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ABC HAZARD COMMUNICATION PROGRAM

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Disclaimer

Employers should develop and implement a written hiring policy and procedure for their business operations in consultation with competent licensed legal counsel who can analyze the particular facts and circumstances of the employer's business and operations in relation to applicable federal and state law. Such a program may include job applications, interviews, verification of job references and education, and a medical questionnaire.

This Document is not intended to provide specific advice about individual, legal, business or other questions. It has been prepared solely as a voluntary illustrative guide. It is not nor should in anyway be construed as a recommendation that a particular course of action be followed. If specific legal or other expert advice is required or desired, the services of an appropriate and competent professional should be sought.

GENERAL INFORMATION

In order to comply with 29 OFR 1926.59, Hazard Communication, the following written Hazard Communication Program has been established by ABC. All work units of the company are included within this program. The written program will be available in the office, located at _____ and through a superintendent for review by any interested employee. _____ is responsible for the implementation and ongoing compliance with the program.

EMPLOYEE TRAINING AND INFORMATION

The Job Superintendent is responsible for the employee training program. He/She will ensure that all elements specified below are carried out.

Prior to starting work each new employee of ABC will attend a health and safety orientation and will receive information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Chemicals present in their workplace operations
- Location and availability of our written hazard communication program,
- Physical and health effects of the hazardous chemicals.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- Steps ABC has taken to lessen or prevent exposure to these chemicals.
- Emergency procedures to follow if they are exposed to these chemicals.
- How to read labels and review MSDSs to obtain appropriate hazard information.

After attending appropriate training, each employee will sign a form to verify that they received and understood the training, procedures and policies within ABC's Hazard Communication Program

Prior to a new chemical hazard being introduced into any section of this company, each employee of that section will be given information as outlined above. _____ or the Job Superintendent is responsible for ensuring that MSDS on the new chemicals are available.

Written Hazard Communication Program

It is the policy of ABC, that the first consideration in the performance of work shall be the protection of the safety and health of all employees. The company has developed this Hazard Communication Program to ensure that all employees receive adequate information relevant to the possible hazards that may be involved with the various hazardous substances used in the company's operations and processes. The following program outlines how we will accomplish this objective.

SCOPE

This policy covers all potential workplace exposures involving hazardous substances as defined by federal, state and local regulations.

HAZARD DETERMINATION

The company does not intend to evaluate any of the hazardous substances purchased from suppliers and/or manufacturers but have chosen to rely upon the evaluation performed by the suppliers or by the manufacturers of the substances to satisfy the requirements for hazard determination.

CONTAINER LABELING

No container or hazardous substances will be released for use unless the container is correctly labeled and the label is legible.

All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders, reaction vessels, storage tanks, or the like will be checked by the receiving department to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be quarantined until a new label has been installed.

The label must contain the chemical name of the contents, the appropriate hazard warnings, and the name and address of the manufacturer, and any other information required.

All secondary containers shall be labeled. The information must include details of all chemicals that are in the referenced container.

MATERIAL SAFETY DATA SHEETS (MSDS)

Each location must maintain a master MSDS file as well as a department-specific file. These Material Safety Data Sheets are available to all employees, at all times, upon request.

The Safety Committee or a designee will be responsible for reviewing all incoming MSDSs for new and significant health/safety information (the company will ensure that any new information is passed on to the employees involved).

_____ will review all incoming MSDSs for completeness. If any MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer or distributor. OSHA is to be notified if the manufacturer or distributor will not supply the MSDS or if it is not received after 30 days from request. Any new information will be passed on to employees involved.

New materials will not be introduced into the work area until an MSDS has been received. The purchasing department will make it an ongoing part of its function to obtain MSDSs for all new materials when they are first ordered. The safety coordinator or his or her designee shall coordinate with appropriate departments to make sure all MSDSs are obtained, distributed and communicated.

LIST OF HAZARDOUS SUBSTANCES

We will compile, annually review, and update as necessary a complete inventory of all substances present in our facilities or work sites. The name of those materials determined to be hazardous are defined in applicable federal and state standards.

NON-ROUTINE TASKS

Infrequently, employees may be required to perform non-routine tasks that involve the use of hazardous substances. Prior to starting work on such projects, each involved employee will be given information by his or her supervisor about hazards to which they may be exposed during such an activity. This information will include:

- The specific hazards.
- Protective/safety measures that must be utilized.
- The measures the company has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, air sample readings, and emergency procedures.

PLAN ADMINISTRATION

This Hazard Communication program will be monitored by _____.

Questions regarding this program should be directed to the _____.

Signature _____

*Title _____

Date _____

*This document must be approved and signed by the senior executive on site.

