

Hazard Communication Program

The purpose of the Hazard Communication Program is to inform employees about hazardous substances in the workplace, potential harmful effects of these substances and appropriate control measures. The primary tools of this program are warning labels, SDSs and employee training. Information covered in this program includes:

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SCOPE

In accordance with _____ Plans, Policies and Standard Operating Guidelines. _____ recognizes that there are potential hazards associated with the use and disposal of chemicals in the workplace. This policy is based on the federal regulation 40 CFR part 1910.1200, it regulates the handling and disposal of universal waste.

PURPOSE

In an effort to better manage our Hazardous Chemical Controls, _____ has developed and implemented this Hazard Communication Policy. To better train employees on how to handle and dispose of hazardous chemicals, in compliance with Federal regulations, along with how to train employees of the potential dangers chemicals in the workplace present.

APPLICABILITY

The _____ Hazard Communication Program ultimately applies to each and every person in the facility. However, control of the program and the proper handling of the hazardous chemicals is primarily the responsibility of the Facility Manager.

DEFINITIONS

Container:	Any bag, barrel, bottle, can, cylinder, drum, storage tank or the like that contains hazardous substances.
Emergency:	Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment, which may or does result in a release of hazardous substances into the workplace.
Exposure of exposed:	Any situation arising from work operation where an employee may ingest, inhale, absorb through the skin or eyes, or otherwise come into contact with hazardous substances.
Hazard warning:	Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the health hazards and physical hazards of the substance(s) in the container(s).
Hazardous substance:	Any substance which is a physical hazard and/or health hazard.
Health hazard:	Any substances which are carcinogenic, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatoxins, nephrotoxins, neurotoxins, agents which act on the hemotopoietic system, and agents which damage the skin, eyes, or mucus membranes.
Immediate use:	The hazardous substance 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.
Physical hazard:	A substance for which there is scientifically valid evidence that is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water reactive.
Work area:	A room or defined space in a workplace where hazardous substances are produced or used, and where employees are present.

RESPONSIBILITIES

Manager

The Manager is responsible for:

- Identifying hazardous substances present in the work area.
- Maintaining an inventory list of hazardous substances present in the work areas.
- Ensuring hazardous substances are appropriately labeled and posted.
- Obtaining SDS for hazardous substances in the work area.
- Ensuring SDSs are available to employees.
- Ensuring employees are trained on physical hazards, health hazards, emergency procedures, and safe handling procedures for hazardous substances used in the work area.
- Ensuring that employees follow established safety procedures.
- Adequately informing any non-employee personnel sharing the same work area of the hazardous substances to which either their employees may be exposed while performing their work.
- Maintaining a copy of this written program in the workplace.

Employees

Employees are responsible for:

- Knowing the hazards and precautionary procedures for the hazardous substances used in their work area.
- Attend required training.
- Planning and conducting operations in accordance to established procedures and good safety practices.
- Using personal protective equipment and clothing in accordance with prescribed training.

LABELING

General Requirements

The following requirements are for labeling hazardous substances:










- a) The manufacturer's original label shall provide:
 1. Identity of the hazardous substance;
 2. Appropriate hazard warnings; and
 3. Name and address of the manufacturer, importer or responsible party.
- b) The original label shall not be removed or defaced unless the container is immediately marked with the required information.

- c) Labels shall be legible, in English, and prominently displayed on the container.
- d) Instead of labels, alternative warning methods (e.g., signs, placards, operating procedures) may be used for individual stationary process containers as long as the identity of the hazardous substance and appropriate hazard warnings are provided.
- e) Non-hazardous substances (e.g., water) should be labeled in order to avoid confusion.

The Globally Harmonized System (GHS), a United Nations initiative adopted by the Occupational Safety and Health Administration, will standardize the way chemical-based hazards are communicated to workers, primarily through labeling and safety data sheets.

Chemical Name	n-Propyl Alcohol	<p>— Pictograms</p>
Product Identifier	UN 5548 Cas# 55-45-8	
Signal Word	DANGER	
Hazard Statement	Highly flammable liquid and vapor. Causes serious eye damage. May cause drowsiness and dizziness.	
Precautionary Statement	Keep away from heat/sparks/open flames/hot surfaces. No smoking. Avoid breathing fumes/mist/vapors/spray. Wear protective gloves/protective clothing/eye protection/face protection. IF IN Eyes: Rinse cautiously with water for several minutes. Remove contact lenses if present. Continue rinsing.	
	Fill Weight: 14.65 lbs. Lot Number: B56222434 Gross Weight: 15lbs Fill Date: 8/10/2014 Expiration Date: 6/10/2021	
	See SDS for further information.	
Supplier Identification	EPI Chemical Company • 342 Jones Road • Dover, PA 17315 • www.epichem.com • 987-555-4444	

HCS Pictograms and Hazards

<p>Health Hazard</p>  <ul style="list-style-type: none"> ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> ▪ Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> ▪ Skin Corrosion/ Burns ▪ Eye Damage ▪ Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> ▪ Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> ▪ Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> ▪ Acute Toxicity (fatal or toxic)

SAFETY DATA SHEETS (SDS)

Manufacturers and distributors of chemicals are legally required to provide chemical information to users. This information includes physical properties of the chemical, storage compatibilities, toxicity, first aid procedures, and additional safety information.

