

PURPOSE

All Climate Engineers and Climate River Valley employees have both a need and right to know the hazards and identities of the hazardous materials they are exposed to when working. The purpose of this program is to outline how Climate Engineers and Climate River Valley intends to inform employees of the hazardous materials around them.

SCOPE

The Hazard Communication Program establishes requirements for informing Climate Engineers and Climate River Valley employees who work with or are exposed to hazardous materials of the physical health hazards posed by those materials. This is accomplished by:

1. Identifying all hazardous materials within the facility.
2. Labeling all containers containing hazardous materials.
3. Providing Material Safety Data Sheets (MSDSs) on all hazardous materials used in the work environment.
4. Training Climate Engineers and Climate River Valley employees to recognize and interpret labels, warnings, color coding, signs, etc. that are affixed to containers so that they can properly protect themselves against potential hazards.
5. Training employees to understand the elements of the MSDS and to recognize possible risks to health and physical harm.
6. Making available this written program to any employee, upon request.
7. Training IC& E employees regarding how to recognize & work in NON-routine situations which pose a danger.

1**EMPLOYEE HAZCOM TRAINING**

Climate Engineers and Climate River Valley Safety Coordinator will oversee the Hazard Communication program and conduct task-specific training for all employees.

Training Shall be Conducted:

- Within 30 Days of Initial Assignment
- Whenever New Hazards are introduced
- Annual Review is Required

Employees must be informed of:

- Requirement of Regulations
- Any operations in their area where hazardous chemical are used
- Location and availability of MSDS and plan
- Training Must Cover:
 - Method to detect presence of release
 - Physical and Health Hazards
 - Measures for personal protection
 - Details of Climate Engineers and Climate River Valley's plan

AUTHORITY AND RESPONSIBILITY

The Climate Engineers and Climate River Valley Safety Committee has the primary responsibility and authority for the implementation and enforcement of the Hazard Communication Program and is responsible for:

OUR GOAL IS **ZERO** INJURIES IN THE WORKPLACE

- ☑ Reviewing and revising the Hazard Communication Program annually to assure compliance;
- ☑ Providing general information and training relating to Hazard Communication for affected Climate Engineers and Climate River Valley employees;
- ☑ Maintaining and updating the MSDS Program;
- ☑ Developing and implementing a universal hazardous chemical labeling system;
- ☑ Establishing emergency procedures to properly handle hazardous material releases and
- ☑ Identification of appropriate personal protective equipment (PPE).

CLIMATE ENGINEERS & CLIMATE RIVER VALLEY SUPERVISORS ARE RESPONSIBLE FOR:

- ☑ Notifying all Climate Engineers and Climate River Valley employees of the purpose and intent of the Hazard Communication Program;
- ☑ Assuring that affected employees are trained in General Hazard Communication;
- ☑ Providing department specific information and training relating to Hazard Communication for affected Climate Engineers and Climate River Valley employees; and
- ☑ Providing personal protective equipment.

AFFECTED EMPLOYEES ARE RESPONSIBLE FOR:

- ☑ Complying with the Hazard Communication Program procedures;
- ☑ Participating in the Climate Engineers and Climate River Valley General Hazard Communication training session and Department specific training sessions;
- ☑ Understanding how to read chemical labels and Material Safety Data Sheets;
- ☑ Understanding and taking necessary precautions when handling hazardous chemicals; and
- ☑ Using personal protective equipment.

INFORMATION AND TRAINING

Employees shall receive information and training on hazardous chemical 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 (i.e., flammability, carcinogenicity) or specific chemicals. Chemical-specific information shall always be available through labels and material safety data sheets. Site Supervisors shall provide all General Hazard Communication Training.

This general training program shall provide an introduction to the following:

- ☑ The requirements of the standard;
- ☑ Any operations in their work area where hazardous chemicals are present;
- ☑ The location and availability of the written Hazard Communication Program;
- ☑ The details of the Hazard Communication program including an explanation of the labeling system and the material safety data sheet and how employees can obtain and use the appropriate hazard information;
- ☑ Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
- ☑ The physical and health hazards of the chemicals in the work area; and
- ☑ The measures employees can take to protect themselves from these hazards, including work practice controls, emergency procedures and personal protective equipment.
- ☑ Department specific training shall be conducted upon employment, and whenever a new hazard is introduced into an employee's work area.

OUR GOAL IS **ZERO** INJURIES IN THE WORKPLACE

Department specific Hazard Communication Training shall include information on:

- Specific chemical hazard classes found in the work area;
- Location of the CLIMATE ENGINEERS Hazard Communication Program within the department;
- Specific location and availability of the department's Material Safety Data Sheets;
- Available PPE and appropriate emergency procedures for chemicals found within the work area as outlined by the Material Safety Data Sheets; and
- Location and availability of appropriate chemical labels.

