



HAZARDOUS COMMUNICATION PROGRAM  
(Per, OSHA Re. 19190.1200)

General information

In order to comply with the Occupational Health and Safety Standard, 19190.1200, Hazard communication, the following written Hazard communication program has been established for Industrial Polymers, Inc.

All division and section of the company are included within this program. The written program will be available in the bookkeeping office for review by any interested employee.

Industrial Polymers will meet the requirement of this rule as follows:

1. CONTAINER LABELING

The supervisor will verify that all containers received for use will:

- \*Be clearly labeled as to the contents
- \*Note the appropriate hazard warning
- \*List the name and address of the manufacturer/importer/pr responsible party

It is the policy of this company that no container will be released or used until the available data is verified

The supervisor Crispin Correa in 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 with have a block for identity and blocks for the hazard warning. For help with labeling, please see our safety health officer, Carl Boddie

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## 2. MATERIAL SAFETY DATA SHEETS

Copies of MSDS's for all hazardous chemicals to which employees of this company may be exposed will be kept in the Bookkeeping Office and may be requested at anytime. MSDS's will be available to all employees in their work area for review during each work shift. If MSDS's are not available or new chemical in used do not have MSDS's, please immediately contact CARL BODDIE.

## 3. EMPLOYEE TRAINING AND INFORMATION

Prior to starting work each new employee of Industrial Polymers, Inc Will attend a health and safety orientation and will receive information Training on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Chemicals present in their workplace operations
- Location and availability of our written hazard program
- Physical and health effects of the hazardous chemicals
- Methods and observation techniques used to determine the presence or Release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazardous chemicals through Usage of control/work practices and personal protective equipment.
- Steps the company has take to lessen or prevent exposure to these chemicals
- Safety emergency procedures to follow if they are exposed to these chemicals
- How to read labels and review MSDS's to obtain appropriate hazard information.

After attending the training class, each employee will sign a form to verify that he attended the training, received written materials, and understood this company's policies on Hazard Communication. (Optional item with OSHA recommends for the employer to use to track the employee training.)

Prior to a new hazardous chemical being introduced into any section of this company, each employee of that section will be given information as outlined above. Carl Boddie is responsible for ensuring that MSDS's on the new chemicals are available.

#### 4. LIST OF HAZARDOUS CHEMICALS

The following is a list of all known Hazardous Chemicals used by employees of Industrial Polymers. Further information on each meted chemical can be obtained by reviewing Materials Safety Data Sheets located in the Bookkeeping Office.

Hazardous Chemicals	Work Processes
1. Toluene	Mixing/cleanup
2. Ethyl Acetate	Mixing/cleanup
3. Methyl ethyl Ketone	Mixing/cleanup
4. Acetone	Mixing/cleanup
5. Toluene Diisocyanate	Mixing
6. Desmondur W	Mixing
7. Ethacure 100	Mixing
8. Thorcat 535	Mixing
9. Propylene glycol Mono Methyl Ether Acetate	Coatings/Foam
10. 4'-4 Diphenylmethane diisocyanate (MDI)	Coating/Foam

#### 5. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their section supervisor about hazardous chemicals to which they may be exposed during such activity.

Hazardous Chemical	Work Process
Toluene	Clean Equipment
Methyl ethyl Ketone	Clean Equipment

This information will include:

- Specific chemical hazards
- Protective/safety measure the employee must take
- Measure the company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine task performed by employees of the company;

TASK	HAZARD CHMEICAL
None	None

#### 6. CHEMICALS IN UNLABELED PIPES

Work activities are often performed by employees in areas where chemicals are transferred through unlabeled pipes.

Prior to starting work in these areas, the employee shall contact Carl Boddie for information regarding:

- The chemical in the pipe
- Potential hazards
- Safety precautions which should be taken

#### 7. INFORMING CONTRACTORS

It is the responsibility of Carl Boddie to provide contractors (employees) with the following information;

- Hazardous chemicals to which they mat be exposed while on the job site.
- Precautions the employees may take to lessen the possibility of exposure by usage of appropriate measures.

Section (f)  
LABELS AND OTHER FORMS OF WARNING

Comments and Discussion:

Since labels and other forms of warning will be the primary initial source of warning for employees, the requirements of this section of the overall hazard communication program.

Key Provisions:

1. Chemical manufacturers, importers, and distributors must ensure that every container of hazardous chemicals leaving the workplace bears a labels specifying.
  - a. The identification of the hazardous chemical
  - b. Appropriate hazard warnings
  - c. The name and address of the chemical manufacturer, importer of other responsible party.
2. Labels affixed to containers by the manufacturer, importer, or distributor must Not conflict with the requirement of the Hazardous Materials Transportation Act.
3. Substances with specific OSHA standards must be labeled by the manufacturer, importer, or distributor in a way which includes the specific labeling requirement of that standard.

4. Employers must ensure that each container in the workplace is labeled or otherwise marked. The information must include
  - a. The identity of the hazardous chemical(s) contained
  - b. "Appropriate" hazardous warning for employee's protection.
5. Signs, placards, process sheets, batch tickets, operating procedures may be used for stationary process containers rather than individually labeling each piece of equipment.

I have read and understand the information contained within this document.

Date \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

**HAZARD COMMUNICATION PROGRAM COMPLIANCE  
DOCUMENT**

**Does your business handle hazardous chemicals or materials in the  
workplace?**

**Yes** \_\_\_\_\_

**No** \_\_\_\_\_

**If yes, continue.....**

**My business has a “Hazardous Communication Program” (Haz-  
Comm. Plan) which sets forth in written form all the requirements  
Shown below:**

**Yes** \_\_\_\_\_

**Date** \_\_\_\_\_

**Initials** \_\_\_\_\_

**1. List of Hazardous Materials**

**My business has a list of all the hazardous materials that we use,  
and we periodically update this list. All employees have access to  
this list.**

**Yes** \_\_\_\_\_

**Date** \_\_\_\_\_

**Initials** \_\_\_\_\_

**2. Warning Labels**

**All hazardous materials used in the business are properly labeled.  
All employees understand the warning labels.**

**Yes** \_\_\_\_\_

**Date** \_\_\_\_\_

**Initials** \_\_\_\_\_

**3. Material Safety Data Sheets (MSDS)**

**My business has an MSDS for every hazardous material that we use. The MSDS's are kept in a designated, accessible location for all employees to read.**

**Yes** \_\_\_\_\_ **Date** \_\_\_\_\_ **Initials** \_\_\_\_\_

**I have trained my employees on how to understand and use the information on an MSDS in order to safely handle chemicals.**

**Yes** \_\_\_\_\_ **Date** \_\_\_\_\_ **Initials** \_\_\_\_\_

**4. Training**

**All employees and on-site contractors have received training on the nature, location and handling of hazardous materials.**

**Yes** \_\_\_\_\_ **Date** \_\_\_\_\_ **Initials** \_\_\_\_\_

