

### 4.0 Safety Considerations:

There is no job so vital or urgent as to justify the risk of employee overexposure to a hazardous chemical. Ask when in doubt. Proceed with a job only after being satisfied that it is safe for you to do so.



Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

### 5.0 Materials/Equipment:

N/A

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## 6.0 Policy:

### General Information:

- A master list of all chemicals (both hazardous and non-hazardous) for each work area has been made and is readily available to any and all employees working on any shift and is located in the front area of the Safety Data Sheet (SDS) binder.
- A SDS for each hazardous chemical on the list referenced above is in the SDS binder.
- The Safety Department is responsible for ensuring that the list of hazardous chemicals is kept current and that a current SDS for each hazardous chemical used is on hand. A chemical that is not shown on the current list will not be ordered without prior coordination with the Safety Department and Purchasing.
- All containers of hazardous chemicals in each work area will be conspicuously labeled with the identity of the chemical (same as on the applicable SDS), and the appropriate hazard warnings. The person having supervisory responsibility for the storage or use of each hazardous chemical will ensure that such labels are not defaced and that they remain legible at all times. All chemicals will be labeled according to *Chemical Labeling Policy (S15-PL-200-004)*.



The Safety Department will ensure that an adequate supply of labels is kept on hand and made available to the responsible supervisors.

- The *Emergency Action Plan (S13-PG-200-003)* and the *Acid Spill Response Plan – Waynesville (S12-PG-200-005)* are in place for anticipating and providing, as much as possible, the hazards that would be present and the procedures to take for non-routine tasks, such as chemical spill or container rupture.
- When an outside contractor will be used, it will be the responsibility of the Maintenance Manager to advise the contractor of any hazardous chemicals to which their employees may be exposed and the appropriate protective measures to be taken. It will be the same persons responsibility to determine if the contractor will be using any hazardous chemicals during this work that would expose themselves or other employees. Appropriate training and protective measures must be taken in order to protect employees.

Prior to any work being performed by an outside contractor involving hazardous chemicals, the Safety Department is to be advised and contractors must have proper training.

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### Training:

- All employees exposed will complete an annual re-training and informational program which include the subjects listed below. New employees must complete the training program before initial exposure to any hazardous chemical in the workplace.

Employee training shall include:

- Methods and observations used to detect the presence or release of a hazardous chemical in the work area such as monitoring devices, appearance or odor.
- The physical and health hazards associated with each chemical, as specified in the SDS.
- Action that employees can take to protect their own safety and health, including specific procedures that have been established for normal work practices, emergency procedures, and policies on the use of personal protective equipment.
- Details of the Hazard Communication Program, including an explanation of the labeling system used on in-house containers of hazardous chemicals. Also, details of how employees can obtain and use information contained in the SDS.

It is the intent of management to protect the safety and health of each employee, our most valuable and valued asset. By following correct procedures, no employee should experience any harmful effects from working with chemicals in their workplace.

### **7.0 Reference Documents:**

*Chemical Labeling Policy (S15-PL-200-004)*

*Emergency Action Plan (S13-PG-200-003)*

*Acid Spill Response Plan – Waynesville (S12-PG-200-005)*

### **8.0 Change Information:**

New Document

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