**PURPOSE:**

The purpose of this Hazard Communication Program is to protect Wagner-Meinert, LLC employees from chemical hazards. Each worker will receive a copy of this hazard communication program during his or her initial hazard communication training session. Also during initial training workers will be informed about where the hazard communication program is kept on site. Workers will have access to the program at all times and will be provided with a copy to put into their personal written safety program binders.

**SCOPE**

To ensure that all avenues are addressed, the following written Hazard Communication Program is in effect for all Wagner-Meinert, LLC employees and sub-contractors. These written plans are to be reviewed by our Safety Committee at least every 12 months and updated as necessary to reflect significant changes in the status of our program.

A safety committee has been formed and will be responsible for seeing that all aspects of our program are carried out in the fashion intended. Employees, have a responsibility to learn and follow the sensible procedures we have established to assure basic awareness of hazards in our work place. All HAZCOM information is available in other languages as required.

**Effective June 01, 2015 the United Nations Globally Harmonized System (GHS) will be adopted/enforced by OSHA and other Federal U.S. agencies to introduce global consistency in health and physical hazard classification of chemicals and how that information is communicated to the end user on a global scale; to Harmonize with other systems around the world.**

**DOCUMENTS**

**Appendix 7A Hazardous Materials List (SDS Binder Index)**

**REFERENCES:**

A. Occupational Safety and Health Administration (OSHA), Hazard Communication

 Standard, 29 CFR 1910.1200.

B) 29 CFR 1910.119 Process Safety Management of Highly Hazardous Chemicals; Explosives and Blasting Agents, Paragraph (k).

C) Part 1926--Safety And Health Regulations For Construction

**PROCEDURES:**

Wagner-Meinert, LLC Hazard Communication Program is composed of written procedures for each of the elements of the program, including:

**1.0 LABELING**

**2.0 SAFETY DATA SHEETS (SDS)**

**3.0 WORKER INFORMATION AND TRAINING**

**4.0 MULTI-EMPLOYER WORK SITES**

**1.0** **LABELING**

1.1 The Safety Director and Shop Foreman is responsible for ensuring that all job site containers and shipped containers of chemicals that belong to Wagner-Meinert, LLC are properly labeled. All labels will be written in English, unless there is a worksite that also requires or has non-english speaking personnel identifying the hazardous chemicals, state or show appropriate hazard warnings and state the name and address of the chemical manufacturer, importer or other responsible party.

1.2 Wagner-Meinert, LLC will rely on the suppliers’ labels unless the labels have been removed or are illegible. In such warehouse manager will affix appropriate stick-on labels to the improperly labeled containers. The appropriate information will be added in English to the stick-on labels, including the identity of the hazardous of the hazardous chemicals, hazard warnings and the name and address of the chemical manufacturer, importer or other responsible party.

1.3 The chemical containers will be inspected on a regular basis by Safety Director and Shop Foreman to ensure that they are properly labeled and that the labels are current and legible. Containers with labels that have been removed or defaced will be immediately removed from the work area until a proper label is securely attached to the container.

1.4 When a chemical is transferred into a secondary container, the container will be properly labeled unless the contents are to be used up immediately. Any employee will immediately revise the label of any chemical whenever he/she becomes newly aware of any significant information regarding chemical hazards.

1.5 All OSHA regulated chemicals will be labeled according to the requirements of the applicable standard.

**2.0** **SAFETY DATA SHEETS (SDS)**

2.1 Safety Director is responsible for obtaining and maintaining safety data sheets for all materials that belong to Wagner-Meinert, LLC

2.2 Wagner-Meinert, LLC requires all of its suppliers to provide a safety data sheet for each chemical that it provides to the company. The Safety Director will verify that each chemical used by this company is recorded in the hazardous materials list and that there is a corresponding safety data sheet for that substance.

2.3 Each chemical in the hazardous materials list will have its own designated number written in the far right box of each horizontal column. Each safety data sheet will have the corresponding hazardous materials list number written on the upper right hand corner of its first page.

2.4 Each time a new chemical arrives at the job site and each time newly received chemical information becomes apparent Safety Director will update the hazardous materials list and safety data sheets as appropriate.

2.5 Safety Data Sheets will be present at all job sites in a 3-ring binder format. All service trucks and job tool boxes will have a SDS binder at all times. Workers who need immediate access to safety data sheets can access them by referring to these binders.

**3.0 WORKER INFORMATION AND TRAINING**

3.1 The Safety Director is responsible for conducting hazard communication training for this company’s workers.

3.2 The training will be based on general hazard categories including flammability, health, corrosiveness and reactivity hazards. Specific information on each chemical will be readily accessible to all workers through container labels and safety data sheets.

