

Hazard Communication Program

Purpose: To provide employees with the required training and knowledge for handling any hazardous substances to which they may be exposed.

It is the policy of our company that the first consideration of work shall be the protection of the safety and health of all employees. We have developed this Hazard Communication Program to ensure that all employees receive adequate information about the possible hazards that may result from the various materials used in our operations.

Our program consists of the following elements:

- Hazardous material inventory.
- Collection and maintenance of Material Safety /Safety Data Sheets.
- Container labeling.
- Employee training.

Globally Harmonized System (GHS)

Our company has implemented the changes required by the GHS.

The GHS system for Safety Data Sheets (SDS) is made up of 16 sections that include:

- Identification
- Hazard(s) Identification
- Composition/Information on Ingredients
- First aid measures
- Accidental release measures
- Handling and storage
- Exposure controls/personal protection

- Physical and chemical properties
- Stability and reactivity
- Toxicological information
- Ecological information
- Disposal considerations
- Transport information.
- Regulatory information
- Other information

Hazardous Material Inventory:

The Safety Program Administrator will maintain a list of all hazardous materials used in our operations. This list contains the name of the product, the type of product and the name and address of the manufacturer.

Safety Data Sheets (SDSs):

Copies of SDSs for all hazardous substances to which our employees may be exposed will be kept in a binder in the office. These SDSs are available to all employees, at all times, upon request. Copies of the most commonly used products will also be kept by the foremen at the job site or in their vehicles.

New materials will not be introduced into the shop or field until an SDS has been received. The Company will make it an ongoing part of their function to obtain SDS's for all new materials when they are first ordered.

Container Labeling:

No container of hazardous substances will be used unless the container is correctly labeled and the label is legible.

The label must contain:

- The chemical name of the contents.
- The appropriate hazard warnings.
- The name and address of the manufacturer.

All secondary containers will be labeled as to their contents with a reference to the original label.

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Employee Information and Training:

All employees will be provided information and training on the following items through the Company safety training program and prior to starting work with hazardous substances:

- An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.
- Information regarding the use of hazardous substances in their specific work areas.
- The location and availability of the written hazard communication program.
- The physical and health hazards of the hazardous substances in use.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- The controls, work practices and personal protective equipment that is available for protection against possible exposure.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
- How to read labels and material safety/safety data sheets to obtain the appropriate hazard information.

Hazardous Non-Routine Tasks:

Infrequently, employees may be required to perform hazardous non-routine tasks. Prior to starting this work, each involved employee will be given information by his/her supervisor about hazards to which they may be exposed during such activity.

This information will include;

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

Contractors:

To ensure that other contractors are not exposed to our hazardous materials, and to ensure the safety of the contractor's employees, it will be the responsibility of the foreman to provide other contractors the following information:

- The hazardous substances under our control that they may be exposed to while at the site.
- The precautions the contractor's employees must take to lessen the possibility of exposure.

We will obtain from outside contractors the name of any hazardous substances the contractor's employees may be using at a job site or bringing into our facility. The contractor must also supply a copy of the material safety/safety data sheet relevant to these materials.

Employee Rights under the Hazard Communication Standard:

At any time, an employee has the right to:

- Access the MSDS/SDS folder, and the Hazard Communication Program.
- Receive a copy of any environmental sampling data collected in the workplace.
- See their employment medical records upon request.

Program Review:

The Program Administrator will periodically review the Hazard Communication Program for compliance with Title 8, CCR, General Industry Safety Orders.