

United Refrigeration Incorporated Written Hazard Communication Program

INTRODUCTION AND GENERAL STATEMENT

1.01 Almost every workplace contains some substances which could pose potential health problems to employees if exposed to them in concentrations or in a manner not prescribed. URI recognizes that its employees have the right and need to know the properties and potential safety and health problems of substances to which they may be exposed. With this policy, URI intends to ensure the transmission of necessary information to employees regarding substances in the workplace, pursuant to Federal Occupational Safety and Health Act Hazard Communication Standard, 29 Code of Federal Regulations 1910.1200.

1.02 A hazardous substance is defined as any substance that is a physical hazard or a health hazard, i.e. compressed gases, explosives, flammables, oxidizers, carcinogens, toxins, irritants, or corrosives. Hazardous substances generally have a Material Safety Data Sheet (MSDS) provided by the manufacturer.

1.03 This policy is established to:

- a. Ensure compliance with the applicable state federal standard.
- b. Safeguard the health and safety of employees of URI.
- c. Create guidelines to follow for implementation and maintenance of a hazard communication program.

1.04 The Hazard Communication Program for URI shall be administered by the Manager of Environmental Health & Safety Services.

1.05 The URI Branch will be responsible for developing and maintaining their own internal procedures.

MATERIAL SAFETY DATA SHEETS

2.01 Material Safety Data Sheets (MSDS's) provide detailed information on a hazardous substance. The sheets include information such as product name (hazardous substance), chemical abstract service number(s), ingredients, physical data, fire and explosion hazard data, environmental and disposal information, health hazard data, first-aid instructions, and handling precautions.

2.02 Branch Managers must assure that MSDS's for all hazardous substances in the work place are obtained. A copy of the MSDS's must be kept in the department and be readily accessible to employees who work with the hazardous substances.

2.03 Purchase Orders for any hazardous substance, regardless of the quantity ordered, shall require that an MSDS be obtained, if not already present.

SIGNS AND LABELS

3.01 All existing labels on containers of hazardous substances must remain intact. The labels must be legible and written in English. Where labels are not present or are not legible, an appropriate label will be affixed to those containers holding the hazardous substance.

3.02 It is the responsibility of the Branch Manager to assure that each container of a hazardous substance in the workplace is marked, labeled or tagged with the...

- a. Common/trade name of the substance.
- b. Appropriate hazard warnings: Health, flammability, reactivity, and personal protective equipment.
- c. Chemical abstract service number (CAS).

3.03 Portable containers filled with hazardous chemicals transferred from a labeled storage container must be labeled if:

- a. The material is not used within the work shift of the employee making the transfer.
- b. The employee that made the transfer leaves the work area.
- c. The container is moved to another work area and is no longer in possession of the employee who filled the container.

Labels on portable containers are not required if the employee who made the transfer uses all of the contents during the work shift.

3.05 Containers used by outside service contractors shall be properly labeled with either a manufacturer's label or an HMIS label prior to the use of the hazardous substance on URI property.

3.06 Employees that work in the storeroom areas, where sealed containers of hazardous substances are received for distribution to other departments, must assure that the manufacturer's labels are not defaced or removed. If the labels are removed or defaced, follow the procedure outlined in 3.02 for replacement of the labels. In addition, if a spill or leak occurs in a container of hazardous substance, the employees should leave the area, go to a place of safety, and refer to the MSDS for assistance. MSDS's for all substances in the storeroom must be obtained and be readily accessible to employees for these substances.

EXCLUSIONS

4.01 These regulations do not apply to any substances which are foods, drugs, cosmetics, or tobacco products intended for personal consumption by the employees while in the workplace. Additionally, these regulations do not apply to any consumer products and food stuffs packaged for distribution to (and intended for use by) the general public. Consumer products are packaged and used as a normal consumer would use the product as defined in the Consumer Product Safety Act and Federal Hazardous Substances Act.

EXPOSURE

5.01 Exposure or exposed means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g. accidental or possible) exposure as referenced by the MSDS. When the employer discovers that an employee has received a potentially hazardous exposure to any substance or agent, the employer must immediately notify the employee and take such steps that may be necessary to provide medical evaluation, monitoring, or treatment. Likewise, an employee that has received a potentially hazardous exposure to a substance or agent must immediately notify the employer of such exposure.

5.04 An affected employee (or designated representative) may make a request to their Supervisor for access to copies of the appropriate MSDS's. Access to the appropriate MSDS's shall be granted within a reasonable time, place, and manner, but never later than one working day after the request for access is made. In addition, whenever an affected employee or designated representative requests a copy of the MSDS's, the Supervisor shall, within 15 days, assure that either a copy or a mechanical means to copy is provided.

5.05 An employee that has requested information as stated in section 5.04, and has not received the requested information within the specified time period, may refuse to work with the substances or refuse to work at the location for which the request was made. An employer may not discharge or initiate any adverse personnel action against any employee because the employee has exercised his/her right to the requested information. Furthermore, an employer may not request or require an employee to waive any rights under this policy. Any such waiver executed shall be null, void, and unenforceable.

5.06 Employees working in areas where exposure(s) to hazardous substances exist shall be required to perform their jobs in accordance with precautions communicated to them during training and education programs. A supervisor may take the appropriate disciplinary action when an employee does not comply with the precautionary measure this policy indicates.

5.07 The Branch Manager or designee shall be responsible for providing the following in all departmental areas having contact with hazardous substances:

- a. Chemical name of each hazardous substance.
- b. Correct labeling of each hazardous substance.
- c. Availability of any MSDS for each hazardous substance present in the immediate work area.
- d. Training and education of employees on work practices, protective measures, and emergency measures in the work place.

5.08 Periodic checks for program integrity will be made by means of an audit team comprised of personnel from the Environmental Health and Safety Office.

TRAINING

6.01 All employees of URI must receive Hazard Communication training. All employees will include temporary, and full-time personnel.

6.02 Branch Managers shall inform their employees of the requirements of the Hazard Communication Standard (cover the four stages of the program), any operations in their department where hazardous substances are used and the location and availability of the MSDS's.. In addition, the training must cover the methods used to detect the presence of a substance released and the steps to take after the release is detected, the physical and health hazards in the department, the measures and equipment used for personal protection, and the details of the written plan. The training must occur before initial assignment. Any time a new hazard is introduced into the workplace, employees must be trained on the hazard.

6.03 Training and education provided to employees and others must be documented with detailed records of training maintained by the branch. The training records must be kept for the length of employment plus 40 years. A copy of all training records must be sent to the Manager of Environmental Health and Safety.

OUTSIDE CONTRACTOR'S RESPONSIBILITIES

8.01 Any time an outside contractor brings a hazardous substance(s) into the workplace, a MSDS for the substance(s) must be received. Similarly, a MSDS for all hazardous substances in the area that the contractor will be working must be provided to the contractor. This exchange will be coordinated by whomever is granting the contract.

8.02 Service contractors whose work or materials pose a health hazard to employees shall be responsible for the training and education requirements outlined under the training section of this policy.

8.03 The above cross-training must be documented and the records must be retained in the department where the work is performed.

8.04 Outside contractors must comply with all the provisions of the Hazard Communication Standard while serving on URI property. Periodic audits will be performed to assure compliance.
