1.0 Policy

Work activities involving hazardous and potentially hazardous chemicals that may be release shall be conducted safely through a Hazard Communication Plan.

2.0 Purpose

To ensure that every employee and subcontractor involved with such chemical hazards are informed of potential chemical exposures and control methods.

3.0 Scope

Applies to all Sunbelt Controls work sites where there may be exposure to a hazardous chemical or material during normal working conditions, non-routine tasks or during an emergency situation.

This manual section and its Addendum(s) shall serve as the Sunbelt Controls written Hazard Communication program.

Note: The following items are excluded from this program and the requirement to inventory:

- Any hazardous waste defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976
- Tobacco or tobacco products
- Wood or wood products
- Articles, defined as:
    1. A manufactured item which is formed to a specific shape or design during manufacturing, and
    2. Which has end use function(s) dependent in whole or in part upon its shape or design during end use, and
    3. That which does not release, or otherwise result in exposure to a hazardous chemical during normal use.
- Food, drugs, cosmetics, or alcoholic beverage in a retail establishment, which are packaged for sale to consumers Food, drugs, cosmetics intended for personal consumption by employees in the workplace. Any consumer product or hazardous substance, as those defined in the consumer Product Safety Act and Federal Hazardous Substances Act where the product is used in the work place in the same manner as normal consumer use, and which is not a greater than exposure experienced by consumers.

4.0 Definitions

Acute Health Hazard – a hazard that usually rapidly occurs following a brief exposure, such as a skin rash or eye irritation

Article – a manufactured item which:

- Is formed to a specific shape and design during manufacture
- Has end use functions dependent upon its shape or design during end use, and
- Under normal use conditions, does not release more than trace amounts of a hazardous chemical and does not pose a physical hazard or health risk to employees

Chemical – any element, chemical compound or mixture of elements and/or compounds.

Chemical Manufacturer – an employer with a workplace where chemicals are produced for use or distribution

Chemical Name – a name that will clearly identify the chemical for the purpose of hazard evaluation

Chronic Health Hazard – a hazard that is continuous and follows repeated long-term exposure - such as lung cancer or kidney disease.

Common Name – a brand name used to identify a chemical by other than its chemical name.

Container – a bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical.

Employee – a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies.

Employer – a person engaged in a business where chemicals are used, distributed, or produced for use or distribution, including a contractor or subcontractor.

Foreseeable Emergency – any potential occurrence that could result in an uncontrollable release of a hazardous chemical in the workplace

GHS – Globally Harmonized System of Classification and Labeling of Chemicals

Hazard category – the division of criteria within each hazard class, e.g., oral acute toxicity includes five hazard categories and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

Hazard class – the nature of the physical, health or environmental hazard, e.g., flammable solid carcinogen, oral acute toxicity.

Hazard statement – a statement assigned to a hazard class and category that describes the nature of the hazards of a hazardous product, including, where appropriate, the degree of hazard

Hazardous Chemical – any chemical that is a physical hazard or a health hazard

Hazard Warning – any words, pictures, symbols or combination or words, pictures, or symbols appearing on a label or other appropriate form of warning which convey the specific physical or health hazards.

Health & Environmental Hazards – a chemical for which there is statistically significant evidence based on a least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur to exposed employees.

Health Hazard

a) Acute Toxicity
b) Skin Corrosion/Irritation
c) Serious Eye Damage/Eye Irritation
d) Respiratory or Skin Sensitization
e) Germ Cell Mutagenicity
f) Carcinogenicity
g) Reproductive Toxicology
h) Target Organ Systemic Toxicity - Single Exposure
i) Target Organ Systemic Toxicity - Repeated Exposure
j) Aspiration Toxicity

Environmental Hazard

a) Hazardous to the Aquatic Environment
    a. Acute aquatic toxicity
    b. Chronic aquatic toxicity
        i. Bioaccumulation potential
        ii. Rapid degradability Hazardous to the Aquatic Environment

Label – an appropriate group of written, printed or graphic information elements concerning a hazardous product, selected as relevant to the target sector(s), that is affixed to, printed on, or attached to the immediate container of a hazardous product, or to the outside packaging of a hazardous product.

