



## **SDS Lumber Company LLC**

P.O. Box 480  
Carson, WA 98610  
(509) 493-2155

# Hazards Communication Policy

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Prepared by:   Vernon Buchanan  
                  ESHS Manager  
                  SDS Lumber Company

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**GENERAL INFORMATION**

Name of Facility: SDS Lumber Company  
Type of Facility: Wood Products Manufacturing, SIC Codes 2421, 2435  
Location of Facility: 123 Industrial Road  
Bingen, WA 98605  
Phone Number: (509) 493-2155

Owner: P.O. Box 480  
Carson, WA 98610  
Phone Number: (509) 493-2155

**CERTIFICATION****SDS LUMBER LLC MANAGEMENT APPROVAL**

The SDS Lumber Company Fall Protection Program will be implemented as herein described.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SDS LUMBER LLC SAFETY MANAGER APPROVAL**

The designated person responsible for Safety procedures, reporting, and training at this facility is:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

I hereby certify that as the designated person, I have thoroughly examined this Safety Policy Plan, I understand it, and agree to put it into effect.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **SDS Lumber Company Hazard Communication Program**

## **HAZARDS ASSESSMENT**

Hazards assessments related to specific job positions have been done at each facility and are kept on file in the safety and environmental office.

## **INTRODUCTION**

The purpose of this program is to improve the level of information provided to employees regarding the chemicals that they may encounter during the course and scope of their work. Additionally, this written program will help ensure that SDS Lumber Company is in compliance with Occupational Safety and Health Administration (OSHA) rules 29CFR 1910.1200.

## **SCOPE**

This program will apply to all SDS Lumber Company employees and is available to all employees. Employees will be provided information and training as specified in this program.

## **RESPONSIBILITIES**

**Department** – Departments will be responsible for carrying out the Hazard Communication Program in accordance with this written document.

**Employees** – Employees will be responsible for complying with procedures established by their supervisors to minimize potential chemical exposure and to inform their supervisor if they encounter any problems with the program or have a chemical exposure.

**Safety Department-** The safety department is responsible for administering and managing the Hazard Communication Program, assisting departments in implementing the program, maintaining the master list of Safety Data Sheets (SDS), training supervisors on the Hazard Communication Program and consulting with departments on program compliance.

**Supervisors** – Supervisors will be responsible for ensuring that employees are trained and SDS's are handled, in accordance with this program, for container labeling and working to ensure program compliance.

## **DEFINITIONS**

**“Article”** – means a manufactured item which has end use function dependent in whole or in part of, upon its shape or design during end use and does not release or otherwise result in exposure to a hazardous chemical under normal conditions of use.

**“Chemical”** -- means any element, chemical compound or mixture of elements and compounds.

**“Hazardous chemical”** – means any chemical which is a physical hazard or a health hazard.

**“Health hazard”** – means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur to exposed employees.

**“Immediate use”** – means the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

**“Material Data Safety Sheet” (SDS)** – means written or printed material concerning a hazardous chemical which is prepared by the chemical manufacturer.

**“Physical hazard”** – means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

## **CHEMICAL INVENTORY**

A list of the hazardous chemicals known to be present at SDS Lumber Company and will be maintained by the safety department. Departments and supervisors will be responsible for notifying the safety department of new products, primarily through the submittal of the SDS for the new product.

## **LABELS**

Each container of hazardous chemicals in the workplace will be labeled, tagged or marked with the identity of the hazardous chemical and the appropriate hazard warning. Incoming chemical container labels will not be defaced or removed. Departments may choose to use their own label system, or may use the Hazardous Materials Inventory System or the National Fire Protection Agency labels and numbering system. Labels will be in English.

Secondary containers, or those portable containers into which hazardous chemicals are transferred to from labeled containers, and which will be for the immediate use of the employee who performs the transfer, do not require labels.

## **SAFETY DATA SHEETS**

SDS Lumber Company will rely on the manufacturer evaluation of their chemical products. Departments and supervisors will be responsible for obtaining SDS's from their chemical supplier at the time of purchase. SDS's must then be forwarded to the safety department for entry into the master database and the assignment of a control number into the master database. The SDS will then be returned to the original purchaser.

SDS's are maintained at SDS Lumber Company and are available for any employee to review. SDS's relevant to each department may also be maintained within that department.

## **EMPLOYEE INFORMATION AND TRAINING**

Employees will be provided with information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. That information and training will include the requirements of this section, any operations in their work area where hazardous chemicals are present and the location and availability of the written Hazard Communication Program (including the SDS and list of hazardous chemicals location). Additional areas of training will include the following:

Methods and observations that may be used to detect the presence or release of a hazardous chemical.

Physical and health hazards of the chemicals in the work area.

Measures employees can take to protect themselves from these hazards, including specific procedures the department has implemented to protect employees from exposure, including work practices, emergency procedures and personal protective equipment.

The details of the Hazard Communication Program including an explanation of the labeling system, the SDS's and how to obtain and use appropriate hazard information.

## **CONTRACTORS**

Pre-construction meetings will provide a convenient forum for exchange of information about hazardous chemicals. The contractor will be asked to inform SDS Lumber Company of any hazardous chemicals planned to be used as part of the project and the contractor will be informed by SDS Lumber Company of any hazardous chemicals they may come into contact with during the construction process.

Construction contractors will be requested by the hiring department to supply the SDS's for chemicals that could result in SDS Lumber Company employee exposure. Supervisors will inform employees of that information.

## **NON-ROUTINE TASKS**

Some SDS Lumber Company employees are periodically required to perform hazardous non-routine tasks. The supervisor is responsible for identifying and informing employees of the hazardous substances that may be involved prior to the performance of the work.

Employees will be given the following information:

The specific chemical hazard.

Any protective safety measures the employee can take, such as wearing gloves or protective clothing.

Procedures for decreasing the hazard, such as proper ventilation, respiratory protection, or requiring the presence of other employees.

Any established emergency procedures.

## **PLAN REVISIONS**

This program will be reviewed and updated as necessary to reflect new or modified tasks, procedures, exposures or rule changes.