# 1.0 Purpose

1.1 To ensure that the hazards of all hazardous materials produced, imported, or used are evaluated, and that this hazard information is transmitted to affected employees. Required components of a Hazard Communication Program include the method hazard determination, Safety Data Sheets (SDSs), labels and other forms of warning, employee information training, and a written hazard Communication Program (defines all of the above).

# 2.0 Responsibility

* 1. The Key Supervisor shall be responsible for the following activities:
     1. Promoting and administering the Hazard Communication Program.
     2. Determining the hazards of hazardous materials used in the workplace, making SDS’ available to employees, labeling containers, and providing information and training to employees on hazardous materials.
     3. Maintaining a list of hazardous materials to be used on the project and SDS’.
     4. Ensure that labels on incoming containers of hazardous chemicals are not removed or defaced.
     5. Developing work practice requirements for hazardous materials identified in the Job Hazard Analysis (JHA) which is submitted with the SDSs.
  2. Employees shall be responsible for the following actions:
     1. Labeling secondary and subsequent hazardous material containers.
     2. Receiving (and understanding) hazardous material training for the task(s) that they are assigned.
  3. Apollo IS&H shall evaluate submitted manufacturer SDSs.

# 3.0 Definitions

* 1. **Biologic Hazard**: A condition created by any microbial unit presenting a risk or potential risk to man, either directly or through disruption of the environment.
  2. **Carcinogen**: Any chemical known or suspected by the Occupational Safety and Health Administration (OSHA), American Conference of Governmental Industrial Hygienists (ACGIH), National Toxicology Program (NTP), or International Agency for Research on Cancer (IARC) to cause cancer in humans or laboratory animals.

**Container**: Any bag, barrel, bottle, box, can, cylinder, drum, vessel, tank, tank

truck, or rail car that contains a hazardous chemical. (Piping systems or pipes are

not considered containers for the purpose of the hazard warning labels, but must be identified as to their content.)

* + 1. **Secondary Containers**: Those that are filled from an original container.
    2. **Subsequent Containers**: Those that are filled from a secondary container.
    3. NOTE: Secondary and subsequent containers are usually of decreasing volume to facilitate field use.
  1. **Hazard Class:** The nature of the physical or health hazard, e.g. flammable solid, carcinogen, oral acute toxicity.
  2. **Hazard Statement(s):** describe the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. For example: “Causes damage to kidneys through prolonged or repeated exposure when absorbed through the skin.”
  3. **Hazardous Material**: Any substance that presents a physical or health hazard to humans.
  4. **Health Hazard**: Any substance or agent that may cause acute or chronic effects to employees who are exposed to it.
  5. **Manufacturer’s Label**: Written, printed, or graphic material displayed on, or affixed to, containers of hazardous chemicals in accordance with applicable regulations. Label will include specific pictogram, hazard statement, signal word, and precautionary statement.
  6. **MSDS online**: an online search engine to locate SDSs. SDSs should be categorized by company and division.
  7. **Product Identifier:** This can be (but is not limited to) the chemical name, code number or batch number. The manufacturer, importer or distributor can decide the appropriate product identifier. The same product identifier must be both on the label and in Section 1 of the SDS (Identification).
  8. **Safety Data Sheet (SDS)**: A document concerning a hazardous chemical prepared in accordance with applicable regulations.
  9. **Signal word:** used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. There are only two signal words, “Danger” and “Warning.” Within a specific hazard class, “Danger” is used for the more severe hazards and “Warning” is used for the less severe hazards.
  10. **Physical Hazard**: Potentially harmful conditions such as excessive noise, temperature extremes, ionizing radiation, nonionizing radiation and pressure extremes.
  11. **Pictogram:** A shape of a square set at a point and includes a black hazard symbol on a white background with a red frame sufficiently wide enough to be clearly visible. See AISH 24-D for the nine OSHA designated pictograms.
  12. **Precautionary statement(s):** means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.
  13. **User**: A person who packages, handles, transfers, or otherwise comes in contact with hazardous chemicals during the workday.