Physical Hazards – a chemical that acts outside the body to produce a dangerous situation. Flammable or explosive chemicals pose physical hazards.

b) Explosives
c) Flammable Gases
d) Flammable Aerosols
e) Oxidizing Gases
f) Gases Under Pressure
g) Flammable Liquids
h) Flammable Solids
i) Self-Reactive Substances
j) Pyrophoric Liquids
k) Pyrophoric Solids
l) Self-Heating Substances
m) Substances which, in contact
n) with water emit flammable gases
o) Oxidizing Liquids
p) Oxidizing Solids
q) Organic Peroxides
r) Corrosive to Metals

Precautionary statement – a phrase (and/or pictogram) that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous product, or improper storage or handling of a hazardous product. Product identifier means the name or number used for a hazardous product on a label or in the SDS. It provides a unique means by which the product user can identify the substance or mixture within the particular use setting (e.g. transport, consumer or workplace).

Pictogram – a graphical composition that may include a symbol plus other graphic elements, such as a border, background pattern or color that is intended to convey specific information.

- Oxidizers

- Flammables
- Self Reactives
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Organic Peroxides

- Explosives
- Self Reactives
- Organic Peroxides

- Acute toxicity (severe)

- Corrosives

- Gases Under Pressure

- Carcinogen
- Respiratory Sensitizer
- Reproductive Toxicity
- Target Organ Toxicity
- Mutagenicity
- Aspiration Toxicity

- Environmental Toxicity

- Irritant
- Dermal Sensitizer
- Acute toxicity (harmful)
- Narcotic Effects
- Respiratory Tract
- Irritation

Responsible Party – someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary

Safety Data Sheet (SDS) – 16 section format written or printed material concerning a hazardous chemical produced by the manufacturer of chemicals.

UNCETDG/GHS – United Nations Committee of Experts on the Transport of Dangerous Goods and on the Globally Harmonized System of Classification and Labelling of Chemicals.

Use – to package, handle, react, emit, extract, generate a byproduct, or transfer

5.0 Requirements

5.1 Written Program

As an Addendum, shall develop a specific written Hazard Communication Program addressing the requirements of 5.2 through 5.8. (Reference Appendix 22-F for a general outline of a Hazard Communication Program).

This hazard communication plan and all Safety Data Sheets (SDS) are to be included in the site-specific Injury and Illness Prevention Plan (IIPP) located at each worksite in a binder or on computers as long as the employees have immediate access to the information without leaving their work area when needed.

An evaluation of the written Hazard Communication Program shall be conducted at least annually or during the extent of the project, by the Safety Manager.

5.2 Hazard Communication (HAZCOM) Coordinator

A HAZCOM Coordinator shall be a designated person or the senior person at any work site.

The HAZCOM Coordinator shall be knowledgeable in all aspects of the OSHA Hazard Communications Standard.

5.3 Hazard Determination and Chemical Inventories

The HAZCOM Coordinator shall be informed of all chemicals introduced or removed from the work location.

Master chemical SDS inventories shall be kept current.

5.4 GHS Labeling of Containers Containing Hazardous Products

All containers received for use which contain hazardous products shall:

- be clearly labeled in English as to the contents and have a corresponding SDS
- Include the product name and identifier
- Have signal word
- Have corresponding pictogram(s)
- Have hazard statement
- Have precautionary statement and corresponding pictogram
- Have manufacturer information, including name, address and emergency contact information

Portable containers into which hazardous chemicals are transferred from labeled containers and which are intended only for the immediate use by the employee performing the transfer need not required a GHS label. <u>Under no circumstances are containers, intended for use with food or drink, allowed to be utilized for chemicals</u>.

Portable containers into which hazardous chemicals are transferred from labeled containers and which are intended for extended use, must display a proper GHS label. Labels must be in English, legible and not removed or defaced by employees.

Containers with hazardous materials must not be transported without a required GHS label.

