



SAFETY DATA SHEET

**HAZARD COMMUNICATION
EMERGENCY ACTION PLAN**



HAZARD COMMUNICATION EMERGENCY ACTION PLAN

I. PURPOSE

The purpose of this Written Hazard Communication program is to ensure that:

1. Hazardous substances present in the work place are properly identified and labeled.
2. Employees have access to information on the hazards of these substances.
3. Employees are provided with information on how to prevent injuries or illnesses due to exposure to these substances.
4. Identify by job title who has the responsibility for maintaining the program, the SDS sheets, conduct training, etc.

Note: This program will be available to all employees for review and a copy will be located in the Mowbray's Tree Service office.

ii. AUTHORITY AND REFERENCE

Occupational Safety and Health Administration (OSHA) 29 CFR 1910.1200
Cal/OSHA Title 8, Section 5194 Dept. of Commerce (Chapter 32) (COMM) 32.15

III. HAZARD DETERMINATION

A. Cal/OSHA Title 8, Section 5194, any chemical which is classified as a physical hazard or a health hazard

B. A "hazardous substance" is a physical or health hazard that is listed as such in either:

1. 29 CFR Part 1910, Subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration.
2. Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment (latest edition), American Conference of Governmental Industrial Hygienists (ACGIH).

C. A "hazardous substance" is regarded as a carcinogen or potential carcinogen if it is identified as such by:

1. National Toxicology Program (NTP), Annual Report on Carcinogens (latest edition).
2. International Agency for Research on Cancer (IARC) Monographs (latest edition).
3. 29 CFR Part 1910, Subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration.

D. Manufacturers, importers and distributors will be relied upon to perform the appropriate hazard determination for the substances they produce or sell.

E. The following materials are not covered by the Hazard Communication Standard:

1. Any hazardous waste as defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 USC 6901 et seq.) when subject to regulations issued under that act by the Environmental Protection Agency.
2. Tobacco or tobacco products.
3. Wood or wood products. NOTE: Wood dust is not exempt since the hazards of wood dust are not "self-evident" as are the hazards of wood or wood products.
4. Consumer products (including pens, pencils, adhesive tape) used in the work place under typical consumer usage.
5. Articles (i.e. plastic chairs).
6. Foods, drugs, or cosmetics intended for personal consumption by employees while in the work place.
7. Foods, drugs, cosmetics, or alcoholic beverages in retail stores packaged for retail sale.
8. Any drug in solid form used for direct administration to the patient (i.e. tablets or pills).

IV. APPLICATION

This program applies to the use of any hazardous substance which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

V. RESPONSIBILITY FOR COMPLIANCE

- A. The administration of this program will be the responsibility of the site superintendent. The administrative responsibilities of this individual/position will include:
 - 1. Identification of the employees to be included in the Hazard Communication Program.
 - 2. Development and maintenance of a hazardous substance master inventory.
 - 3. Coordination and supervision of employee training.
 - 4. Coordination and supervision of the facility's container labeling program.
 - 5. Coordination of any necessary exposure monitoring.
 - 6. Coordination and supervision of required recordkeeping.
 - 7. Periodic evaluation of the overall program.
- B. Employees are responsible for following all safe work practices and using proper precautions required by the guidelines in this program.

VI. HAZARDOUS SUBSTANCE INVENTORY

N/A

VII. LABELING

- A. The site superintendent is responsible for evaluating labels on incoming containers.
Each label must contain the following information:
 - 1. Identity of the substance.
 - 2. Appropriate hazard warning.
 - 3. Name and address of the manufacturer.
- B. If the label is not appropriate, the site superintendent will notify the manufacturer (or supplier) that the label is not adequate. (See Form #2)

The site superintendent will send a second request to the manufacturer if the correct label is not received within 30 days. (See Form #3)

The site superintendent is responsible for preparing an appropriate label if one is not supplied by the manufacturer within the second 30 days.

A container will not be released for use until an appropriate label is affixed to the container.

- C. Labels will be removed if they are incorrect. When the container is empty it may be used for other materials provided it is properly

cleaned and re-labeled.

- D. Each department supervisor is responsible for ensuring that all containers used in his/her department are labeled properly and remain legible. Defacing labels or using them improperly is prohibited.
- E. Un-labeled portable containers, such as pails and buckets, should be used by one employee and emptied at the end of each shift. If the secondary containers are used by more than one employee and/or its contents are not emptied at the end of the shift, the department supervisor is responsible for labeling the container with either a copy of the original label or with a generic label which has a space available for appropriate hazard warnings.

