

## **Hazard Communication**

### **PURPOSE**

The purpose of the Hazard Communication program is to ensure the safe use of hazardous chemical substances and to comply with the requirements of OSHA HCS 2012.

### **INTRODUCTION**

In 2012, OSHA revised the Hazard Communication Standard (HCS) to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). As a result, this Hazard Communication Program (HCP) has been revised to comply with the requirements of the OSHA HCS 2012.

It spells out how Advanced Excavating Specialists and Five Rivers Construction will inventory chemicals stored and used, obtain, and use Safety Data Sheets, maintain labels on chemical substances and train employees about the hazards of chemicals they are likely to encounter on the job.

Preparation of this program indicates our continuing commitment to safety among our employees in all our locations.

- Each facility is expected to follow this program and maintain its work areas in accordance with these requirements.
- Employees, their designated representatives, and government officials must be provided with copies of this program upon request.
- In addition to the program, other information required as part of our hazard communication effort is available to workers upon request.
- Asking to see this information is an employee's right.
- Using this information is part of our shared commitment to a safe, healthy workplace.

### **SCOPE**

This program is applicable to all Advanced Excavating Specialists and Five Rivers Construction employees who may be exposed to hazardous chemical substances. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Advanced Excavating Specialists and Five Rivers Construction employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

### **RESPONSIBILITIES**

Advanced Excavating Specialists and Five Rivers Construction have a written Hazard Communication program. A written hazard communication program shall be developed, implemented, and maintained at each workplace that describes how labels and other forms of warning, safety data sheets, and employee information will be met.

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**Hazard Communication**

**Safety Manager or Designee**

The Safety Manager, or designee, is responsible for administering the hazard communication program.

This person is also responsible for:

- Reviewing the potential hazards and safe use of chemicals.
- Maintaining a list of all hazardous chemicals and a master file of SDSs.
- Ensuring that all containers are labeled, tagged, or marked properly.
- Providing new-hire and annual training for employees.
- Maintaining training records.
- Identifying hazardous chemicals used in nonroutine tasks and assessing their risks.
- Informing outside contractors who are performing work on Advanced Excavating Specialists and Five Rivers Construction property about potential hazards.
- Reviewing the effectiveness of the hazard communication program and making sure that the program satisfies the requirements of all applicable federal, state, or local hazard communication requirements.

**Employees**

- Employees are responsible for following the requirements in the Hazard Communication Program.
- Any employee who transfers any material from one container to another is responsible for labeling the new container with all required information.
- All employees are responsible for learning the requirements of this section and for applying them to their daily work routine.
- Identifying hazards before starting a job.
- Reading container labels and SDS's.
- Notifying the supervisor of torn, damaged or illegible labels or of unlabeled containers.
- Using controls and/or personal protective equipment provided by Advanced Excavating Specialists and/or Five Rivers Construction to minimize exposure.
- Following Advanced Excavating Specialists and Five Rivers Construction instructions and warnings pertaining to chemical handling and usage
- Properly caring for personal protective equipment, including proper use, routine care and cleaning, storage, and replacement.
- Knowing and understanding the consequences associated with not following Advanced Excavating Specialists and Five Rivers Construction policy concerning the safe handling and use of chemicals.
- Participating in Advanced Excavating Specialists and Five Rivers Construction training.

**PROCEDURE**

**List of Hazardous Chemicals**

An inventory/list of hazardous chemicals is maintained. An inventory of all hazardous chemicals used by Advanced Excavating Specialists and Five Rivers Construction should be maintained. Each chemical on the list should have the same name as shown on its corresponding Safety Data Sheet (SDS).

## **Hazard Communication**

The Hazardous Chemical List is updated as necessary and at least annually by the Safety Manager or their designee. The Hazardous Chemical List must be available for review upon request.

### **Safety Data Sheets (SDS)**

Safety Data Sheets (SDS) are obtained for all hazardous chemicals. Chemical manufacturers are responsible for developing SDS's. Advanced Excavating Specialists and Five Rivers Construction shall have an SDS for each chemical used.

The purchasing of any potentially hazardous chemical products from any supplier that does not provide an appropriate Safety Data Sheet in a timely fashion is prohibited.

Safety Data Sheets (SDS) are readily available to employees. SDS's shall be maintained and readily accessible in each work area. SDS's can be maintained at the primary work site. However, they should be available in case of an emergency. SDS's must be made available, upon request, to employees, their designated representatives, the Assistant Secretary, and the Director.

The Safety Data Sheet must be kept in the SDS library for as long as the chemical is used by the facility.

Electronic access (telephone, fax, internet, etc.) may be used to acquire and maintain SDS libraries and archives.

The Safety Manager is responsible for seeing that the Chemical Inventory List is maintained, is current and is complete. He/she will review the Chemical Inventory List at least annually. When a hazardous material has been permanently removed from the workplace, its SDS is to be removed from the Chemical Inventory List.

SDS's for hazardous materials to which Advanced Excavating Specialists and Five Rivers Construction employees have been exposed must be maintained after the employee leaves the employment of Advanced Excavating Specialists and Five Rivers Construction.