MSDS INFORMATION

OSHA safe work practices outline the content, but not the exact form, of every Material Safety Data Sheet. Here is what OSHA requires each data sheet to contain:

- **IDENTITY.** The data sheet must contain the name of the chemicals found on the label. In addition, subject to deletion of legitimate trade secrets, it must give the chemical and common name of the substance. If the substance is a mixture and has not been tested as such, the data sheet must give the name of each hazardous constituent.
- **CHARACTERISTICS.** The data sheet must recite the physical and chemical characteristics of the chemical, such as vapor pressure, flash point, etc.
- **PHYSICAL HAZARDS.** Any potential for fire, explosion or reaction must be included in the data sheet.
- **HEALTH HAZARDS.** Signs and symptoms of exposure must be entered, as must all medical conditions that are likely to be aggravated by exposure.
- **ROUTES OF ENTRY.** The data sheet must specify whether the chemical typically enters the system by ingestion, inhalation, dermal exposure or some other route.
- **EXPOSURE LIMITS.** If OSHA has established an exposure limit for the chemical, or if a Threshold Limit Value has been established by the American Conference of Governmental Industrial Hygienists, these must be entered on the data sheet, as must any exposure limit used by the authority preparing the data sheet.
- **CARCINOGENS.** The data sheet must indicate whether the chemical is listed as a carcinogen by the National Toxicology Program, by OSHA, or by the International Agency for Research in Cancer.
- **USE AND HANDLING.** The data sheet must recite any general applicable precautions for safe handling and use that are known to the firm preparing the data sheet, including hygiene practices, protective measures during repair and maintenance of contaminated equipment and procedures for clean-up of spills and leaks. Industrial chemical consumers often might add site-specific procedures to the more general information offered by the chemical manufacturer.
- **EXPOSURE CONTROLS.** The data sheet must include a description of special procedures to be employed in emergencies, as well as a description of appropriate first aid.
- **DATES.** The sheet must bear the date of its preparation or of its latest revision.
- **INFORMATION SOURCE.** Finally, the sheet must recite the name, address and telephone number of the person who prepared the data sheet or of some other person who can provide additional information relating to the chemical, such as citations to scientific literature or specialized emergency procedures.

HAZARD COMMUNICATION TRAINING CHECKLIST

Has the employee been informed of and trained in the following:

1.-Information: Has the employee been informed of the following?-**YES--NO**

- (a) The requirements of this section.---
- (b) Any operation in the work area where hazardous substances are present.---
- (c) The location of the written Hazard Communication Program.---
- (d) Availability of the written program.---
- (e) Location and availability of hazardous substances list(s).---
- (f) Location and availability of Material Safety Data Sheets.---

2.-Training: Has the employee been trained in the following?---

- (a) Methods and observations that may be used to detect the presence or release of hazardous substances in the work areas.---
- (b) The physical and health hazards of the substances in the work areas.---
- (c) How employees can protect themselves from these hazards.---
- (d) Procedures the employer has implemented for employee protection.---
- (e) Appropriate work practices.---
- (f) Emergency procedures.---
- (g) Personal protective equipment to be used.---
- (h) Explanation of labeling systems.---
- (i) Explanation of material safety data sheets.---
- (j) How employees can obtain and use appropriate hazard information.---
- (k) Personal hygiene when working with substances.---
- (l) General first aid for contact with hazardous substances.---

Employee's Signature

Date

Manager's Signature

Date

REQUEST FOR MATERIAL SAFETY DATA SHEETS

Date of Request _____
Department _____
To _____
From _____

I hereby request that I be given the Material Safety Data Sheets on the following hazardous substance(s):

Date Received _____
Acknowledged by _____ (Requesting Employee)
Dept. Manager _____
Date _____

cc: Corporate Safety Department

PROGRAM/TRAINING DOCUMENT

TRAINING ACKNOWLEDGMENT

I have received information on the Hazard Communication Standard 29 CFR 1910.1200 or the appropriate state standard and understand how to interpret and to use the labeling systems and Material Safety Data Sheets (MSDSs) that are in use and accessible to me in my work area. I agree to observe and follow the safe work practices as presented to me in the training sessions I attended on _____

_____ at _____

Employee Signature

Date

The above named employee has been informed and instructed by _____ work practices, chemical hazards recognition, interpretation and use of chemical labels, MSDSs, the CFR 29, 1910.1200 (e) or appropriate state standard and the location at which these items are accessible to the employee.

Supervisor

Date

EXPLANATION OF TERMS USED ON MATERIAL SAFETY DATA SHEETS

SECTION I

Chemical Name and Synonyms—The product identification. The chemical or generic name of single elements and compounds.