VIII. SAFETY DATA SHEETS

- A. SDS's will be available to the employees on all hazardous substances to which there is potential or actual exposure. The site superintendent is responsible for ensuring that SDS are available on all incoming products. A product will not be released for use until a completed SDS is on file. (See Form #4) If the SDS is not available, the site superintendent will notify the manufacturer that SDS is needed. (See Form #5). The site superintendent will send a second request to the manufacturer if the SDS is not received within 30 days. (See Form #6)
- B. Site superintendent is responsible for the review of all incoming SDS's. If the SDS is not complete, it will be returned to the manufacturer with a request for the missing information. (See Form #7) The site superintendent will send a second request for the missing information if a complete SDS is not received within 30 days. (See Form #8)
- C. The site superintendent will request an SDS on the purchase orders of all new products. (See Form #9)
- D. The site superintendent is responsible for compiling and updating the master SDS file.
- E. Employees will have access to these SDS's during all work shifts. Copies will be made available upon request to site superintendent. (See Form #10)
- F. Site superintendent is responsible for updating the data sheets to include new information as it is received. A notice will be posted to inform employees that revised information has been received. (See Form #11)

IX. EMPLOYEE TRAINING

- A. Prior to starting work with hazardous substances, each employee/first responder will attend a Hazard Communication Training Session where they will receive information on the following topics:
 - 1. Policies and procedures related to the Hazard Communication Standard.
 - 2. Location of the written Hazard Communication Program.

3. How to read and interpret an SDS.
 4. Location of SDS's.
 5. Physical and health hazards of hazardous substances in their work area.
 6. Methods and observation techniques to determine the presence or release of hazardous chemicals.
 7. Work practices that may result in exposure.
 8. How to prevent or reduce exposure to hazardous substances.
 9. Personal protective equipment.
 10. Procedures to follow if exposure occurs.
 11. Emergency response procedures for hazardous chemical spills.
- B. Upon completion of the training program, each employee will sign a form documenting that he/she has received the training. (See Form 12)
- C. Whenever a new employee is transferred or hired, he/she will be provided training regarding the Hazard Communication Standard. The training session will be conducted by a competent trainer before the start of his/her employment if possible.
- D. Site superintendent is responsible for identifying and listing any non-routine hazardous task performed at this facility. Site superintendent will conduct training on the specific hazards of the job and the appropriate personal protective equipment and safety precautions and procedures. (See Form 13)
- E. When a new substance is added to the inventory list, site superintendent is responsible for reviewing the SDS for potential health effects. If the product presents a new health hazard (causes health effects unlike those covered in the training session), the (site superintendent) is responsible for notifying all affected employees about the new health effects which result from exposure to the new substance.
- *A copy of the new Safety Data Sheet (SDS) will be posted by site superintendent for 30 days. Both the new Safety Data Sheet and the Employees New Substance Signature Form will be placed above or near the SDS information binder. Each affected employee must read the SDS and sign the signature form. (See Form #11)
- F. Refresher training: Employees will receive refresher training annually.

X. INFORMATION TO CONTRACTORS

- A. The site superintendent is responsible for providing outside contractors with the following information:
1. Hazardous chemicals to which they may be exposed as a result of working in this facility.
 2. Suggestions for appropriate protective measures.
- B. Contractors that are potentially exposed to hazardous chemicals present at the facility will not be allowed to begin work until they have been provided information concerning these hazards and

have signed a form to document this exchange. (See Form #14)

- C. The site superintendent is responsible for obtaining information from contractors on all hazardous substances to which State employees may be exposed as a result of the contractor's work at the facility. (See Form #15). Site superintendent will notify affected Employee's about the health effects that may result from exposure to each substance.

XI. PERSONNEL POLICIES

When an employee is not following safety and health rules regarding working with a hazardous substance, disciplinary action will be taken.

XII. RECORD KEEPING

- A. All SDS's will be kept for a period of 30 years after the use of a substance has been discontinued. EXCEPTION: If an employee exposure to a particular hazardous chemical occurs, the SDS for that product will become part of the employee's medical records. Medical records must be kept for 30 years.

Note: "Exposure" or "exposed" means that an employee is subjected to a toxic substance or harmful physical agent in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes past exposure, but does not include situations where the employer can demonstrate that the toxic substance or harmful physical agent is not used, handled, stored, generated, or present in the workplace in any manner different from typical non-occupational situations.

