



## Commercial, LLC

COATINGS - SEALANTS - VWC - EPOXY SYSTEMS

# QC1013– Hazard Communication

## Quality Control / Standard Operating Procedure

### 1.0 PURPOSE

QC is committed to the prevention of chemical exposures that may result in injury and/or illness. The purpose of this program is to make sure that all affected employees understand the information concerning the dangers of all known hazardous chemicals used by QC and to protect company employees who may come in contact with hazardous chemicals while performing their job duties.

All employees are required to follow the procedures outlined in this program. Any deviations from this program must be immediately brought to the attention of the Program Administrator.

### 2.0 SCOPE

QC strives to provide all employees and subcontractors with a safe and healthy work environment. This Hazard Communication Program is integrated into the company's written safety and health program, and is a collaborative effort that includes all employees. This safety program affects all company employees who may come in contact with hazardous chemicals while performing their work.

Exclusions from this program include any substances which are foods, drugs, cosmetics or tobacco products intended for personal consumption by the employees while on the job at QC, and any consumer products or foods packaged for distribution to, and intended for use by, the general public.

### 3.0 REFERENCES

- |     |          |                                     |
|-----|----------|-------------------------------------|
| 3.1 | QC1007-x | Employee Training and Qualification |
| 3.2 | QC1024-x | Personal Protective Equipment       |
| 3.3 | QC1005-x | Job Hazard Assessment               |

### 4.0 PROCEDURE

#### 4.1 Responsibilities

- 4.1.1 QC management understands the importance of informing employees of the chemical hazards encountered in the workplace. The HazCom Manager will regularly and effectively communicate with employees about the program. The HazCom Manager is responsible for the program's implementation, management and recordkeeping requirements. All safety datasheet (SDS) evaluations, implemented control measures for chemical handling, PPE requirements and training will be coordinated under the direction of the HazCom Manager. The



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HazCom Manager will monitor the results of the program to determine if additional areas of focus are needed. Other responsibilities include:

- A) Develop and maintain a list of all hazardous chemicals in the workplace, jobsite, or company vehicle ([www.qccommercial.com](http://www.qccommercial.com))
- B) Bind hardcopies of SDS for all hazardous chemicals used on a jobsite
- C) Complete a chemical hazard assessment for all hazardous chemicals
- D) Determine the appropriate PPE for all work tasks involving chemicals
- E) Obtain and review SDS for new chemicals prior to using the chemical
- F) Identify where and how all hazardous materials should be stored
- G) Provide subcontractors with the hazard communication information necessary to safely complete their work

4.1.2 Supervisors and crew leaders are responsible for the following:

- A) Be accountable for the health and safety of all employees working on their crews and actively support the Hazard Communication Program
- B) Attend annual training on the program
- C) Verify that employees on their crews have received appropriate training
- D) Ensure that recommended controls are implemented and/or used appropriately
- E) Notify the HazCom Manager when new hazardous chemicals are purchased

4.1.3 Every employee is responsible for conducting himself in accordance with this policy and program. All employees will:

- A) Attend hazard communication training as required and apply the knowledge and skills acquired to all work activities
- B) Become familiar with label information, including pictograms
- C) Become familiar with the 16 sections of SDS
- D) Use appropriate PPE for the chemicals and tasks being performed

#### 4.2 Safety Datasheets (SDS) and Labeling

4.2.1 QC maintains a master list of the hazardous chemicals currently used on company jobsites and is stored on the company's website. This list is periodically reviewed and updated by the HazCom Manager. Job specific SDS manuals are printed containing hardcopies of the material index and SDS documents and are made available in ring binders to all employees who come in contact with potentially hazardous chemicals. Electronic versions of the SDS are stored on QC's company website, [www.qccommercial.com](http://www.qccommercial.com), and are easily linked to from links on the "Home Page" and "About Us" page.

4.2.2 SDS documents provide detailed information on each hazardous chemical, including its potentially hazardous effects, its physical and chemical characteristics and recommendations for appropriate protective measures. The HazCom Manager obtains the necessary SDS for all hazardous materials and uploads the electronic files to the company's website so that they are available to all employees on all shifts who wish to review them or need them for emergency situations.



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- 4.2.3 The chemical manufacturer or supplier is responsible for labeling the chemical containers received by QC. Employees receiving chemical shipments or picking up material orders are responsible for ensuring the chemical containers are labeled. If the chemical containers are not labeled or if the label is damaged, the Hazcom Manager must be notified immediately. The Hazcom Manager is responsible for reviewing the receiving and pickup process and confirming the proper labels are on all chemical containers. Chemicals transferred to secondary containers in the workplace must also be appropriately labeled.
- 4.2.4 The procedures for proper labeling of all containers are as follows:
- A) Inspect incoming containers or materials pickup up from the supplier to ensure they have legible labels
  - B) Manufacturer chemical labels should never be removed or defaced until the chemical is completely used
  - C) Empty containers that are saved for reuse must have the original label removed or marked out and obliterated
  - D) Empty containers that are used for waste or chemical products must have a new label affixed or have the information written directly on the container
  - E) Secondary containers must be labeled with the chemical name and hazard when the substance is transferred from the primary container to a secondary container
  - F) All chemical storage areas such as cabinets, shelves and refrigerators must be labeled to identify the hazardous nature of the chemicals stored within the area (e.g., flammables, corrosives, oxidizers, etc.). All signs should be legible and conspicuously placed

#### 4.3 Employee Training

- 4.3.1 QC provides employees with information on any operations in their work area where hazardous chemicals are present, the location of the written Hazard Communication Program, chemical listings and the location of SDS. Training will be provided at the jobsite prior to first exposure to a hazardous material, and will cover the specific chemicals the employee is exposed to and their associated hazards. Chemical-specific information will always be available through labels and SDS documents.
- 4.3.2 Employee training will cover the following items:
- A) Any operation in their work area where hazardous chemicals are present
  - B) The location and availability of the written Hazard Communication Program, including the required list of hazardous chemicals, labels and SDS
  - C) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area
  - D) Descriptions of the labeling system of the product's manufacturer
  - E) The physical and health hazards of the chemicals in the work area and where this information can be found on the chemical label and SDS



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- F) The measures employees should take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as safe work practices, emergency procedures and personal protective equipment
- G) The details of the Hazard Communication Program, including an explanation of the SDS, and how employees can obtain and use the hazard information for any given material

## REVISION TABLE

Version	Date	Changes
1	09-12-07	Original Draft
2	12-01-09	Added 4.3 Employee Training
3	05-13-13	Store SDS Index and Documents Online

## APPROVAL

QC Commercial, LLC Company	Russ Phillips Print Name	 Signed	05-13-13 Date
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