General Requirements

- An SDS shall be available for every hazardous substance used in a work area and shall be accessible to employees during each work shift.
- An SDS shall be provided by the manufacturer/importer/distributor with or before the initial shipment of the hazardous substance(s) and with or before the first shipment after an SDS is updated.
- If the SDS is not provided with the shipment, the purchaser shall obtain one from the manufacturer, importer, or distributor prior to use of the purchased material.

- SDSs shall be in English and contain the following information:
 - Identity of the substance;
 - Physical and chemical properties;
 - Physical hazards;
 - Health hazards;
 - Potential routes of entry;
 - Exposure limits;
 - Carcinogenicity (NTP or IARC);
 - Precautions for safe handling and use;
 - Control measures;
 - Emergency and first aid procedures;
 - Date and preparation of the SDS;
 - Name, address, and telephone number of the manufacturer, importer, or distributor, or other responsible party; and
 - Description, in lay terms, of the specific potential health risks.
- If employees travel between workplaces, the SDSs may be kept at a central location (workplace office, etc.). However, employees shall be able to obtain the required information in an emergency.

Obtaining SDSs

Employees can obtain SDSs from the following sources:

1. Facilities;
2. EH&S (Environmental, Health and Safety) Team;
3. Safety & Security Website

HAZARDOUS CHEMICAL INVENTORY

The Manager shall maintain an inventory of hazardous substances present at their facility. The identities of the hazardous substances on the inventory must correspond with the identities on their corresponding SDSs.

INFORMATION AND TRAINING

All employees who may come into contact with hazardous substances shall be trained in safe handling procedures, health and safety hazards, labeling, SDSs, and personal protective equipment.

Contents of Training:

Employees shall be trained and informed of:

- Requirements of the applicable Hazard Communication regulations;
- Any operations in the work area where hazardous substances are present;
- Location and availability of the written Hazard Communication Program, including lists of hazardous substances and SDSs;
- Methods and observations that may be used to detect the presence or release of a hazardous substance in the work area;
- Physical health hazards of the substances in the work area, and the measures employees can take to protect themselves from these hazards (i.e., appropriate work practices, emergency procedures and personal protective equipment);
- Details of _____'s Hazard Communication Program; and
- The right:
 - To personally receive information regarding hazardous substances to which they may be exposed;
 - For their physician to receive information regarding hazardous substances of concern; and
 - Against discharge or other discrimination due to exercising the rights under the Hazard Communication Standard, 40 CFR 1910.1200.

Frequency of Training:

Employees shall be trained on hazardous substances in their work area:

- Upon initial assignment; and
- Whenever a new hazard is introduced into the work area.

Recordkeeping of Training:

Training records shall be maintained by the Manager for at least three years using Form "Location Safety, Health, Environmental & Security Programs", located in the Employee Safety Handbook

CHEMICAL SPILL CLEAN-UP

Only knowledgeable and experienced personnel familiar with chemical hazards and the appropriate safety precautions should clean up after a spill. Cleanup of a large spill requires contacting the Safety & Security Manager and/or the Fire Department. All waste generated from a spill must be properly labeled and disposed of as hazardous waste.

CHEMICAL WASTE DISPOSAL

Chemical waste must be removed from facilities within 90 days of collection. These hazardous wastes must be disposed of in accordance with local, state, and federal regulations. Specific employees, or as coordinated through a qualified vendor, are designated to handle all removal

and disposal of waste from the work site. Waste must be packaged properly, labeled, segregated during storage, and scheduled for pickup.

PERSONAL PROTECTIVE EQUIPMENT

Chemicals can be very dangerous if handled improperly or misused. To safeguard yourself against potential chemical hazards, _____ requires that employees use proper personal protective equipment. Employees not observing these policies will be subject to disciplinary action which may lead to dismissal. Remember, these policies are designed to protect you.

- Latex or rubber gloves must always be worn when working with solvents and corrosive chemicals.
- Wear safety glasses as basic protection while working in areas where chemicals are present.

LONE WORKER RULE

For your safety, _____ has a Lone Worker Rule which states that any employee engaging in hazardous activity is required to be within hearing distance at all times of another employee familiar with the job and the hazards involved. Following this rule may save your life, or that of your co-workers. The Lone Worker Rule must be applied to the following operations:

- Electrical and electronic installations, operations, maintenance, and testing.
- Machine shop operations.
- Transportation or handling of hazardous materials.
- Any hazardous activity as determined by the Environmental/Safety Department or the supervisor responsible for the operation.