- B. The master inventory list will also be kept for 30 years.

XIII. COMMUNITY HAZARD COMMUNICATION

The site superintendent is responsible for responding to requests from members of the community on hazardous substances used in the facility.

XIV. EMERGENCY RESPONSE PROCEDURES FOR HAZARDOUS CHEMICAL SPILLS

The site supervisor or crew foreman is the senior official who has the responsibility for taking charge and controlling the emergency situation. As more senior officials arrive i.e. police, fire, hazardous materials response team, the position is passed up the line of authority.

- A. When a hazardous chemical spill occurs, follow these procedures:
1. Move all employees away from spill to a safe environment.
 2. Call 911 or the designated emergency response number in your area to notify the necessary response team for the

hazardous chemical spill.

3. Retrieve the Hazard Communication Information Binder, if possible.

- a. Locate the SDS for the hazardous chemical which spilled.
- b. If requested, provide the SDS to the Emergency Response Team.

Note: Do not try to contain the spill. The Emergency or Hazardous Material Response Team is trained to deal with hazardous chemical spills.

- B. Any emergency response employee who exhibits signs or symptoms which may have resulted from exposure to hazardous substances during the course of an emergency incident, either immediately or subsequently, shall be provided with medical consultation.

XV. PROGRAM EVALUATION

A competent employee will conduct an evaluation of the Hazard Communication Program annually. The individual responsible for the items identified for improvement will be notified in writing. It is expected that action will be taken to correct the item within five working days. (See Form #16)

LIST OF SAMPLE FORMS AND LETTERS

Form 1	Hazardous Substance Inventory
Form 2	Letter to Request a Complete Label
Form 3	Second Request for a Complete Label
Form 4	Checklist of Required SDS Information
Form 5	Letter to Request a Safety Data Sheet
Form 6	Second Request for a Safety Data Sheet
Form 7	Letter to Request a Complete SDS
Form 8	Second Request for a Complete SDS
Form 9	Letter to Accompany Purchase Order
Form 10	Request for Chemical Hazard Information
Form 11	Employee's New Substance Signature Form
Form 12	Employee Hazard Communication Training Record
Form 13	Non-Routine Hazardous Task Training Documentation Form
Form 14	Documentation of Information Given to Contractors
Form 15	Letter to Contractors
Form 16	Hazard Communication Annual Program Summary
Form 17	Employee Hazard Communication Interview Form
Form 18	Hazard Communication Checklist

Hazardous Substance Inventory

Form #1

Organization _____ Location _____

[illegible]

Completed By _____ Date _____

LETTER TO REQUEST A COMPLETE LABEL

Form #2

TO: Chemical Manufacturer, Vendor, Distributor

FROM: (Agency Name, Address)

DATE:

RE: Chemical Labels

We are using (number) of your products and in evaluating the label(s) on (this/these) product(s), we determined that the label(s) (is/are) not appropriate for the following reason(s):

Product Name

Reason Label Is Not Appropriate

Please clarify the wording on (this/these) label(s) or send (a) revised label(s). Your prompt attention is necessary for us to fully implement our Hazard Communication Program. Please respond to this request no later than (date 14 days after the date of this letter).

Thank you for your cooperation.

* A tickler file should be established to notify the responsible individual in 14 days that their request for a revised label has not been received and that a second notice is needed.

SECOND REQUEST FOR A COMPLETE LABEL

Form #3

TO: Chemical Manufacturer, Vendor, Distributor

FROM: (Agency Name, Address)

DATE:

RE: Labels

On (date) we notified you that the warning label for your product(s) was incomplete. The label is not appropriate for the following reason(s):

Product Name

Reason Label Is Not Appropriate

We requested that you supply us with this information by (date). Please clarify the wording on (this/these) label(s) or send (a) revised label(s). Your prompt attention is necessary for us to fully implement our Hazard Communication Program. Please respond to this request no later than (date 14 days after the date of this letter).

Thank you for your cooperation.

CHECKLIST OF REQUIRED SDS INFORMATION

Form #4

The Hazard Communication Standard requires that 13 items of information be included in Safety Data Sheets provided to purchasers. There is no specified order for these items; they may be found anywhere on the SDS. If the preparer of the SDS has found no relevant information for a given item, the SDS must be marked to indicate that no applicable information was found. This checklist should be used to determine the completeness of the SDS. It does not assess the accuracy of the information.