3.3 At the annual refresher session each worker will receive a sample safety data sheet and a copy of the company’s hazard communication program including the completed chemical information list. These items will be used as training materials.

3.4 Workers will view hazard communication worker training powerpoint presentation produced by BLR Safety Presentations. The presentations cover:

 3.4.1 The requirements of OSHA’s Hazard Communication Standard;

3.4.2 The routes of entry of chemicals into the human body;

3.4.3 The methods and observations that may be used to detect the presence or release of hazardous chemicals in the workplace;

3.4.4 The physical, health, corrosiveness and reactivity hazards of the chemicals in the workplace; and

3.4.5 The measures that workers can take to protect themselves from the hazards, such as work practices, emergency procedures and personal protective equipment (PPE).

3.5 Workers will participate in a lecture and be encouraged to engage in discussion on:

3.5.1 The identity of the company’s contact person for worker questions or concerns regarding hazardous chemicals on the job site;

3.5.2 The location of the company’s hazard communication program and safety data sheets;

3.5.3 The contents of the company’s hazard communication program, including the chemical information list;

3.5.4 The company’s chemical container labeling system;

3.5.6 How to read and interpret hazard warning labels and safety data sheets;

3.5.7 Specific job site operations where hazardous chemicals are present; and

3.5.8 Now workers can obtain and use the appropriate hazard information.

3.6 At the initial training session and at each subsequent training session, workers will be encouraged to ask questions and engage in discussion about hazard communication.

3.7 A hazard communication training session will be arranged for each new worker. Workers will receive the company’s initial hazard communication training before they are permitted to start work where exposure to a hazardous chemical could occur.

3.8 Each time a new chemical hazard is introduced into the workplace, all company workers will receive training on the identity of the new chemicals, the hazards associated with them and how they can protect themselves from the hazards.

3.9 **Non-Routine Tasks**

3.9.1 Each time it is necessary to conduct a non-routine work task where chemicals are involved, each company worker that could be exposed to a chemical hazard will receive task-specific, chemical hazard training before starting the work.

3.9.2 The training will be in lecture format and participants will be encouraged to ask questions and engage in discussion about the task-specific chemical hazards and the means by which they can protect themselves from the hazards.

**4.0 MULTI-EMPLOYER WORK SITES**

4.1 Project manager/Project Engineer on a multi-employer work site, will send a form letter and a copy of Wagner-Meinert, LLC Hazard Communication Program (Section 7) to every contractor employed on the site at their request. The form letter will invite each employer to access safety data sheets at any time and describe where the data sheets are maintained on the job site. The hazard communication program also states where other employers can access safety data sheets and describes the chemical container labeling system used by the company.

4.2 The form letter to other employers will also request that each of them provide a copy of their company’s hazard communication program.

**DOCUMENT MANAGEMENT:**

There is only one document associated with the Wagner-Meinert, LLC Hazard Communication Program

 **Appendix 7A Hazardous Materials SDS List Index**

If after reading this program, you find that improvements can be made, please contact the Safety Director. We encourage all suggestions because we are committed to the success of our written Program. We strive for clear understanding, safe behavior, and involvement from every level of the company.

**CHANGE CONTROL:**

All management system changes are reviewed, approved or disapproved by the Safety Committee.

**PERSONNEL:**

The Owners of Wagner-Meinert, LLC have the ultimate responsibility for the Hazard Communication Program. They have designated the Safety Director to manage the Hazard Communication Program.

| **Revision / Review History** |
| --- |
| **Revision** | **Date** | **Authorized By** | **Changes** |
| 1 | 9/11/2000 | Safety Director | New Program |
| 2 | 1/15/2001 | Safety Director | Annual Review |
| 3 | 1/10/2002 | Safety Director | Annual Review |
| 4 | 1/11/2003 | Safety Director | Annual Review |
| 5 | 1/15/2004 | Safety Director | Annual Review |
| 6 | 1/10/2005 | Safety Director | Annual Review |
| 7 | 6/27/2006 | Safety Director | Annual Review |
| 8 | 9/6/2007 | Safety Director | Annual Review |
| 9 | 8/23/2010 | Safety Director | Annual Review |
| 10 | 10/3/2012 | Safety Director | Annual Review |
| 11 | 11/10/2012 | Safety Director | Annual Review |
| 12 | 9/25/2013 | Safety Director | Annual Review |
| 13 | 6/30/2016 | Safety Director | Annual Review-Updated and new format |
| 14 | 6/30/2017 | Safety Director | Annual Review |
| 15 | 7/01/18 | Safety Director | Changed MSDS to SDS |
| 15 | 6/7/2019 | Safety Director | Annual Review |