5.5 Safety Data Sheets (SDS)

Each chemical that falls under this standard must have a current SDS located at the site where materials are being used.

The most current SDS available shall be utilized.

A master set of SDSs shall be maintained at the main office. Site-Specific SDS books shall be maintained at the jobsite and be available to all employees upon request.

SDS's for a specific work area shall be established, maintained and made available to employees in designated, readily-available locations within these areas. Such compilations can be unique to the work area, e.g. sets for Service Technicians on vehicles, tool rooms, shop areas, long-term service site, etc.

5.6 Employee information and training

During orientation, employees shall receive the following information and training:

- The requirements and details of the written Hazard Communication Program
- Location of operations in their work area where hazardous chemicals are present
- The location and availability of the written Hazard Communication Program and Safety Data Sheets (SDS)
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area
- Physical and health hazards of the chemicals in their work area
- Measures taken to protect them from these hazards including any specific control procedures implemented to protect from exposure

As new chemicals are introduced to the work area, further training is required as follows:

- Location of operations in their work area where such new chemicals will be present
- Methods and observations that may be used to detect the presence or release of such new chemicals in the work area
- Physical and health hazards of such chemicals
- Measures that can be taken for protection from such chemicals applying OSHA's hierarchy of controls

Information is to be presented in English. As a Union supplier all current employees provided by local unions understand and comprehend English. Should information be required in other formats, contact the Environmental Health & Safety Department.

5.7 Owner, Contractor and multi-employer worksites shall:

- Abide by the applicable provisions of Federal, State and local Hazard Communication and "Right-to-Know" laws

- Maintain a copy of the Sunbelt Controls Hazard Communication Program and applicable Safety Data Sheets (SDS) in a readily accessible area and will permit access to subcontractor employees
- Provide Safety Data Sheets (SDS) information for all chemicals used or stored in the work area and all applicable procedures/precautions for handling and proper use as referenced in 5.6. Certify compliance with all provisions of Federal, State and local Hazard Communication and "Right-to-Know" laws and employee training requirements

5.8 Non-Routine Tasks

Hazard Communication plans for non-routine tasks shall include:

- The method used to identify the hazards of non-routine tasks
- The methods used to inform employees of these hazards
- A description of special procedures required for hazardous non-routine tasks
- Measures to be taken for protection from such chemicals applying OSHA's hierarchy of controls

6.0 Responsibilities

The HAZCOM Coordinator is responsible for:

- Chemical inventory
- Hazard evaluations
- Safety Data Sheet (SDS) procurement and maintenance
- Training
- Written program administration

The employee is responsible to:

- Read and follow all label directions
- Report the use of new chemicals brought on site
- Promptly report concerns

7.0 Proposition 65

- Proposition 65 requires the State to publish a list of chemicals known to cause cancer or birth defects or other reproductive harm. This list, which must be updated at least once a year, has grown to include approximately 800 chemicals since it was first published in 1987.
- Proposition 65 requires businesses to notify Californians about significant amounts of chemicals in the products they purchase, in their homes or workplaces, or that are released into the environment. By providing this information, Proposition 65 enables Californians to make informed decisions about protecting themselves from exposure to these chemicals. Proposition 65 also prohibits California businesses from knowingly discharging significant amounts of listed chemicals into sources of drinking water.
- Businesses are required to provide a "clear and reasonable" warning before knowingly and intentionally exposing anyone to a listed chemical. This warning can be given by a variety of means, such as by labeling a consumer product, posting signs at the workplace, distributing notices at a rental housing complex, or publishing notices in a

newspaper. Once a chemical is listed, businesses have 12 months to comply with warning requirements.

8.0 References

- Title 8 of the California Code of Regulations, Section 5194
- Title 8 of the California Code of Regulations, Section 1529
- Title 8 of the California Code of Regulations, Section 5150
- Title 27 of the California Code of Regulations, Section 25249.5
- Globally Harmonized System of Classification and Labelling of Chemicals (GHS, Rev.5)
- OSHA 29 CFR 1910.1200
- OSHA 29 CFR 1926.59