 DEE CRAMER HEATING / COOLING / SHEET METAL <i>Dedicated People. Delivering Quality.</i>	Dee Cramer, Inc. Safety Management System		Doc No:	HAZCOM
			Initial Issue Date	1/1/2017
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Purpose

The purpose of this program is to ensure that the hazards of all chemicals and substances are evaluated and the information concerning their hazards is communicated to employees, including emergency response organizations, state and federal agencies, other employers, and contractors, as necessary. This hazard information will be communicated and displayed in accordance with this Hazard Communication Program.


Dee Cramer, Inc. is firmly committed to providing each of its employees a safe and healthy work environment. It is recognized that workers may use chemicals or substances that have potentially hazardous properties. When using these substances, workers must be aware of the identity, toxicity, or hazardous properties of a chemical or substance since an informed employee is more likely to be a safe employee. To this end, Dee Cramer, Inc. has established a written Hazard Communication Program.

Scope

This program is applicable to all Dee Cramer, Inc. employees who may be exposed to hazardous chemicals. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Dee Cramer, Inc. employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Definitions

- Chemical - any element, chemical compound, or mixture of elements and/or compounds.
- Chemical Inventory List - a list of chemicals used at this facility, or by personnel that report to this facility.
- Electronic Access – using electronic media (telephone, fax, internet, etc.) to obtain Safety Data Sheets or health information.
- Facility - an establishment at one geographical location containing one or more work areas.
- Hazardous chemical - any chemical that is a physical hazard, a health hazard, or has a Permissible Exposure Limit established for it.
- Hazardous substance - see hazardous chemical.
- Hazard Communication Program Coordinator - the person who has overall responsibility at a facility for that facility's Hazard Communication Program.
- Health hazard - a substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic adverse health effects may occur in exposed employees.
- IDLH - immediately dangerous to life and health.
- Immediate Use - the 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.
- Jobsite - an area remote from a Dee Cramer, Inc. facility where hazardous chemicals are stored or used and employees are present for the purpose of Dee Cramer, Inc. business.
- (PEL) Permissible Exposure Limit - the maximum eight-hour time weighted average of any airborne contaminant to which an employee may be exposed.
- Readily available - when an employee has access during his/her normal work shift.

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- (SDS) Safety Data Sheet - a written or printed document containing chemical hazard and safe handling information, prepared in accordance with regulations.
- Substance - see Chemical.
- (TLV) Threshold Limit Value - the airborne concentration of a substance that represents conditions under which it is believed that nearly all normal workers may be repeatedly exposed day after day without adverse effect.
- Work area - a room or defined space in a facility where hazardous chemicals are stored or used and where one or more employees are present.
- Workplace - see Facility.
- Workplace Chemical List - see Facility Chemical List.

Responsibilities

A written hazard communication program shall be developed, implemented, and maintained at each Dee Cramer, Inc. that describes how labels and other forms of warning, safety data sheets and employee information will be met.

The Safety Director is responsible for developing and implementing the Hazard Communications Program. Managers are responsible for maintaining Safety Data Sheets and the Chemical Inventory List for their locations. The Safety Director reviews the SDS files and Chemical Inventory List at each location at least annually to ensure that they are complete and up to date.

Employees are responsible for following the requirements in the Hazard Communication Program, to use proper personal protective equipment, to report containers without labels immediately and to not deface any label.

Any employee who transfers any material from one container to another is responsible for labeling the new container with all required information.

All employees are responsible for learning the requirements of this section and for applying them to their daily work routine.


Requirements

Introduction

This Hazard Communication Program spells out how Dee Cramer, Inc. will inventory chemicals stored and used, obtain, and use safety data sheets, maintain labels on chemical substances, and train employees about the hazards of chemicals they are likely to encounter on the job.

Preparation of this program indicates our continuing commitment to safety among our employees in all our locations.

- Each facility is expected to follow this program and maintain its work areas in accordance with these requirements.
- Employees, their designated representatives, and government officials must be provided copies of this program upon request.

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- In addition to the program, other information required as part of our hazard communication effort is available to workers upon request.
- Asking to see this information is an employee's right.
- Using this information is part of our shared commitment to a safe, healthy workplace.

List of Hazardous Chemicals

Dee Cramer, Inc. maintains a listing of all known hazardous chemicals known to be present or used at each job site by using the identity that is referenced on the appropriate safety data sheet (SDS). This identity is often a common name, such as the product or trade name (i.e., 440 Gasket Tape).

The Chemical Inventory List is updated as necessary and at least annually by the Hazard Communication Program Coordinator or their designee.

The facility Chemical Inventory List must be available for review upon request.

Safety Data Sheets

Chemical manufacturers are responsible for developing SDSs. Dee Cramer, Inc. shall have a SDS for each chemical used except for consumer products. SDSs must be obtained for each required chemical from the chemical manufacturer, supplier, or vendor. The purchasing of any potentially hazardous chemical products from any supplier that does not provide an appropriate Safety Data Sheet in a timely fashion is prohibited.

SDSs shall be maintained and readily accessible through Dee Cramer's public drive or by using our Safety App. SDSs can be requested from the Safety Director, Warehouse Manager, all Superintendents, and all Foremen at any time and must be made available upon request.

Safety Data Sheets are filed alphabetically on the Dee Cramer public drive and Safety App, an electronic system for accessing our safety programs. A Chemical Inventory List is provided in those locations as well, listing all SDS' contained therein. This inventory serves as the index of the SDS'.


