



## **HAZARD COMMUNICATION PROGRAM**

### **1. COMPANY POLICY**

To ensure that information about the dangers of all hazardous chemicals used by KCR Manufacturing is known by all affected workers, the following hazard communication program has been implemented. Under this program, workers will be informed of the requirements of the OSHA Hazard Communication Standard, the operations where exposure to hazardous chemicals may occur, and how workers can access this program, as well as labels and SDSs. This program applies to any chemical which is known to be present in the workplace in such a manner that workers may be exposed under normal conditions of use or in a foreseeable emergency. All work areas that involve potential exposure to chemicals are part of the hazard communication program. Copies of the hazard communication program are available in the office for review by any interested worker. The Operations Supervisor is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

### **2. CONTAINER LABELING**

The Operations Supervisor will verify that all containers received for use will be clearly labeled in accord with the requirements of HazCom 2012, including a product identifier, pictogram, hazard statement, signal word, and precautionary statements, as well as the supplier's contact information (name and address).

The Operations Supervisor will ensure that all secondary containers are labeled with the original supplier's label or with an alternative workplace label. If you believe a chemical is hazardous and is not properly labeled, please report it immediately to the Operations Supervisor. For any questions related to chemical labeling, see the Operations Supervisor.

The Operations Supervisor is responsible for reviewing the company labeling procedures every six months and will update labels as required.

### **3. SAFETY DATA SHEETS (SDS)**

The Operations Supervisor is responsible for establishing and monitoring the company SDS program.

Copies of SDSs for all hazardous chemicals to which workers are exposed or are potentially exposed will be kept in the office. Workers can access SDS at any time by reviewing the marked binder located in the office. The location of this binder will be shown to all workers upon hiring.

If a new hazardous chemical is introduced to the workplace and an SDS is not received at the time of initial shipment, the SDS is to be placed in a secured area to prevent handling until an SDS is obtained.

The Operations Supervisor is responsible for obtaining initial and updated SDSs within two working days or as soon as practically possible. Once received, the Operations Supervisor is responsible for reviewing the chemical's information and updating any applicable procedures. All employees must be made aware of the introduced chemical into the workplace and trained on any new procedures regarding uses, handling, and protection.

If an SDS is not available for a hazardous chemical in the workplace, please contact the Operations Supervisor immediately so that the chemical can be secured until an SDS is obtained.

#### **4. EMPLOYEE INFORMATION AND TRAINING**

The Operations Supervisor is responsible for employee information and training.

Every worker who will be potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication standard and this program before starting work. The following topics will be covered in the hazard communication training:

- An overview of the requirements in OSHA's hazard communication rules.
- Hazardous chemicals present in their workplace.
- Any operations in their work area where hazardous chemicals are used.
- The location of the written hazard communication plan and where it may be reviewed.
- How to understand and use the information on labels and in Safety Data Sheets.
- Physical and health hazards of the chemicals in their work areas.
- Methods used to detect the presence or release of hazardous chemicals in their work area.
- Steps we have taken to prevent or reduce exposure to these chemicals.
- How workers can protect themselves from exposure to these hazardous chemicals through the use of engineering controls, work practices, and personal protective equipment (PPE).
- An explanation of any special labeling present in the workplace.
- Emergency procedures to follow if an employee is exposed to these chemicals.

Prior to introducing a new chemical hazard into any work area, each worker in that work area will be given information and training as outlined above for the new chemical hazard. The training will be given in presentation form by either the Operations Supervisor or an individual selected by the Operations Supervisor who fully understands the content and its applicability to the workplace.

#### **5. HAZARDS OF NON-ROUTINE TASKS**

Periodically, workers are required to perform non-routine tasks that are hazardous. Prior to starting work on such projects, each affected worker will be given information by the Operations Supervisor about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the worker should use, and steps the company is taking

to reduce the hazards, including ventilation, respirators, the presence of another worker (buddy systems), and emergency procedures.

## **6. INFORMING OTHER EMPLOYERS / CONTRACTORS**

It is the responsibility of the Operations Supervisor to provide other employers and contractors with information about hazardous chemicals that their workers may be exposed to on this work site, and suggested precautions for workers. A copy of the SDSs will be made available to the employers before work is performed. Other employers will also be made aware of necessary precautionary measures to protect workers exposed to operations performed by this company, informed of the hazard labels used by the company, and any information regarding workplace labeling systems used, if any, for hazardous chemicals to which their workers may have exposure.

It is also the responsibility of the Operations Supervisor to obtain information about hazardous chemicals used by other employers to which our workers may be exposed. This information must be shared with all workers who may come into direct or indirect contact with these hazardous chemicals before the chemicals enter the work site.

## **7. LIST OF HAZARDOUS CHEMICALS**

A list of all known hazardous chemicals in the workplace is attached to this program. This inventory is compiled and maintained by the Operations Supervisor. This list includes the name of each chemical and the work area(s) in which each of the chemicals is used. Further information on each chemical may be obtained from the SDSs, located in the office. When new chemicals are received, this list is updated before it is introduced into the workplace. The same procedure listed in Section 3 – Safety Data Sheets must be followed before being introduced into the workplace.

## **8. CHEMICALS IN UNLABELED PIPES**

Work activities may be performed by workers in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the worker shall be informed by the Operations Supervisor about the identity and hazards of the chemicals in the pipe, as well as required precautionary measures required to be followed.

## **9. PROGRAM AVAILABILITY**

A copy of this program will be made available, upon request, to workers, their designated representatives, and OSHA.