

Hazard Communication Plan

General Information

The management staff of GCRS , Inc. is committed to the prevention of incidence or happenings which result in injury and/or illnesses; and to comply with all applicable federal and state health and safety rules. Therefore we will spare no effort in providing a safe and healthful work environment for all employees; that all levels of supervisors are accountable for the health and safety of those employees under their direction; and through this written hazard communication program share assigned responsibility to ensure performance under that responsibility.

In order to comply with OAR 437, Division 2/Z (CFR 29 1910.1200, Hazard Communication), the following written Hazard Communication Program has been established for GCRS , Inc.

All company divisions and sections are included in this program. The written program will be available to all employees and located in the Safety program for review.

Procedures

Container Labeling:

The Safety Supervisor will verify that all containers received for use will:

1. Clearly and legibly state the name of the chemical,
2. Note the appropriate hazard warning, and
3. List the manufacturer's name and address.

It is the policy of GCRS , Inc. that no container will be released for use until the above information is verified present and adequate.

The supervisor in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the "central stores" generic labels which identify the chemical and lists appropriate hazard warning.

Questions about proper labeling requirements should be addressed to your immediate supervisor.

Material Safety Data Sheets (MSDS)

Copies of MSDSs for all hazardous chemicals to which company employees may be exposed will be kept in the company office and are available on each job site in the trailer. MSDSs will be readily available to all employees in their work area for review during each work shift. Hazardous chemicals will not be used until an MSDS (or appropriate MSDS information) is available and employees are trained. If an MSDS is missing for a hazardous chemical in use, immediately contact your supervisor.

Employee Information and Training

Prior to starting work, each new company employee will attend safety and health training to include the following:

1. Overview of hazard communication program requirements.
2. Hazardous chemicals present in the workplace.
3. Location and availability of the written hazard communication program.
4. Physical and health effects of hazardous chemicals.
5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
6. How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.
7. Steps the company has taken to reduce or prevent exposure to these chemicals.
8. Safety emergency procedures to follow if the employee is exposed to these chemicals.
9. How to read labels and review MSDSs to obtain appropriate hazard information.

Hazardous Chemicals List

The following is a list of known hazardous chemicals presently being used by company employees. More information on each chemical is available by reviewing MSDSs.

<u>Hazardous Chemicals</u>	<u>Work Processes/Location</u>
Elmers Wood Glue	Finish Carpentry
Liquid Nails	Cabinet Installation
Chlorine Bleach	Janitors Closet

(Note: The hazard communication rules only require a list of all hazardous chemicals. However, it's felt that identifying the location and process will help you in carrying out the full program.)

Hazardous Non-routine Tasks

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee will be given information by their section supervisor about the hazardous chemicals to which they may be exposed during such activity. This information will include:

1. Specific chemical hazards.
2. Protective/safety measures the employee must take.
3. Measures the company has taken to reduce the hazards, including ventilation, respirators, presence of co-workers, and emergency procedures.

Examples of non-routine tasks performed by employees of this company include:

(List task and hazardous chemical.)

Task	Chemical

Informing Contractors

It is the responsibility of GCRS , Inc. to provide contractors (with employees) the following information:

1. Hazardous chemicals to which they may be exposed while on the job site, and the procedure for obtaining MSDSs.

2. Precautions employees may take to lessen the possibility of exposure, by using appropriate protective measures, and an explanation of the labeling system used.

It is the responsibility of GCRS , Inc. to identify and obtain MSDSs for the chemicals the contractor is bringing into the workplace.

Annual Review by: _____ Date: _____
Approved by: _____ Date: _____