Material Safety Data Sheets

Material Safety Data Sheets are the primary data source intended to outline the special precautions and controls necessary for handling specific hazardous chemicals. Material Safety Data Sheets are typically provided by the chemical manufacturer or chemical supplier and usually divided into several different sections, approximately 8 to 10 sections. The different sections of an MSDS may vary slightly from manufacturer to manufacturer (i.e., section titles and section order), but each MSDS shall contain the following information:

- Chemical identification;
- Physical and chemical characteristics;
- Physical hazards;
- Health hazards;
- Primary routes of entry;
- Occupation Safety and Health Administrations (OSHA's);
- Carcinogenicity;
- Generally applicable precautions for safe handling and use;
- Generally applicable control measures;
- Emergency and first aid procedures;
- Date of preparation;
- Name, address and telephone number of the chemical manufacturer; and
- Disposal procedures.

Obtaining MSDSs

Material Safety Data Sheets are readily available upon request 24 hours a day and shall be accessible by one of the following methods:

- Contacting the chemical manufacturer; or
- Contacting the distributor who sold the hazardous material to Climate Engineers or Climate River Valley.

Labeling

To ensure that appropriate information concerning the hazards of a chemical or material are accessible to employees, all containers of hazardous chemicals shall be labeled. Labels shall be legible, in English (additional languages may be included as necessary), and prominently displayed on the container. Chemical manufacturers, importers, and distributors shall ensure that every container of hazardous chemicals entering the workplace is appropriately labeled with the identity of the hazardous chemical(s) (common and/or chemical name), appropriate hazard warnings; and the name and address of the chemical manufacturer, importer or other responsible party.

If a hazardous material label in the workplace becomes damaged, illegible, or is inadvertently removed from a container, it shall be replaced immediately by the supervisor or designee.

OUR GOAL IS **ZERO** INJURIES IN THE WORKPLACE

Replacement labels shall include, at a minimum, the identity of the hazardous chemical(s) (common and/or chemical name), appropriate hazard warnings or alternatively, words, pictures, symbols or combination thereof, which provide at least the general information regarding the hazards of the chemicals.

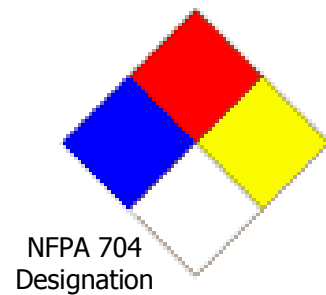
Chemicals which are transferred from the original container into a secondary container shall be identified by a label on the secondary container.

Exception: A secondary container is not required to be labeled if the material will be completely used during that employee's work shift; however, the Climate Engineers & Climate River Valley Safety Department strongly recommends that all secondary containers be labeled despite this exception.

To comply with labeling requirements, Climate Engineers & Climate River Valley has adopted the National Fire Protection Association (NFPA) labeling system.

The following colors are used to represent the hazards on the NFPA 704 label:

- Red** represents the fire hazard;
- Blue** represents the health hazard;
- Yellow** represents the reactivity hazard; and
- White** represents the specific hazard.



HEALTH	
4	Deadly: even the slightest exposure to this substance would be life threatening. Only specialized protective clothing, for these materials, should be worn.
3	Extreme Danger: serious injury would result from exposure to this substance. Do not expose any body surface to these materials. Full protective measures should be taken.
2	Dangerous: exposure to this substance would be hazardous to health. Protective measures are indicated.
1	Slight Hazard: irritation or minor injury would result from exposure to this substance. Protective measures are indicated.
0	No Hazard: exposure to this substance offers no significant risk to health.

FLAMMABILITY	
4	Flash Point Below 73°F and Boiling Point Below 100°F: this substance is very flammable, volatile or explosive depending on its state. Extreme caution should be used in handling or storing of these materials.
3	Flash Point Below 100°F: flammable, volatile or explosive under almost all normal temperature conditions. Exercise great caution in storage or handling of these materials.
2	Flash Point Below 200°F: moderately heated conditions may ignite this substance. Caution procedures should be employed in handling.
1	Flash Point Above 200°F: this substance must be preheated to ignite. Most combustible solids would be in this category.
0	Will Not Burn: substances that will not burn.

OUR GOAL IS **ZERO** INJURIES IN THE WORKPLACE

REACTIVITY	
4	May Detonate: substances that are readily capable of detonation or explosion at normal temperatures and pressures. Evacuate area if exposed to heat or fire.
3	Explosive: substances that are readily capable of detonation or explosion by a strong initiating source, such as heat, shock or water. Monitor from behind explosion-resistant barriers.
2	Unstable: violent chemical changes are possible at normal or elevated temperatures and pressures. Potentially violent or explosive reaction may occur when mixed with water. Monitor from a safe distance.
1	Normally stable: substances that may become unstable at elevated temperatures and pressures or when mixed with water. Approach with caution.
0	Stable: substances which will remain stable when exposed to heat, pressure or water.



SAFETY PROCEDURES

Most of what a Climate Engineers & Climate River Valley employee needs to know about a chemical is found on the label or on the MSDS. But in addition to checking them before any job, there are a few safety basics that apply to all chemicals.

