BISH'S SHEET METAL WORKS

HAZARDOUS COMMUNICATION

PROGRAM

HAZARD COMMUNICATION PROGRAM

GENERAL

The following written hazard communication program has been established for BISH's (name of company). This program, a listing of hazardous chemicals, and material safety data sheets (MSDS), will be available at UPSTAIRS FILING CABINET (location) for review by all employees.

POLICY

Education and training will be provided for all employees who may be or potentially may be exposed to hazardous chemicals in the work place. The training will be conducted prior to first exposure to the chemical (during on-the-job orientation and training) and whenever a new hazardous chemical is introduced into the work place. All employees will be informed of the location of the written hazard communication program, chemical listing, and MSDSs.

CONTAINER LABELING

The SHOP FOREMAN (job title or responsible party) will verify that all containers received for and used by this company are clearly labeled as to the contents and the appropriate hazard warnings. No containers will be released for use until the above data is verified.

Existing labels on incoming containers of hazardous chemicals will not be removed or defaced, unless the container is immediately marked with the required information. DOT shipping labels on containers will not be removed until all residue has been removed from the container.

All employees who transfer hazardous chemicals into portable containers (such as bottles, spray bottles, parts cleaning cans, etc) will ensure the containers are appropriately labeled and the contents identified.

LIST OF HAZARDOUS CHEMICALS

A list which identifies current hazardous chemicals present in the work place will be maintained, updated, and periodically reviewed. The list is cross-referenced to the MSDSs. It is kept with this program and MSDSs, and serves as an index to aid employees in identifying and locating necessary information.

MATERIAL SAFETY DATA SHEETS

It is the responsibility of the OFFICE MANAGER (job title or responsible party) to obtain necessary MSDSs for hazardous materials so a comprehensive MSDS file can be maintained. MSDS will be maintained in current status.

Copies of the MSDSs for all hazardous chemicals to which employees may be exposed will be kept at UPSTAIRS FILING CABINET (location) and will be readily available for review to all employees during each workshift.

Subcontractors working on the jobsite are required to bring copies of all MSDSs for hazardous materials they are bringing on the jobsite to the employer's office so the information is accessible to all employees. It is preferable to have each subcontractor bring their hazardous communication program and MSDSs in a binder labeled with the contractor's name and identified as a hazardous communication program. Upon leaving the jobsite and the removal of all hazardous materials, they may take their information with them.

A recommendation is for employees to take a copy of the applicable MSDSs to the medical facility if emergency treatment is necessary due to exposure.

INFORMATION AND TRAINING

Employees will be provided information on these training requirements, any operations in their work area where hazardous chemicals are present, and the location of the written hazard communication program, chemical listing, and material safety data sheets.

Training may be either in the classroom or on-the-job, and presented prior to first exposure to the hazardous material. Information and training may be designed to cover categories of hazards (flammability) or specific chemicals. Chemical-specific information must always be available through labels and MSDSs. Attendance should be documented.

Employee training will include at least the following:

* Methods and observations that are in place or may be used to detect the presence or release of a hazardous chemical in the work area;
* The physical and health hazards of the chemicals in the work area;
* The measures employees can take to protect themselves from the hazards, such as in place work practices, emergency procedures, and personal protective equipment to be used;
* Details of the hazard communication program, including the labeling system.
* Material safety data sheets, and how employees can obtain and use the appropriate hazard information.
* If an employee is instructed to use a hazardous material for which he/she has not been trained, it will be their responsibility to inform the employer prior to handling such material, so proper training can be given.

NON-ROUTINE HAZARDOUS TASKS

Since many tasks are not done on a routine basis (for example, boiler cleanout or replacing hazardous chemical piping), they will be handled through specific pre-task actions and training. Before performing non-routine tasks, the supervisor in charge will review applicable MSDSs; instruct employees in the associated hazards and recommended first aid treatment; and assure all essential personal protective and emergency equipment is available and operational. He or she will notify all other employees working in this area that non-routine tasks are scheduled or being performed.

SUB-CONTRACTORS AND OTHER EMPLOYEES

Any contractors working in the company's facilities or jobsite will be informed of the written hazardous material program and where to locate MSDSs. It will be the responsibility of that employer to properly train his employees in the avoidance or emergency procedures for these materials.