Trade Names and Synonyms—The name under which the product is marketed and the common commercial name of the product.

Chemical Family—Refers to a grouping of chemicals that behave and react with other chemicals in a similar manner.

Formula—The chemical formula or single elements or compounds.

CAS Number—The Chemical Abstracts Service number, if applicable.

EPA—The code number assigned by the Environmental Protection Agency, if applicable.

DOT Classification—The appropriate classification as determined by the regulations of the Office of Hazard Material, Department of Transportation.

SECTION II

Hazardous Ingredients—The major components as well as any minor one(s) having potential for harm that are considered when evaluating the product.

TLV—Threshold Limit Value (TLV) indicates the permissible exposure concentration, a limit established by a government regulatory agency, or an estimate if none has been established.

SECTION III

Physical Data

Boiling Point (°F)—The temperature in degrees Fahrenheit at which the substances will boil.

Vapor Pressure—The pressure of saturated vapor above the liquid expressed in mm Hg at 20°C.

Vapor Density—The relative density or weight of a vapor or gas (with no air present) compared with an equal volume of air at ambient temperature.

Solubility in Water—The solubility of a material by weight in water at room temperature. The terms negligible, less than 0.1 percent, 0.1 to 1 percent; moderate 1 to 10 percent, applicable 10 percent or greater.

Appearance and Odor—The general characterization of the material, i.e., powder, colorless liquid, aromatic odor, etc.

Specific Gravity (H₂O=1)—The ratio of the weight of a volume of the material to its weight of an equal volume of water.

Percent, Volatile by Volume (%)—The percent by volume of the material that is considered volatile. (The tendency or ability of a liquid to vaporize.)

Evaporation Rate—The ratios of the time required to evaporate a measured volume of a liquid to the time required to evaporate the same volume of a reference liquid (ethyl ether) under ideal test conditions. The higher the ratio, the slower the evaporation rate.

SECTION IV

Flash Point (Method Used)—The temperature in degrees Fahrenheit at which a liquid will give off enough flammable vapor to ignite in the presence of a source of ignition.

SECTION V

Conditions to Avoid—Conditions that, if they exist with the substance present, could cause it to become unstable.

Incompatibility (Materials to Avoid)—Materials that will react with the substance.

Hazardous Decomposition Products—Refers to that reaction that takes place at a rate that releases large amounts of energy. Indicates whether or not it may occur and under what storage conditions.

SECTION VI

Health Hazard Data—Possible health hazards as derived from human observation, animal studies or from the results of studies with similar products.

Threshold Limit Value (TLV)—The value for airborne toxic material that are to be used as guides in the control of health hazards and represent concentrations to which nearly all workers may be exposed eight hours per day over extended periods of time without adverse effects.

Effects of Overexposure—The effects on or to an individual who has been exposed beyond the specified limits.

Emergency and First-Aid Procedures—Gives first-aid and emergency procedures in case of eye and/or skin contact, ingestion and inhalation.

SECTION VII

Stability—Whether the substance is stable or unstable, an unstable substance is one that will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shock, pressure, or temperature.

A copy of the form you may want to use to list your hazardous substances by work area follows this page. This information would be based on the initial survey and subsequent hazard determination.

SECTION VIII

Spill or Leak Procedures—Steps to be taken if material is released or spilled. Method and materials to use to clean up or contain.

Waste Disposal Method—Method and type of disposal site to use.

SECTION IX

Special Protection Information

Respiratory Protection—Specific type should be specified, i.e., dust mask, NIOSH-approved cartridge respirator with organic-vapor cartridge.

Ventilation—Type of ventilation recommended, i.e., local exhaust, mechanical, etc.

Protective Gloves—Refers to the glove that should be worn when handling the product, i.e., cotton, rubber.

Eye Protection—Refers to the type of eye protection that is to be worn when handling or around the product.

Flammable Limits—The range of gas or vapor concentration (percent by volume in air) that will burn or explode if an ignition source is present. (Lel) means the lower explosive limits and (Uel) the upper explosive limits given in percent.

Extinguishing Media—Specifies the fire-fighting agent(s) that should be used to extinguish fires.
Special Fire-Fighting Procedures/Unusual Fire and Explosion Hazards—Refer to special procedures required if unusual fire or explosion hazards are involved.

WORK AREA HAZARDOUS SUBSTANCE LIST

Work Area:

Chemical Identity Label/Special Information	CAS # or Serial #	Vendor

For additional information or questions

Please contact

Main Office 505-345-7260

Toll Free: 800-788-8851

Email: Loss Prevention
patrices@newmexicomutual.com

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