# 4.0 General Requirements

* 1. The hazards communication program shall comply with the following statutory requirements:
     1. 29 Code of Federal Regulations (CFR) 1910, Subpart Z; Hazard Communications
     2. Washington Administrative Code (WAC) 296-62, Part C; Hazard Communications
  2. Employees and contract personnel shall be provided with an overview of the Hazard Communication Program during the hiring process.
  3. *Multi-employer workplace:* Employers who produce, use, or store hazardous chemicals at a workplace in such a way that the employees or other employer(s) may be exposed (For example, employees of a construction contractor working on-site) must additionally ensure that the hazardous communication programs developed and implemented under this section include the following:
     1. The methods the employer will use to provide the other employer(s) on-site access to safety data sheets for each hazardous chemical the other employer(s)’ employees may be exposed to while working
     2. The methods the employer will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace’s normal operating conditions and in foreseeable emergencies.
     3. The methods the employer will use to inform the employer(s) of the labeling system used in the workplace.
  4. The employer may rely on an existing hazard communication program to comply with these requirements, provided that it meets the criteria established in this section.
  5. Users of hazardous materials shall receive specific training for those materials they use prior to initial use, and periodically thereafter. Specific training shall include the location of SDS and inventory list(s) in the workplace and the method(s) employees may use to access this information.
  6. Each original container of hazardous materials shall have the manufacturer’s label affixed to it or be labeled, marked, or tagged showing the identity of the hazardous chemicals, the appropriate hazard warning, and the name and address of the chemical manufacturer, importer, or other responsible party.
  7. Secondary and subsequent containers of hazardous chemicals shall be labeled, marked, or tagged prior to use with the identity of the hazardous materials and the appropriate hazard warnings.
  8. A copy of the written Hazard Communication Program and a list (inventory) of hazardous materials shall be kept in the work area.

NOTE: The list (inventory) may be a book of SDSs, appropriately labeled and periodically updated to reflect the workplace inventory.

* 1. Employees shall have ready access to review and copy SDSs for hazardous materials they work with. SDSs can be found online using MSDS online https://msdsmanagement.msdsonline.com/viewersite/msdssearch.aspx
  2. Areas where physical and/or biologic hazards are known to exist shall be clearly designated as such (with signs, placards, etc.) along with control requirements (ventilation, hearing protection, safety glasses, etc.).

# 5.0 Procedure

* 1. Hazard Determination
     1. SDSs supplied by the material manufacturers, vendors, and/or client shall be the principal source of health hazard information. It is the responsibility of the supplier/contractor to provide a SDS which meets the following minimum requirements:
        1. Copies of SDSs received shall be legible.
     2. When a SDS appears inadequate, or is not available, or the composition of the material is unknown or questionable, the manufacturer, vendor, and/or client shall be contacted for more details prior to use of the material.
     3. Examples of qualities that make a material “hazardous” include but are not limited to the following:
        1. Flammable, combustible, and/or explosive
        2. Corrosive (acids/caustics)
        3. Irritating/damaging to the eyes and/or skin on contact
        4. Any known or suspected carcinogen (IARC 1a, 2a or 2 b)
  2. SDSs shall be required for each hazardous material used in the workplace. A single SDS may apply to complex mixtures having similar hazards and composition. SDSs shall be available for process chemicals and products in customer’s facilities where a potential for exposure exists. A master file or notebook of all SDSs used on the project shall be maintained, and the location of such shall be made known to all employees.
  3. Exposure Notification
     1. The presence of a physical, chemical, or biological hazard in the work area is determined/identified to IS&H through the following methods:
        1. Notification by management or employees who suspect the hazard.
        2. Pre-job planning or JHA review activities.
        3. Surveillances, evaluations, and walkthroughs of work areas.
     2. Surveys of the hazard are performed by IS&H as required
     3. Notification to employees of the results of IS&H monitoring or hazard evaluations is accomplished as follows:
        1. IS&H completes the Transmittal of Occupational Health Monitoring Date form (attachment AISH 24-C).
        2. IS&H notifies the affected employees (by personal contact) of the data and provides a copy of the transmittal form to the employee within 5 working days of receipt.
        3. When notification cannot be made to an employee due to job completion, release of the employee, or other unavailability reasons, IS&H documents the unavailability of the employee on the transmittal form.
     4. If an overexposure is confirmed, the overexposed (or potentially overexpose) employee is notified in writing within 5 days of receipt of the report. The notification identifies the date of exposure, the area, and the specific physical/biological hazard or airborne contaminant(s). The notification also includes controls (engineering, administrative, and personal protection) in use at the time and the controls Apollo will use in the future to reduce or eliminate similar exposures.