- Follow manufacturer's instructions for chemicals and equipment.
- Follow company procedures on all jobs - no shortcuts!
- Keep chemical containers closed when not in use.
- Check containers regularly for leaks.
- Keep flammable and explosive materials away from heat sources.
- Check protective clothing to be sure there are no rips or tears before putting it on.
- Work with a buddy on any potentially hazardous job.
- Keep food, drinks, and cigarettes out of the work area.
- Wash thoroughly before eating, drinking, or smoking.
- Clean tools, equipment, and clothing that have been exposed to hazardous chemicals before they're used again.
- Dispose of all contaminated materials properly.

SPECIFIC CHEMICALS

An important part of the Climate Engineers & Climate River Valley Haz Com Program is identifying the specific chemicals which need to be addressed.

OUR GOAL IS **ZERO** INJURIES IN THE WORKPLACE

The following will be covered concerning specific chemicals:

- how to detect the presence or release of the chemical
- visual appearance or odor when being released
- monitoring devices and what they indicate
- description of the physical and health hazards of the chemical in the work area

NON-ROUTINE TASKS

Examples of hazardous non-routine tasks are:

- Entering confined spaces
- Working in a potentially explosive or toxic area

A special training session will be conducted to inform each Climate Engineers & Climate River Valley employee involved in the hazardous non-routine task. The training will include proper precautions to take to reduce or avoid exposure.

UNLABELED PIPES

Climate Engineers & Climate River Valley will inform employees of the hazards of the chemicals contained in unlabeled pipes in their work areas. Any employee, who does not know the contents of a pipe, will ask his or her supervisor.

MULTI-EMPLOYER WORKPLACES

It is the policy of Climate Engineers & Climate River Valley to provide other employers and contractors with any information concerning MSDS(s) for chemicals that their employees may be exposed to.

Climate Engineers & Climate River Valley will also relay any information concerning labels and/or emergency precautionary information.



HAZARD COMMUNICATION QUIZ

- 1) MSDS stands for:
 - A. Material Satisfaction Document Standard
 - B. Management Safety Distribution System
 - C. Material Safety Data Sheet

- 2) The Climate Engineers & Climate River Valley's MSDS book can be found in the field office trailer.

True False

- 3) There are several ways exposure to a hazardous substance can occur, they are:
 - A. Inhalation & Absorption
 - B. Injection & Digestion
 - C. All of the above

- 4) The purpose of labels on hazardous materials, or on products containing them, is to warn about potential danger.

True False

- 5) Labels which have been covered up or fallen off must be replaced.

True False

- 6) Each Climate Engineers and Climate River Valley employee has the right to know:
 - A. about the hazards they may encounter on the job.
 - B. effects of exposure to a hazardous substance.
 - C. the hazards of the chemicals contained in unlabeled pipes.
 - D. All of the above

- 7) No additional training is needed for Climate Engineers or Climate River Valley employees to enter a confined space.

True False

- 8) Consuming food in the work area can lead to a hazardous material exposure.

True False

- 9) Some of the Climate Engineers and Climate River Valley safety procedures include:
 - A. Dispose of all contaminated materials properly
 - B. Check containers regularly for leaks
 - C. Follow all manufacturer's instructions
 - D. All of the above

- 10) When working with a specific hazardous substance, special training is needed in most cases.

True False

I have been trained and understand my responsibilities concerning hazard communication

Print Name: _____ Date: _____

Instructor's Signature: _____

OUR GOAL IS **ZERO** INJURIES IN THE WORKPLACE



HAZARD COMMUNICATION QUIZ ANSWERS

- 1) MSDS stands for:
 - a. Material Satisfaction Document Standard
 - b. Management Safety Distribution System
 - c. **Material Safety Data Sheet**

- 2) The Climate Engineers & Climate River Valley's MSDS book can be found in the field office trailer.

True **False**

- 3) There are several ways exposure to a hazardous substance can occur, they are:
 - a. Inhalation & Absorption
 - b. Injection & Digestion
 - c. **All of the above**

- 4) The purpose of labels on hazardous materials, or on products containing them, is to warn about potential danger.

True **False**

- 5) Labels which have been covered up or fallen off must be replaced.

True **False**

- 6) Each Climate Engineers and Climate River Valley employee has the right to know:
 - a. about the hazards they may encounter on the job.
 - b. effects of exposure to a hazardous substance.
 - c. the hazards of the chemicals contained in unlabeled pipes.
 - d. **All of the above**

- 7) No additional training is needed for Climate Engineers or Climate River Valley employees to enter a confined space.

True **False**

- 8) Consuming food in the work area can lead to a hazardous material exposure.

True **False**

- 9) Some of the CLIMATE ENGINEERS safety procedures include:
 - a. Dispose of all contaminated materials properly
 - b. Check containers regularly for leaks
 - c. Follow all manufacturer's instructions
 - d. **All of the above**

- 10) When working with a specific hazardous substance, special training is needed in most cases.

True **False**