

## **Winning Wheels Hazard Communication Standard**

### **Hazard Communication Program**

#### **1. Policy**

To ensure that information about the dangers of all hazardous chemicals used by Winning Wheels is known by all affected employees, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All departments of this company will participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available in the Human Resource office for review by any interested employee and at [www.winningwheels.com](http://www.winningwheels.com)

The safety coordinator is the program coordinator, with overall responsibility of the program, including reviewing and updating this plan as necessary.

#### **2. Container Labeling**

The safety coordinator and housekeeping supervisor will verify that all containers received for use will be clearly labeled as to the contents, with the appropriate hazard warning, and list the manufacturers name and address.

The safety coordinator and housekeeping supervisor in each department will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see the safety coordinator and/or the housekeeping supervisor.

#### **3. Material Safety Data Sheets (MSDS)**

The housekeeping supervisor is responsible for establishing and monitoring the company MSDS program. The housekeeping supervisor will ensure that procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. The housekeeping supervisor will see that any new information is communicated to affected employees. The procedure below will be followed when an MSDS is not received at the time of the initial shipment.

Copies of the MSDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in the employee break room and maintenance office.

MSDSs will be readily available to all employees during each work shift. If an MSDS is not available, contact the housekeeping supervisor.

#### **4. Employee Training and Information**

The safety coordinator and/or housekeeping supervisor is responsible for the Hazard Communication Program and will ensure that all program elements are carried out.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will attend a health and safety orientation that includes the following information and training:

- An overview of the OSHA hazard communication standard
- The hazardous chemicals present at his/her work area
- The physical and health risks of the hazardous chemicals in the work area
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through the use of control procedures, work practices and Personal Protective Equipment
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels and MSDSs to obtain hazard information
- Location of the MSDS file and written Hazard Communication Program

Prior to introducing a new chemical hazard into any department of the facility, each employee in that department will receive information and training as outlined above for the new chemical hazard.

#### **5. Hazardous Non-routine Tasks**

Periodically, employees are required to perform non-routine tasks that are potentially hazardous. Examples of non-routine tasks are: confined space entry.

Prior to starting work on such projects, each affected employee will be given information by the safety coordinator about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee, and emergency procedures.

#### **6. Informing Other Employers/Contractors**

It is the responsibility of the safety coordinator to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of the safety coordinator to obtain information about hazardous chemicals used by other employers to which employees of this company may be exposed. Other employers and contractors will be provided with MSDSs for hazardous chemicals generated by this company's human resource department and safety coordinator during general orientation.

In addition to providing a copy of an MSDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by this facility.

Also, other employers will be informed of the hazard labels used by the company. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.

**7. List of Hazardous Chemicals**

A list of all known hazardous chemicals used by our employees is attached to this plan. This list includes the name of the chemical, the manufacturer, the work area in which the chemical is used, dates of use, and quantity used. Further information on each chemical may be obtained from MSDSs, located in the employee break room.

**8. Program Availability**

A copy of this program will be made available, upon request, to employees and their representatives or is available at [www.winningwheels.com](http://www.winningwheels.com).