NOTE: Determination of overexposure/potential overexposure is performed and communicated without regard to personal protective equipment used by the employees at the time.

* 1. Labels and Other Forms of Warning
     1. Key Supervisor shall comply with the following label/warning requirements:
        1. Labels shall be legible, in English (plus other languages if appropriate), and prominently displayed on the container, or readily available in the work area throughout each work shift.
        2. The identity of the hazardous material may be any chemical or common name that is indicated on the SDS and will permit cross- reference to be made among the list of hazardous materials, the label, and the SDS.
        3. Key Supervisors are not required to label portable containers into which hazardous chemicals are transferred, if all of the following conditions are met:
           1. The contents of the portable container are for the immediate use of the person making the transfer.
           2. The container is used only by, and remains under the control of the person making the transfer.
           3. The unlabeled portable container is used only within the work shift during which it was originally filled.
        4. A label shall be used to identify containers that do not meet the conditions noted in subparagraph 5.3.1.4.
        5. Labels on incoming containers shall not be destroyed, removed or defaced.
  2. Employee Information and Training
     1. Training employees shall be the responsibility of the Key Supervisor.
     2. Employees shall undergo Hazard Communication (HAZCOM) training at the time of hire. Prior to commencing work on the project with hazardous material, at a minimum the following requirements of the training shall be as follows. (Review the SDS)
        1. Signs and symptoms of overexposure
        2. Methods and observations that may be used to detect and identify hazardous chemicals such as odor, visual presence, etc.
        3. The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.
        4. Physical and health hazards of materials used.
        5. Location of SDSs and the format in which they are maintained.
        6. Type of information the employee would expect to see on the new labels, including the:
           1. Product identifier
           2. Signal word
           3. Pictogram (AISH 24-D)
           4. Hazard statement
           5. Precautionary statement
        7. How an employee might read and use product labels
        8. General understanding of how the elements work together on a label.
        9. How the information on the label is related to the SDS
        10. Format of the SDS - Standardized 16-section format, including the type of information found in the various sections
        11. Methods of protection from material hazards
     3. Prior to using any newly introduce hazardous material or product, supervisors shall obtain a copy of the appropriate SDS and review it with their employees.

# 6.0 Records

# N/A

**7.0 References**

Not Applicable

# 8.0 Attachments

24-A SDS Pictogram Hazards Table

ATTACHMENT AISH 24-A

HCS Pictogram and Hazards Table

**HCS Pictograms and Hazards**

|  |  |  |
| --- | --- | --- |
| **Health Hazard**     * **Carcinogen** * **Mutagenicity** * **Reproductive Toxicity** * **Respiratory Sensitizer** * **Target Organ Toxicity** * **Aspiration Toxicity** | **Flame**     * **Flammables** * **Pyrophorics** * **Self-Heating** * **Emits Flammable Gas** * **Self-Reactives** * **Organic Peroxides** | **Exclamation Mark**     * **Irritant (skin and eye)** * **Skin Sensitizer** * **Acute Toxicity** * **Narcotic Effects** * **Respiratory Tract Irritant** * **Hazardous to Ozone Layer (Non-Mandatory)** |
| **Gas Cylinder**     * **Gases Under Pressure** | **Corrosion**     * **Skin Corrosion/Burns** * **Eye Damage** * **Corrosive to Metals** | **Exploding Bomb**     * **Explosives** * **Self-Reactives** * **Organic Peroxides** |
| **Flame Over Circle**     * **Oxidizers** | **Environment**  **(Non-Mandatory)**     * **Aquatic Toxicity** | **Skull and Crossbones**     * **Acute Toxicity (fatal or toxic)** |