The Safety Data Sheet must be kept in the SDS library for as long as the chemical is used by the facility.

Electronic access (telephone, fax, internet, etc.) may be used to acquire and maintain SDS libraries and archives.

The Safety Director is responsible for seeing that the Chemical Inventory List inventory is maintained, is current and is complete. He/she will review the inventory at least annually. When a hazardous material has been permanently removed from the workplace, its SDS is to be removed from the SDS site and Chemical Inventory List. A file copy is to be maintained in a "dead file".

SDS' for hazardous materials to which Dee Cramer, Inc. employees have been exposed must be maintained after the employee leaves the employment of Dee Cramer, Inc.

Before any non-routine task is performed, employees will be advised of methods and special precautions, PPE and the hazards associated with chemicals and the hazards associated with chemicals contained in unlabeled pipes in

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their work areas. In the unlikely event that such tasks are required, the Supervisor will provide SDS for involved chemical.

Employees have the right to request a SDS on any chemical and it must be provided without any issues.

Labels, Labeling and Warnings:

The Facility Manager will ensure that all hazardous chemicals used or stored in the facility are properly labeled.

- Damaged labels or labels with incomplete information shall be reported immediately.
- Damaged labels on incoming containers of chemicals shall not be removed.
- New labels shall be provided as needed so that all containers are properly labeled.
- Only containers into which an employee transfers a chemical for their own immediate use will not require labeling.
- Employees who are unsure of the contents of any container, vessel or piping must contact their supervisor for information regarding the substance including:
 - The name of the substance
 - The hazards related to the substance
 - The safety precautions required for working with the substance.

Labels, tags, or markings on containers shall list as a minimum:


- Identity of hazardous chemical.
- Name and address of the chemical manufacturer, importer, or other responsible party.
- Words, pictures, symbols, or combinations thereof may be used.
- The trade name of the product as listed on the Safety Data Sheet.
- Appropriate hazard warnings to help employees protect themselves from the hazards of the substance.
- Labels shall be legible, in English. However, for non-English speaking employees, information shall be presented in their language as well.
- Dee Cramer, Inc., or employees shall not remove or deface labels on incoming containers of hazardous chemicals.

All containers must be labeled. When an employee transfers the contents of one container to another, he must label the new container with all required information. This information can be obtained from the labeling of the original container or from the material's SDS. Any container of a potentially hazardous material that will not be emptied during one shift must be labeled, without exception.

Personnel in the Shipping and Receiving Departments are responsible for proper labeling of all containers shipped by Dee Cramer, Inc. and for the inspection of all incoming materials to ensure correct labeling. Chemicals received from vendors that are not properly labeled must be rejected.

Training

Employees shall be provided with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to

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cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.

Additional training will be provided whenever a new chemical hazard is introduced into the work area. To reinforce the importance of handling chemicals properly when performing new or non-routine tasks supervisors will conduct supplementary training as needed.

Formal training will be conducted by facility employees or individuals who are knowledgeable in the Hazard Communication program.

The Safety Director shall ensure records of employee training are maintained.

When an outside contractor, such as a pest control worker or a carpenter enters a Dee Cramer, Inc. site to perform a service for the company, he must first present SDS' for all hazardous chemicals he will use. These SDS' will be treated as above with the same training requirements. The Facility Manager will be responsible for contacting each contractor before work is started to gather and disseminate any information concerning chemical hazards the contractor is bringing into the workplace.

The Hazard Communication Program documented training shall, as a minimum, include:

- Requirements, details, and rights of the employee as contained in the Hazard Communication regulation
- Operations and work areas where hazardous chemicals are present.
- Location of the written Hazard Communication Program, SDSs and the Chemical Inventory List.
- How to access SDS' or SDS information.
- How to read and an explanation of labels and Safety Data Sheets for pertinent hazard information and how employees can obtain and use the appropriate hazard information.
- Methods and observations that may be used to detect the presence or release of hazardous chemicals by use of monitoring devices, visual appearance, or odor.
- The physical & health hazards of chemicals in the work area.
- Protection measures to be utilized to prevent exposure.
- Appropriate work practices.
- Emergency procedures.
- Proper PPE to be used.

Multi-Employer Job Sites/Multi-Work Site


Multi-Work Sites

Where employees must travel between workplaces during a work shift, the written HAZCOM Program shall be kept at a primary job site. If there is no primary job site, then the program shall be sent with employees.

The program shall be made available, upon request, to employees, their designated representatives, the Assistant Secretary, and the Director in accordance with requirements of 29 CFR 1910.1020(e).

Multi-Employer Job Sites

A pre-job briefing shall be conducted with the contractor prior to the initiation of work on the site.

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- During this pre-job briefing, contractors shall notify Dee Cramer, Inc. and present current copies of Safety Data Sheets and label information for every hazardous substance brought on-site.
- Dee Cramer, Inc. shall notify and provide required SDS and label information for all hazardous materials the contractor may encounter on the job.
- The facilities labeling system and any precautionary measures to be taken by contractor during normal conditions and emergencies shall be addressed.
- By providing such information to other employers, Dee Cramer, Inc. does not assume any obligations that other employers have for the safety of their employees.
- In this regard, other employers working on Dee Cramer, Inc. property or for Dee Cramer, Inc. on client's property remain fully responsible for developing and implementing their own compliant hazard communication programs.