Check Box If Item Is Complete

1. ☐ The identity used on the label.
2. ☐ Chemical and common names - may be the same as #1.
3. ☐ Physical and chemical characteristics of the hazardous ingredients (e.g., flash point, appearance and odor).
4. ☐ Physical hazards (e.g., combustible, unstable).
5. ☐ Health hazards (e.g., corrosive) plus signs and symptoms of exposure and medical conditions aggravated by exposure.
6. ☐ Primary route(s) of entry (e.g., inhalation).
7. ☐ Air exposure limits (e.g., PEL, TLV).
8. ☐ Carcinogenicity.
9. ☐ Precautions for safe handling and use (e.g., storage, waste disposal).
10. ☐ Control measures (e.g., personal protection).
11. ☐ Emergency and first aid procedures.
12. ☐ Date of preparation of SDS.
13. ☐ Name/address/phone number of responsible party.

PRODUCT: _____

MANUFACTURER: _____

DATE OF SDS: _____

CHECKED BY: _____

LETTER TO REQUEST SDS

Form #5

TO: Chemical Manufacturer, Vendor, Distributor

FROM: (Agency Name, Address)

DATE:

RE: Safety Data Sheets (SDS)

We are using (number) of your products and need (a) Safety Data Sheet(s) in order to complete our Hazard Communication Program.

Please send (a) Safety Data Sheet(s) on the following products:

Your prompt attention is necessary for us to fully implement our Hazard Communication Program. Please send the SDS(s) no later than (date 15 days after the date of this letter).

Thank you for your cooperation.

* A tickler file should be established to notify the responsible individual in 15 days that their request for an SDS has not been received and that a second notice is needed.

SECOND REQUEST FOR SDS

Form #6

TO: Chemical Manufacturer, Vendor, Distributor

FROM: (Agency Name, Address)

DATE:

RE: Safety Data Sheets (SDS)

On (date) we requested (an) Safety Data Sheet(s) on the following product(s):

We have not received (it/them). Your prompt attention to this is necessary for us to complete our Hazard Communication Program. Please respond to this second request by (date 15 days after the date of this letter).

Thank you for your cooperation.

LETTER TO REQUEST A COMPLETE SDS

Form #7

TO: Chemical Manufacturer, Vendor, Distributor

FROM: (Agency Name, Address)

DATE:

RE: Safety Data Sheets (SDS)

In reviewing the Safety Data Sheet(s) for your product(s), the following required information was not on the SDS:

Product Name

Reason SDS Is Not Complete

Please supply us with this information. Your prompt attention to this is necessary for us to fully implement our Hazard Communication Program. Please send this information by (date 15 days after the date of this letter).

Thank you for your cooperation.

* A tickler file should be established to notify the responsible individual in 15 days that their request for a revised SDS has not been received and that a second notice is needed.

SECOND REQUEST FOR A COMPLETE SDS

Form #8

TO: Chemical Manufacturer, Vendor, Distributor

FROM: (Agency Name, Address)

DATE:

RE: Safety Data Sheets (SDS)

On (date) we notified you that the Safety Data Sheet(s) for your product(s) (was/were) incomplete. The following required information was not on the SDS(s):

Product Name

Reason SDS Is Not Complete

We requested that you supply us with this information by (date). We have not received this information. Your prompt attention to this is necessary for us to complete our Hazard Communication Program. Please respond to this second request by (date 15 days after the date of this letter).

Thank you for your cooperation.

LETTER TO ACCOMPANY PURCHASE ORDERS

Form #9

***This is a notice to chemical vendors concerning the need for SDS's and container labeling.
This letter should be attached to purchase orders for all chemicals or other hazardous substances.***

TO: Chemical Manufacturer, Vendor, Distributor

FROM: Organization Name and Address

DATE:

RE: Hazard Communication Responsibilities

Attached to this letter is a purchase order for the chemicals which we plan to utilize in our facility. Our receiving personnel have been instructed to accept only containers which have been properly labeled and identified. Improperly labeled containers will result in refusal of the shipment. We would appreciate your cooperation in this matter.

We expect to receive Safety Data Sheets (SDS) prior to receipt of our initial order and/or when an SDS has been revised. If your policy is different, or has changed since our last order, please notify us as soon as possible. To assist us, we would appreciate if you would record the responsible party information on the shipping papers.

If you have any questions, please do not hesitate to contact me. Thank you for your cooperation. I look forward to working with you in the future.

