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| HAZARD COMMUNICATION PROGRAM | | | | NO. | |
| **Statement of Purpose**  The purpose of this notice is to inform employees that Winning Wheels is complying with OSHA’s Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.120, by compiling a hazardous chemicals list, by using the MSDS’s, by ensuring that containers are labeled properly, and by providing employees with training and information.  **Responsible Person**  The responsible person for the Hazard Communication Program or “The-Right-To-Know-Law” is the environmental manager. This program will apply to operations where employees may be exposed to or are using hazardous substances under normal working conditions or under an emergency situation.  Supervisors will train employees and answer questions. With this program employees will be informed of the contents of the Hazard Communication Standard and the hazardous properties of the chemicals which they may work with or be exposed to, etc.  **Copies of this program can be obtained from Deb Strohmayer.**  **A.** **Labels and Other Forms of Warning**  1. We will ensure that chemicals are properly labeled and updated, as necessary. Labels will list the chemical identity (name), appropriate hazard warning(s), and the name and address of the manufacturer (importer or other responsible party). It is the policy of Winning Wheels to contact the responsible party if an item is not labeled properly.  2. Employees will receive training and information on the labeling requirements which are: The name of the chemical, the warning information, and the name and address of the manufacturer. Non-labeled containers should be brought to the supervisor’s attention or the office where the problem will be corrected.  **B. Material Safety Data Sheets (MSDS)**  1. An MSDS must accompany or precede the shipment of a chemical. If there is no MSDS, it is the policy of this company to contact the manufacturer (distributor). This also applies to an MSDS which is incomplete or unclear.  2. The MSDS provides employees with specific information on the chemicals they may use or be exposed to. Winning Wheels will maintain a file in the office which is available to employees upon request. A list of the chemicals will be at the back of our Hazard Communication Program. MSDS binders will be made available for each department utilizing chemicals. Chemical lists will be updated as new chemicals come in to use and will be reviewed annually. The following items will be discussed with the employees, including specific information on a chemical and how to read an MSDS:  Section 1…Chemical identity Section 5…Reactivity data  Section 2…Hazardous ingredients Section 6…Health hazards  Section 3…Physical & chemical characteristics Section 7…Precautions for sage handling & use  Section 4…Fire and explosion hazard data Section 8…Control measures | | | | | |
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| **C.** **Training & Information**  1. Workers who work with or are potentially exposed to hazardous chemicals will receive training and information on the safe use of these chemicals by a supervisor trained in their use. This training will be provided before an employee is exposed.  2. Training and information to be covered:  a. The provisions of the Hazard Communication Program (HAZCOM)  b. The location and availability of the company’s HAZCOM program, list of chemicals and the MSDSs.  c. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.  d. The physical and health hazards of the chemicals.  e. The measures employees can take to protect themselves from these hazards, including information on work practices and emergency procedures to follow when cleaning up chemical spills or leaks.  f. The use of PPE (personal protective equipment) in protecting employees. PPE available for employees at this facility include:  1) Disposable latex or vinyl gloves for routine tasks in work area.  2) Neoprene hand/arm gloves for transferring chemicals from bulk containers to quart or gallon portable containers.  3) Protective eye wear or goggles to be used when handling chemicals with the possibility of mist/spray exposure (Example: product—Foamy Q&A—acid base—used in cleaning shower ceiling and walls—sprayed on)  4) Splash apron to be worn when transferring chemicals from bulk containers to quart or gallon containers.  5) Respirator mask to be worn in dust or mist application.  6) Protective sleeves.  g. Explanation of the labeling system used by the employer, MSDSs, and the Hazardous Communication Program.  h. If the chemical is listed as a carcinogen (cancer-related agent) by OSHA, the National Toxicology Program (NTP), or the International Agency for Research on Cancer (IARC), this information must be indicated on the MSDS and passed on to the employee(s).  i. Check MSDS for SKIN absorbing chemicals – inform employee.  **Non-Routine Tasks**  If employees are required to perform hazardous non-routine tasks, such as cleaning a spray tank or vessel, etc., a special training session will be conducted to inform employees regarding chemicals to which they may be exposed and the proper precautions to take to reduce or avoid exposures, etc.  **Contractors (outside)**  Upon notification by the responsible employer, outside contractors and their employees will be advised of chemical hazards they may encounter in the normal course of their work on the property, the labeling system in use, protective measures to be taken, and the safe handling procedures to be used. Also, the supervisors trained in safety will notify the contractors and/or employees of the location and availability of MSDSs. Contractors bringing hazardous substances on the property must provide the company with the appropriate hazard information on their substances, including the labels used and the precautionary measures to be taken in working with these chemical substances. | | | | | |
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| **Emergency Procedures & First Aid**  1. Hazardous Spills – A containment system is available and located in the chemical storage area at Winning Wheels. In the event of a minor leak, the MSDS of such chemical is used to advise proper disposal.  2. Eye Contact – Eye wash stations are located in designated areas of Winning Wheels and the chemical storage areas.  3. Body Contact – Use housekeeper closets, laundry rooms, or closest shower available for washing with running water.  4. Ingestion – Notify nurse on duty of chemical ingested and consult MSDS notebook.  5. Inhalation – Notify nurse on duty of chemical inhaled and consult MSDS notebook. | | | | | |
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