

SAFETY REQUIREMENTS AND PROCEDURES

HAZARDOUS CHEMICALS Inventory of Hazardous Chemicals

An inventory of hazardous chemicals used on each company site shall be maintained and up to date at all times. The inventory shall be maintained on the *Approved Chemicals Master List form - S-14*, and filed in the *MSDS* section of the Workplace Safety Program at each company site. No chemical can be added to the site inventory until it is approved by the CEO (see *Approval For Use* section below).

Material Safety Data Sheets (MSDS)

The function of the MSDS is to provide detailed information on a hazardous chemical including; its potential hazardous effects, its physical and chemical characteristics, and recommendations for appropriate protective measures. The MSDS must be in English and contain at least the following information:

- a. Chemical identity used on the label on the container.
- b. Physical and chemical characteristics of the hazardous chemical (such as vapor pressure, flash point, etc.).
- b. Physical hazards of the chemical, including potential for fire, explosion, and reactivity.
- c. Health Hazards of the chemical, including signs, symptoms of exposure, target organs.
- e. The primary routes of entry.
- f. Exposure limits - OSHA Permissible Exposure Limit, or ACGIH Threshold Limit Value, or other limits.
- g. Whether chemical is classified as a carcinogen.
- h. Precautions of safe handling and use - spill, leak, and disposal procedures and recommendations.
- i. Control Measures - engineering control, personal protective equipment required for handling.

Material Safety Data Sheets (MSDS) for each hazardous chemical shall be provided from the suppliers of the chemicals, the most current version of which, shall be filed in

the *MSDS* section of the *Workplace Safety Program* at each company site. Managers are not allowed to purchase or use hazardous chemicals that are not listed on the *Approved Chemicals Master List, form S-14*.

At anytime an *MSDS* is changed, a copy must be sent to the CEO to be evaluated and filed in the *MSDS* master file main office; the original being filed in the *MSDS* section of this program.

Hazard Determination and Approval for Use

An *Approved Chemicals Master List, form S-14*, shall be maintained and distributed by the CEO to the site managers and property supervisors. The list shall include all chemicals authorized to be used at the various sites, which effectively serves as a master company inventory listing. This form shall be distributed to site managers for filing in the *MSDS* section of the *Workplace Safety Program*, each time it is changed.

Hazardous chemicals not on the approved *Chemicals Master List, form S-14*, are not to be purchased or used at company sites. If a manager wishes to purchase an unauthorized chemical, he must first obtain a copy of the *MSDS* on the chemical, and then present it to the CEO through the Property Supervisor.

The CEO will review the proposed *MSDS* and if appropriate, add it to the *Approved Chemical Master List, form - S-14*. The new *MSDS* will be discussed with the property supervisors who will inform the site managers and in turn the employees of potential hazards and protection requirements for employees who will work with the chemicals.

Labeling Chemical Containers

Chemical manufacturers, importers, and distributors are required to affix labels to their products with at least the following information:

- a. Identity of the hazardous chemical.
- b. Appropriate hazard warnings.
- c. Name and address of the chemical manufacturer, importer or other responsible party.

Manufacturers labels must not be removed or defaced unless the container is immediately re-marked with the same information as above.

If necessary, property managers will acquire *hazard warning labels* for affixing to temporary use chemical containers. These labels must contain the appropriate hazard severity of the chemical. This may be difficult to determine when diluting chemicals; therefore, Site Managers should make every effort to only mix the minimum amount necessary to do the task at hand, and avoid storing diluted solutions that require labeling.

Other Chemical Requirements

- The On-Site Manager will review the MSDS with any employee who will come in contact or use a hazardous chemical, and ensure that the employee takes appropriate action as recommended or required there in.
- Employees will be provided with other appropriate personal protective equipment (gloves, goggles, respirators, etc.) whenever required or recommended by the MSDS.
- Employees will be provided with information about chemical exposure hazards; under normal work conditions, during the performance of non-routine tasks, the hazards of chemicals in unlabeled pipes, and during emergencies.

The On-Site Manager will review the MSDS with any contractors working at company sites to ensure that both company employees and contractor personnel are informed (about chemicals in use, or planned to be used on the site) so they may take appropriate action to protect their employees from chemical exposure.

GENERAL SAFETY

- Supervisors shall insist on employees observing and obeying the *Safety Requirements and Practices, Safety Rules, and Personnel Drug/Alcohol Policy*, in order to ensure the safe conduct of the workplace, and shall take such action as is necessary to obtain observance.
- Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition. See *Personnel Drug/Alcohol Policy* section of this program for further instructions and policies concerning drug/alcohol related issues.
- Work shall be well planned and supervised with sufficient time allowed in order for the job to be accomplished in a safe manner.
- No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
- The workplace shall at all times remain in compliance with local building codes and to the maximum extent possible, free of other safety concerns such as trip hazards, slip hazards, etc.
- Fire Extinguishers, a first aid kit, and all safety equipment necessary to carry out work such as respirator kits, gloves, goggles, safety glasses, lifting belts, dollies,

shall be available in the maintenance shop and/or office, and shall always be maintained in proper operating condition.

- All tools and equipment made available for work shall be maintained in good and safe condition.
- Each and every employee shall be supplied with safety glasses, leather work gloves, and a safety belt at no cost to the employee while employed. This includes replacements as needed.

EMERGENCY FIRST AID KITS

Every site shall have an Emergency First Aid Kit, which contains (at a minimum):

Towelettes - to wash hands of attending person, if the first aid kit is not located next to a sink with soap

Antiseptic - to cleanse and disinfect wound (scrapes, small cuts, etc)

Antibiotic or First Aid cream - to apply to wound before bandaging

Bandages of a variety of sizes, roller gauze, non-stick pads, tape and scissors - to cover various sizes of wounds

Burn spray - to provide pain relief from burns

Eye wash - to remove dust or particulate from the eyes

Chemical eye wash - to flush injurious corrosive materials (drain openers, etc.) from eyes, and other affected parts of the body.

Ice pack - to reduce swelling

Tweezers - to remove splinters

Epecac - to induce vomiting if poisons are ingested

Pain relievers (Ibuprofen, Aspirin, Acteminifin) - to be self chosen and self administered by the injured person, in conjunction with an accident, based on his/her own self knowledge or dispensed by medical personnel, not other employees

First Aid Handbook

911 and the numbers of the closest hospital and ambulance service should be prominently posted near all telephones. A working vehicle should be available on site

whenever employees are working to transport injured persons to a physician or hospital if necessary.

Employees are expected to provide their own medications for non-emergency situations, e.g. allergies, colds, cramps, coughs, etc., and to provide their own sunscreens, lip balms, etc.