

HAZARD COMMUNICATION WRITTEN PROGRAM

This program has been prepared to comply with the requirements of the Federal OSHA standard 1926.59 and to insure that the information necessary for the safe use, handling and storage of hazardous chemicals is provided to and made available to employees.

This program includes guidelines on identification of chemical hazards and the preparation and proper use of containers labels, placards and other types of warning devices.

A. CHEMICAL INVENTORY:

1. National Coating & Mfg., Inc.
Maintains an inventory of all known chemicals in use on the work site. A chemical inventory list is available from the Field Accountant.
2. Hazardous chemicals brought onto the work site by National Coating and Mfg., Inc. will be included on the hazardous chemical inventory list.

B. CONTAINER LABELING:

1. All chemicals on site will be stored in their original or approved containers with proper label attached, except small quantities for immediate use. Any container not properly labeled should be given to the Superintendent for labeling or proper disposal.
2. Workers may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container or to the superintendent for proper handling.
3. No unmarked containers of any size are to be left in the work area unattended.
4. National Coating & Mfg., Inc. will rely on manufacturer applied labels whenever possible, and will ensure that these labels are maintained. Containers that are not labeled or on which the manufacturer's label has been removed will be relabeled.
5. National Coating & Mfg., Inc. will insure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

C. MATERIAL SAFETY DATA SHEETS (MSDS)

1. Employees working with a hazardous chemical may request a copy of the Material Safety Data Sheet (MSDS). Requests for MSDS should be made to the Personnel Administrator in the office.
2. MSDS should be available and standard chemical reference may also be available on the site to provide immediate reference to chemical safety information.
3. An emergency procedure to gain access to MSDS information will be established.

D. EMPLOYEE TRAINING:

Employees will be trained to work safely with hazardous chemicals. Employee training will include:

- (1) Methods that may be used to detect the release of a hazardous chemical(s) in the workplace
- (2) Physical and health hazards associated with chemicals
- (3) Protective measures to be taken
- (4) Safe work practices, emergency responses and use of personnel protective equipment
- (5) Information on the Hazard Communication Standard including
 - Labeling and warning systems, and
 - An explanation of Material Safety Data Sheets

E. PERSONNEL PROTECTIVE EQUIPMENT (PPE)

Required PPE is available from the Superintendent. Any employee found in violation of PPE requirements may be subject to disciplinary actions up to and including discharge.

F. EMERGENCY RESPONSE

1. Any incident of over-exposure or spill of a hazardous chemical/substance must be reported to the Superintendent at once.
2. The foreman or the immediate supervisor will be responsible for insuring that proper emergency response actions are taken in leak/spill situations.

G. HAZARDS OF NON-ROUTINE TASKS

1. Supervisors will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.
2. Review of safe work procedures and use of required PPE will be conducted prior to the start of such tasks. Where necessary, areas will be posted to indicate the nature of the hazard involved.

H. INFORMING OTHER EMPLOYERS:

1. Other on-site employers are required to adhere to the provisions of the Hazard Communication Standard.
2. Information on hazardous chemicals known to be present will be exchanged with other employers. Employers will be responsible for providing necessary information to their employees.
3. Other on-site employers will be provided with a copy of National Coating & Mfg., Inc.'s Hazard Communication Program.

I. POSTING

National Coating & Mfg., Inc. has posted information for employees at this job site on the Hazard Communication Standard. This information can be found at the job shack.

