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**Safety:** Follow all safety guidelines designated throughout procedure or procedures referenced.

**Purpose:**

Giles Chemical is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by Giles Chemical, the following hazardous information program has been established.

All work units of Giles Chemical will participate in the hazard communication program. This written program will be available on the documentation system and in the Greendale Procedure binder for review by any interested employee.

**Container Labeling:**

Reference Giles Chemical Labeling Procedure located on the Documentation System under Safety and in the Greendale Procedure binder. Greendale Procedure Binder is located in the office of the Plant Manager.

**Material Safety Data Sheets**


Plant Manager is responsible to establish and monitor the MSDS book. Plant Manager will ensure that the MSDS book contains current MSDSs for all chemicals used in the plant. Plant Manager will be responsible for review of incoming MSDSs for significant health and safety information. Copies of MSDSs for all hazardous chemicals in use will be kept in the office of the Plant Manager. MSDSs will be available to all employees during each work shift. If an MSDS is not available or a new chemical in use does not have an MSDS, immediately contact Plant Manager.

**Employee Information and Training**

All new employees to Giles Chemical will attend a health and safety orientation that includes the following information:

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous Chemicals present at his or her work places.
- Physical and health risks of the hazardous chemical.
- The symptoms of exposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps the employer has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review MSDSs to obtain hazard information.
- Location of the MSDS file and written hazard communication program.

Before introducing a new chemical hazard into any section of this employer, each employee in that section will be given information and training as outlined above for the new chemical.

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### Contract Employees

It is the responsibility of Plant Manager to provide employers of any other employees at the work site with following information:

- Copies of MSDSs (or make them available at a central location) for any hazardous chemicals that the other employer(s)' employee may be exposed to while working.
- Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.

It is also the responsibility of Plant Manager to identify and obtain MSDSs for the chemicals the contractor is bringing into the work place.

### List of Hazardous Chemicals

The following is a list of all known hazardous chemicals used by our employees at Greendale Facility. Further information on this chemical may be obtained by reviewing MSDS located in the office of Plant Manager.

Chemical Names	Manufacturer	Location Used
Sulfuric Acid	Norfalco	Railcar unloading Digester

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**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
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