



# **HAZARD COMMUNICATION PROGRAM**

## INTRODUCTION

The purpose of this program is to improve the level of information provided to employees regarding the chemicals that they may encounter during the course and scope of their work. Additionally, this written program will help ensure that Coffman Excavation is in compliance with Oregon Occupational Safety and Health rules 1910.1200. This written program includes information on labeling, availability of Material Safety Data Sheets (MSDSs), employer and employee responsibilities and employee training.

## SCOPE

This program will apply to all Coffman Excavation employees and is available at the business office. All employees will be provided information and training as specified in this program including the location and availability of the written hazard communication program.

This program does not cover consumer products which are used in the fashion that a consumer would normally use the product.

## RESPONSIBILITIES

Project Managers – Project Managers will be responsible for carrying out the Hazard Communication program in accordance with this written document.

Foremen – Foremen will be responsible for ensuring that employees are trained, that MSDSs are handled, in accordance with this program, for container labeling, and working with non-capital construction contractors to ensure program compliance.

Employees – Employees will be responsible for complying with procedures established by their supervisors to minimize potential chemical exposure and to inform their supervisor if they encounter any problems with the program or have a chemical exposure.

Safety Director – The Safety Director is responsible for administering and managing the hazard communication program, assisting department in implementing the program, maintaining the master list of MSDSs, training supervisors on the hazard communication program and consulting with Departments on program compliance.

## DEFINITIONS

"Article" – means a manufactured item which has end use function dependent in whole or part upon its shape or design during end use and does not release or otherwise result in exposure to a hazardous chemical under normal conditions of use.

"Chemical" means any element, chemical compound or mixture of elements and/or compounds.

"Hazardous chemical" – means any chemical which is a physical hazard or a health hazard.

"Health hazard" – means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur to exposed employees.

"Immediate use" – means the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

"Material Data Safety Sheet" – means written or printed material concerning a hazardous chemical which is prepared by the chemical manufacturer.

"Physical hazard" – means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

## **CHEMICAL INVENTORY**

The Safety Director will maintain a list of the hazardous chemicals known to be present at Coffman Excavation. Project Managers and Foremen will be responsible for notifying the Safety Director of new products, primarily through the submittal of the Material Safety Data Sheet (MSDS) for the new product.

## **LABELS**

Each container of hazardous chemicals in the workplace will be labeled, tagged or marked with the identity of the hazardous chemical and the appropriate hazard warning. Incoming chemical container labels will not be defaced or removed. Project Managers may choose to use their own label system, or may use the Hazardous Materials Inventory System or the National Fire Protection Agency labels and numbering system. Labels will be in English.

Secondary containers, or those portable containers into which hazardous chemicals are transferred from labeled containers, which will be for the immediate use of the employee who performs the transfer, do not require labels.

## **MATERIAL SAFETY DATA SHEETS**

Coffman Excavation will rely on the manufacturer evaluation of their chemical products. Project Managers and Foremen will be responsible for obtaining Material Safety Data Sheets from their chemical supplier at the time of purchase. Copies of the MSDSs must then be forwarded to the Safety Director for entry into the master list.

Material Safety Data Sheets are maintained at Coffman Excavation by the Safety Director and are available for any employee to review. MSDSs relevant to each project may also be maintained at the jobsite.

If the MSDS is not obtained at the time of purchase, the Project Manager, Foremen or Safety Director will request them from the manufacturer; however, the product cannot be used until the MSDS is on site.

## **EMPLOYEE INFORMATION AND TRAINING**

Employees will be provided with information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. That information and training will include the requirements of this section, any operations in their work area where hazardous chemicals are present and the location and availability of the written hazard communication program (including the MSDS and list of hazardous chemicals location). Additional areas of training will include the following:

- Methods and observations that may be used to detect the presence or release of a hazardous chemical.
- Physical and health hazards of the chemicals in the work area.
- Measures employees can take to protect themselves from these hazards, including specific procedures the Safety Director has implemented to protect employees from exposure, including work practices, emergency procedures and personal protective equipment
- The details of the hazard communication program including an explanation of the labeling system, the MSDSs and how to obtain and use appropriate hazard information

## **CONTRACTORS**

Pre-construction conferences provide a convenient forum for exchange of information about hazardous chemicals. The contractor will be asked to inform Coffman Excavation of any hazardous chemicals planned to be used as part of the project and the contractor will be informed by Coffman Excavation of any of hazardous chemicals they may come into contact with during the construction process.

Non-construction contractors will be requested by the hiring department to supply the MSDSs for chemicals that could result in Coffman employee exposure. Foremen will inform employees of that information.

## **NON-ROUTINE TASKS**

Some Coffman employees are periodically required to perform hazardous non-routine tasks. The Foreman is responsible for identifying and informing employees of the hazardous substances that may be involved prior to the performance of the work. Employees will be given the following information:

- The specific chemical hazard
- Any protective safety measures the employee can take, such as wearing gloves or protective clothing
- Procedures for decreasing the hazard, such as proper ventilation, respiratory protection, or requiring the presence of other employees
- Any established emergency procedures

## **PLAN REVISIONS**

This program will be reviewed and updated as necessary to reflect new or modified tasks, procedures, exposures or rule changes.

Documentation:

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Authorization: \_\_\_\_\_  
Hank Lane, Safety Director