

## **Written Hazard Communication Program**

This program has been developed to ensure that all employees receive adequate information relevant to the possible hazards that may be involved with the various substances used in the company's operations and processes.

The following program outlines how we will accomplish this objective. This policy covers all potential workplace exposures involving hazardous substances as defined by federal, state and local regulations.

### **LIST OF HAZARDOUS MATERIALS**

The Risk and Safety Specialist will maintain a list of all hazardous chemicals used in the facility, and update the list as necessary. The hazardous chemical list will be updated upon receipt of hazardous chemicals at the facility. The list of hazardous chemicals is maintained in the Risk and Safety office. This list will also be included as part of the Hazard Communication Program and MSDS book which will be located in several location throughout our facility.

### **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**

The Risk and Safety Specialist is designated to ensure that all hazardous chemicals in the facility are properly labeled.

- 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, 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. The user will refer to the corresponding MSDS to verify label information.



Medical Excellence. Compassionate Care.

- Immediate use containers, small containers in which materials are poured for use on that shift by the employee drawing the material, do not require labeling.

### **MATERIAL SAFETY DATA SHEETS (MSDS)**

MEDIC must maintain a master MSDS file. These Material Safety Data Sheets are available to all employees, at all times, and will be included as part of the Hazard Communication Program and MSDS book located at various locations throughout our facility.

The Risk and Safety Specialist 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. Any new information will be passed on to employees involved.

All new procurements for the facility must be cleared by the Risk and Safety Specialist. Whenever possible, the least hazardous substance will be procured. MSDS's that meet the requirements must be fully completed and received at the facility either prior to or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor.

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.

### **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, and emergency procedures.

### **TRAINING**

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the safe use of those chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Hazardous chemical training will be conducted by the Risk and Safety Specialist. The training will emphasize these elements:

- A summary of the standard and this written program



Medical Excellence. Compassionate Care.

- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals;
- Physical and health hazards associated with potential exposure to workplace chemicals;
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;
- Hazardous chemical spill and leak procedures; and,
- Where MSDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

The Risk and Safety Specialist will monitor and maintain records of employee training and advise the manager/supervisor on training needs.

### **Contractors and Other "Outside" Employers**

The Risk and Safety Specialist, upon notification from management, will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises. Likewise, contractors and other outside employers will be required provide information to the Risk and Safety Specialist regarding any hazardous materials they will introduce into our facilities. This information may be conveyed by providing MSDS's to the appropriate personnel.

### **Non-Routine Tasks**

Supervisors contemplating a non-routine task will consult with the Risk and Safety Specialist and ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures.

### **Additional Information**

Further information on this written program, the Hazard Communication Standard, and applicable MSDS's is available by contacting the Risk and Safety Specialist.

### **PLAN ADMINISTRATION**

This Hazard Communication program will be monitored by the Risk and Safety Specialist. Questions regarding this program should be directed to the Risk and Safety Specialist.

## WORK AREA HAZARDOUS SUBSTANCE LIST

Work Area:

---

<b>Chemical Identity Label/Special Information</b>	<b>CAS # or Serial #</b>	<b>Vendor</b>
--	--------------------------	---------------

<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>