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			Initial Issue Date	1992
			Revision Date:	Jan 1, 2017
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Purpose

This program has been prepared to comply with the requirements of the Federal OSHA standard 1910.1200 and 1926.59 and to insure that information necessary for the safe use, handling and storage of hazardous chemicals is provided to and made available to employees.

OSHA has amended the Hazard Communication Standard (29 CFR 1910.1200) to align its requirements with the Globally Harmonized System for the Classification and Labeling of Chemicals, or GHS. The GHS amendments to HazCom preserve the employee information and training requirements under the pre-GHS standard. There are additional employee training requirements under the GHS amendment.

1. By December 1, 2013, employers must train employees to:
 - Read and interpret GHS compliant labels
 - Read and interpret SDS
 - Add training about hazards of simple asphyxiation, combustible dust, pyrophoric gas, and hazards not otherwise classified (if applicable)
2. By June 1, 2016, employers must update their Hazard Communication Program and provide additional employee training for new identified physical and health hazards.

Chemical Inventory – See attached list

SESAC maintains an inventory of all known chemicals in use in the work place. A chemical inventory list is available from your supervisor.

Hazardous chemicals brought into SESAC will be included on the hazardous chemical inventory list.

Chemical inventory lists will be maintained and located at the main office.


The chemical inventory list will include a system that will match each chemical to a corresponding number on the Safety Data Sheet (SDS).

Container Labeling

All chemicals on site will be stored in their original or approved containers with a proper label attached, except small quantities for immediate use. Any container not properly labeled should be given to your foreman for labeling or proper disposal.

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 your supervisor for proper handling.

No unmarked containers of any size are to be left in the work area unattended. SESAC 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. Troy Clark or his designee will ensure that each container is

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labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

GHS labels will be used. The labels must contain the following:

1. The Product Identifier
 - Code
 - Product Name
2. The Supplier Identification
 - Company Name
 - Address
 - Emergency Phone Number
3. The Signal Word
 - Danger
 - Warning
4. Hazard Communication Standard (HCS) pictograms

These nine hazard classes break down into three categories

- Physical Hazards
- Health Hazards
- Environmental Hazards

5. Hazard Statements

Examples of Hazards Statements










- “Fatal if swallowed”
- “Toxic in contact with skin”
- “Causes severe skin burns and eye damage”
- “Extremely flammable material”
- “Contains gas under pressure may explode if heated”


6. Precautionary Statements

There are four types of precautionary statements

- Prevention
- Response in case of accidental spillage or exposure
- Storage
- Disposal


HCS Pictograms and Hazards

Health Hazard  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	Flame  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self Reactives • Organic Peroxides 	Exclamation Mark  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  <ul style="list-style-type: none"> • Gases under pressure 	Corrosion  <ul style="list-style-type: none"> • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals 	Explosion Bomb  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  <ul style="list-style-type: none"> • Oxidizers 	Environment (Non-Mandatory)  <ul style="list-style-type: none"> • Aquatic Toxicity 	Skull and Crossbones  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

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Labeling information will be compared routinely between old and new products and shipments. Troy Clark or his designee will review and update labeling information as necessary.


SAMPLE LABEL

<p style="text-align: center;">PRODUCT IDENTIFIER</p> <p>CODE _____ Product Name _____</p> <p style="text-align: center;">SUPPLIER IDENTIFICATION</p> <p>Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____</p> <p style="text-align: center;">PRECAUTIONARY STATEMENTS</p> <p>Keep container tightly closed. Store in cool, well ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measure against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear Protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Disposae of in accordance with local, regional, national, international regulations as specified.</p> <p>In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.</p> <p>First Aid If exposed call Poison Center. If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	<p style="text-align: center;">HAZARD PICTOGRAMS</p> <div style="text-align: center;">  </div> <p style="text-align: center;">SIGNAL WORD Danger</p> <p style="text-align: center;">HAZARD STATEMENT Highly flammable liquid and vapor. May cause liver and kidney damage.</p> <p style="text-align: center;">SUPPLEMENTAL INFORMATION</p> <p>Directions for use _____ _____</p> <p>Fill weight: _____ Lot Number _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____</p>
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Safety Data Sheets

The SDS replaces the MSDS. The GHS compliant SDS is composed of sixteen sections. The information it presents may be more complete than what we are used to in the old MSDS, and it's better organized. The SDS format is as follows:

1. Identification of the substance or mixture and the supplier
2. Hazards identification
3. Composition/information on ingredients
4. First Aid measures
5. Firefighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure controls/personal protection
9. Physical and chemical properties
10. Stability and reactivity

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11. Toxicological information
12. Ecological Information (non-mandatory)
13. Disposal Considerations (non-mandatory)
14. Transport Information (non-mandatory)
15. Regulatory Information (non-mandatory)
16. Other information, including date of preparation or last revision

Troy Clark or his designee will be responsible for obtaining and maintaining SDS sheets. If SDS sheets are not supplied with first shipments, Troy Clark or his designee will contact the manufacturer or supplier to obtain the SDS sheets.

Employees working with a hazardous chemical may request a copy of the safety data sheet (SDS). Requests for SDS's should be made to your supervisor or to the office.

SDS sheets and standard chemical references may also be available to provide immediate reference to chemical safety information.

SDS sheets will be maintained as part of SESAC' complete HazCom program at the main office. HazCom programs will be kept in folders that are clearly marked "HazCom Program".

Employee Training

Employees will be trained to work safely with hazardous chemicals in the workplace.

Troy Clark or his designee will be responsible for conducting training of the HazCom program.


Training will be administered through classroom instruction, jobsite safety meetings, and by audiovisual and/or computer interactive learning.

Employees will be provided with training on hazardous chemicals in their work area and updated whenever new chemicals are introduced into that work area.

Employees shall be informed of the requirements of this standard, any operations in their work area where hazardous chemicals are present and the location and availability of the written HazCom program including the chemical inventory sheet and the accompanying SDS.

Training shall also include:

1. Methods that may be used to detect a release of hazardous chemical(s) in the workplace.
2. Physical and health hazards associated with chemicals in the work area.
3. Protective measures to be taken.
4. Safe work practices, emergency response and use of personal protective equipment.

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5. Information on the Hazard Communication Standard including GHS labeling and warning systems, and an explanation of Safety Data Sheets.
6. New employees will be provided with HazCom training as part of SESAC' overall employee orientation program. This training will be given by management personnel and may consist of a combination of classroom training along with the use of audio/visual and/or computer interactive learning.
7. When new hazards are introduced into the workplace, employees will be trained by their supervisor. In all cases, SDS sheets will be reviewed prior to exposure to any chemical or hazardous material.

Personal Protective Equipment (PPE)

The employer is responsible for requiring the wearing of personal protective equipment in all operations where there is an exposure to hazardous conditions or where this part (OSHA Standard) indicates the need for using such equipment to reduce the hazards to the employees.

All employees will be instructed to use the kinds and types of PPE as recommended in the SDS.

Those employees found to be in violation of this Company policy may be subject to disciplinary action up to and including termination, depending on the nature and seriousness of the violation.

The use of respirators requires specialized training in the proper selection, fit, use and care of the respirator prior to use. Medical evaluations must also be performed on each employee intending to use respirators in the workplace. No employee shall use a respirator until such training and medical evaluation has been completed and documented.

Emergency Response

Any incident of overexposure or spill of a hazardous chemical/substance must be reported to your supervisor at once.


The supervisor will be responsible for ensuring that proper emergency response actions are taken in leak/spill situations.

SDS's contain instructions for handling leaks and spills. Be familiar with these instructions before attempting to contain a spill or leak. Overexposure can result. When in doubt, refer to the emergency response telephone numbers on the front of the SDS sheet. Emergency assistance can be received 24 hours a day in most cases.

Hazards of Non-Routine Tasks

Supervisors will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.

Review of safe work procedures and use of required PPE will be conducted prior to the start of such tasks.

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SDS relative to the task will be made available to the employees involved.

Informing Other Employers

Other on-site employers are required to adhere to the Hazard Communication Standard.

Information on hazardous chemicals introduced to the jobsite by SESAC will be exchanged with other employers. Other employers in turn, will be responsible for providing necessary information to our employees.

A copy of the HazCom program will be submitted for display in a centrally located and agreed upon location. Other employers and their employees will be advised of this location. The location of other employer's HazCom programs and/or SDS must be obtained by our supervisors as well.

This information will be made available to other employers and their employees, prior to start up of operations in the facility.

Posting Requirements

The Hazard Communication Standard and complete HazCom Program of this company will be posted and remain available at all times.

It is the employer's responsibility to ensure that all employees have access to and know the location of the HazCom program at all times.