### **Methods to be Used to Inform Employees of the Hazards of Non-Routine Tasks**

The methods that Advanced Excavating Specialists and Five Rivers Construction will use to inform employees of the hazards of non-routine tasks (i.e., the cleaning of reactor vessels, etc.) and the hazards associated with chemicals contained in unlabeled pipes in their work areas include:

- Conducting a Job Hazard Analysis (JHA).
- Employees will be advised of methods and special precautions, PPE and the hazards associated with chemicals and the hazards associated with chemicals contained in unlabeled pipes in their work areas.
- In the unlikely event that such tasks are required, the supervisor, or designee, will provide a SDS for the involved chemical.

## **Hazard Communication**

### **The Use and Care of Labels and Other Forms of Warning**

Containers of hazardous chemicals are labeled. Container labels should contain the following information:

- Product identifier.
- Signal word.
- Hazard statement.
- Pictogram(s).
- Precautionary statement(s)
- Name, address and telephone number of the chemical manufacturer, importer, or other responsible party.

The Safety Manager will ensure that all hazardous chemicals used or stored in the facility are properly labeled.

Damaged labels or labels with incomplete information should be reported immediately.

Workplace labels or other forms of warning will be legible, in English and prominently displayed on the container or readily available in the work area throughout each work shift.

If employees speak languages other than English, the information in the other language(s) may be added to the material presented as long as the information is presented in English as well.

Advanced Excavating Specialists and Five Rivers Construction will use the GHS labeling system for secondary containers.










Portable containers into which hazardous chemicals are transferred from labeled containers and that are intended for the immediate use of the employee who performs the transfer do not require a label.

If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled.


Chemical received from vendors that are not properly labeled must be rejected.

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Pictograms and Hazards

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

Example Label

|   |  |
|---|--|
| <p>HS85<br/>Batch number: 85L6543</p>  <p><b>Warning</b><br/>Harmful if swallowed</p> <p>Wash hands and face thoroughly after handling. Do not eat, drink or smoke when using this product. Dispose of contents/container in accordance with local, state and federal regulations.</p> <p><b>First aid:</b><br/>If swallowed: Call a doctor if you feel unwell. Rinse mouth.</p> <p>GHS Example Company, 123 Global Circle, Anyville, NY 130XX <span style="float: right;">Telephone (888) 888-8888</span></p> |  |
|---|--|

## **Hazard Communication**

### **Multi-Employer Job Sites and/or Multi Work Site**

Chemical information is provided to employees on multiple worksites or multiple employer worksites.

The following specific methods for providing other employer information concerning hazardous chemicals at job sites, methods of providing SDS sheets, methods of precautionary measures to be taken and methods of providing information on labeling systems:

#### **Multi-Work Sites**

Where employees must travel between workplaces during a work shift (multi job sites), the written program may be kept at a primary job site. If there is no primary, then the program should be sent with employees.

#### **Multi-Employer Job Sites**

A pre-job briefing shall be conducted with the contractor prior to the initiation of work on the site.

- During this pre-job briefing, contractors shall notify Advanced Excavating Specialists and/or Five Rivers Construction and present current copies of Safety Data Sheets and label information for every hazardous chemical brought on-site.
- Advanced Excavating Specialists and Five Rivers Construction shall notify and provide required SDS's and label information for all hazardous chemicals the contractor may encounter on the job.
- The facilities labeling system and any precautionary measures to be taken by the contractor during normal conditions and emergencies shall be addressed.
- By providing such information to other employers, Advanced Excavating Specialists and Five Rivers Construction do not assume any obligations that other employers have for the safety of their employees.

**Hazard Communication**

**TRAINING**

Employees are provided with information and training on the hazardous chemicals they may be exposed to. Employees shall be provided with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.

Additional training will be provided whenever a new chemical hazard is introduced into the work area. To reinforce the importance of handling chemicals properly when performing new or non-routine tasks supervisors will conduct supplementary training as needed.

Formal training will be conducted by facility employees or individuals who are knowledgeable in the Hazard Communication program.

The Hazard Communication Program documented training shall, as a minimum, include:

- Requirements of the OSHA Hazard Communication Standard 29 CFR 1926.59 (Construction Industry).
- Operations in the work area where hazardous chemicals are present.
- Location and availability of the hazard communication program, chemical inventory list and SDS's.
- Methods and observations used to detect the presence or release of a hazardous chemical in the work area, such as monitoring devices, visual appearance or odor of hazardous chemicals when being released.
- Explanation of the labels received on shipped containers.
- Explanation of the workplace labeling system.
- Explanation of the SDS, including order of information and how employees can obtain and use the appropriate hazard information.

The Manager shall ensure records of employee training are maintained.

**IMPLEMENTATION REQUIREMENTS PER OSHA**

| <b>Effective Completion Date</b>                                | <b>Requirement(s)</b>  | <b>Who</b>   |
|---|--|--|
| December 1, 2013  | Train employees on the new label elements and safety data sheet (SDS) format.  | Employers  |
| June 1, 2015*<br>December 1, 2015                               | Compliance with all modified provisions of this final rule, except:<br>The Distributor shall not ship containers labeled by the chemical manufacturer or importer unless it is a GHS label | Chemical manufacturers, importers, distributors and employers  |
| June 1, 2016  | Update alternative workplace labeling and hazard communication program as necessary, and provide additional employee training for newly identified physical or health hazards.             | Employers  |
| Transition Period to the effective completion dates noted above | May comply with either 29 CFR 1910.1200 (the final standard), or the current standard, or both   | Chemical manufacturers, importers, distributors, and employers |