

 Dee Cramer, Inc. Safety Management System	Doc No:	HAZCOM
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Purpose

The purpose of this policy is to establish a hazard communication program.

Scope

This policy applies to all employees and visitors of Dee Cramer, Inc.

Definitions

Exposure/Exposed - Occurs when an employee is subjected to a chemical via inhalation, ingestion, skin contact or potential contact.

Hazard Classification - The process of determining the physical or health hazards of a chemical.

Safety Data Sheet (SDS) - A standardized 16-section document containing detailed information about chemical hazards, handling, storage, and emergency measures.

Work Area - A room or defined space where hazardous chemicals are used.

Responsibilities

Management/Supervisors:

- Responsible for notifying safety of any new or additional chemicals
- Responsible for understanding the SDS system
- Ensure that the Safety App is accessible for all employees

Safety Department

- Responsible for seeing all containers that enter the workplace from a manufacturer, importer or distributor are properly labeled.
- Maintain SDS inventory via the Safety App
- Develop and maintain written Hazard Communication Program

Employees:

- Understand the Hazard Communication Program
- Follow proper handling, and storage requirements
- Report any missing labels or new chemicals used
- Understand where to obtain SDSs

Hazard Classification

Chemical manufacturers or importers shall evaluate chemicals they produced or import to classify the chemicals in accordance with the revised Hazard Communication Standard.

Effective June 1, 2015 – For each chemical, the chemical manufacturer or importer shall determine the hazard classes, and where appropriate, the category of each class that apply to the chemical

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being classified. This information will be placed in the Safety Data Sheet (SDS) and on the product label.

Dee Cramer shall rely on the SDSs obtained from product suppliers to determine which chemical are classified as hazardous for employees.

Labeling

All labels shall be checked for:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)
- Name, address and telephone number of the chemical manufacturer, importer or other responsible party

Each foreman shall be responsible for ensuring that all secondary workplace containers used in their work area are labeled with the appropriate product identifier and provide employees with information regarding the physical and health of the hazardous chemical.

Note: Workplace labeling. The employer shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with either the information specified for labels on shipped containers; OR, product identifier and words, pictures, symbols or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemicals.

Change from MSDS to SDS format effective June 1, 2015 – Chemical manufacturers or importers shall ensure that SDSs for their products includes the following Sections in order:

- Section 1 – Identification
- Section 2 – Hazard(s) identification
- Section 3 – Composition/information on ingredients
- Section 4 – First Aid measures
- Section 5 – Fire-fighting measures
- Section 6 – Accidental release measures
- Section 7 – Handling and storage
- Section 8 – Exposure controls/personal protection
- Section 9 – Physical and chemical properties
- Section 10 – Stability and reactivity
- Section 11 – Toxicological information

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- Section 12 – Ecological information
- Section 13 – Disposal considerations
- Section 14 – Transport information
- Section 15 – Regulatory information
- Section 16 – Other information, including date of preparation or last revision

SDS Location

The Safety Director will be responsible for compiling and maintaining the master SDS file. The file will be kept in the Dee Cramer SharePoint Safety Internal Page.

Additional copies of SDSs for employees are located at the Dee Cramer Safety App

SDSs will be available for review to all employees during each work shift. Copies will be available upon request to the Safety Director.

Posters identifying the person responsible for maintaining SDSs and where the SDSs are located are posted at all facility break rooms. Posters notifying employees when a new or revised SDSs are received will be located in the same location(s).

If a required SDS is not received the Safety Director shall contact the supplier in writing to request the SDS. If an SDS is not received after two such requests, the Safety Director shall contact the MIOSHA's Construction Safety and Health Division at (517) 284-7680 or General Industry Safety and Health Division (GISHD) at (517) 284-7750, for assistance in obtaining the SDS.

Employee Information and Training

The Safety Director shall coordinate and maintain records of employee hazard communication training.

Multi-Employer Worksites – Informing Contractors

If our company exposes any employee of another employer to any hazardous chemicals that we produce, use, or store, the following information will be supplied to that employer:

- The hazards chemical they may encounter
- Measures their employees can take to control or eliminate exposure to the hazardous chemical
- The container and pipe labeling system used on site
- Where applicable SDSs can be reviewed or obtained

If our employees may potentially be exposed to hazardous chemicals brought on our site by another employer:

If this occurs we will obtain from that employer information pertaining to the type of chemicals brought on-site, and measures that should be taken to control or eliminate the exposure to the chemicals.

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It is the responsibility of the Safety Director to ensure that such information is provided and/or obtained prior to any services being performed by the off-site employer. To ensure that this is done Dee Cramer shall provide a list of SDS sheets or a chemical identification sheet at requested by customer.

List of Hazardous Chemicals

A list of hazardous chemicals used by Dee Cramer is located on the Dee Cramer Safety App. Further information regarding any of these chemicals can be obtained by reviewing is respective SDS.

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Management of Change		
Date	Description of Change	Name