Yours truly,

(Name of Purchasing Director/Program Director)

NOTE: THIS LETTER SHOULD BE ATTACHED TO THE INITIAL AND/OR TO EACH PURCHASE ORDER FOR CHEMICALS OR HAZARDOUS SUBSTANCES

REQUEST FOR CHEMICAL HAZARD INFORMATION

Form #10

(Use a separate form for each chemical/material)

Name of Requester (S): _____ Date: _____

Social Security Number: _____

Department: _____

Name of Chemical/Material: _____

Manufacturer: _____

Description: _____

(Please describe the material as completely as possible)

Date _____

Employee or Union Representative Signature _____

Received copy of SDS: ☐ Yes ☐ No

Copy provided by: _____ Date: _____

EMPLOYEE'S NEW CHEMICAL/SUBSTANCE SIGNATURE FORM

Form #11

Name of New Chemical/Substance: _____

Vendor's Name: _____

Location: _____

Date the Chemical Arrived: _____

Date of Posting (SDS) Form: _____

This chemical may have health effects not covered during your initial Hazard Communication Training Session. Each affected employee is asked to read the attached Safety Data Sheet (SDS) to understand the new health effects for the following chemical:

Upon reading the Safety Data Sheet (SDS), each employee must sign and date this form.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

EMPLOYEE HAZARD COMMUNICATION TRAINING RECORD

Form #12

The following employee(s) have completed training in Hazard Communication. Each trained employee is now knowledgeable in all 11 different training topics covered in the Hazard Communication Written Training Program.

- Policies and procedures related to the Hazard Communication Standard.
- Location of the written Hazard Communication Program.
- Physical and health hazards of hazardous substances in their work area.
- How to prevent or reduce exposure to hazardous substances.
- Personal protective equipment.
- Methods/observation/techniques to determine the presence or release of hazardous chemicals.
- How to read and interpret SDS.
- Location of SDS.
- Work practices that result in exposure.
- Procedures to follow if exposure occurs.
- Emergency response procedures for hazardous chemical spills.

Employee's Name	Employee's Signature	Date of Training	Trainer	Trainer's Signature

NON-ROUTINE HAZARDOUS TASK TRAINING DOCUMENTATION FORM

Form #13

The following employee(s) has/have been trained to perform work in what is considered a "non-routine hazardous task."

[illegible]

**DOCUMENTATION OF INFORMATION GIVEN
TO CONTRACTORS PERTAINING TO HAZARD COMMUNICATION**

Form #14

Facility _____ Location _____

[illegible]

LETTER TO CONTRACTORS

Form #15

Subject: OSHA, Cal OSHA HAZARD COMMUNICATION

STANDARD To Whom it May Concern:

The Occupational Safety & Health Administration (OSHA) Hazard Communication Standard (29CFR 1910.1200) and Cal/OSHA Title 8, Section 5194 states that contractors/suppliers must be informed of the hazardous chemicals their employees may be exposed to while performing their work and any appropriate protective measures. In order to comply with this requirement, AAA has developed a list of all the hazardous chemicals known to be present in our facility. A Safety Data Sheet (SDS) is also on file for each of these chemicals and/or hazardous substances. This information is available to you and to your employees upon request.

In order to protect the safety and health of our own employees, contractors/suppliers must provide (upon request) an SDS on any hazardous chemical(s) or material(s) which they bring into this facility. Failure to provide this information in a timely manner will result in the removal of the contractor/supplier from the premises.

Each employer is also responsible for notifying any subcontractor they employ regarding the requirements of the Hazard Communication Standard and other provisions described in this letter.

If AAA Tree Service can be of any further assistance, please feel free to contact our office at 909-584-8645.

Sincerely,

AAA Tree Service

HAZARD COMMUNICATION ANNUAL PROGRAM SUMMARY

Form #16

Training

	Number of Training Courses Presented:	Number of Employees Trained:
New-employee training:		
Work-area-specific training:		
New-substance training:		
Other training:		
Total courses/employees		

Hazardous Substances

	# of Different Hazardous Substances in Use:	# of SDS on File:
Previous Total: _____		
New This Year: _____		
Revised Total _____		

The following activities have been completed:

- ☐ Written plan is up to date.
- ☐ Hazardous substance inventory has been updated. All training is up to date.
- ☐ All SDS are up to date.
- ☐ All products are properly labeled.
- ☐ All portable containers are properly labeled.

If any of the above activities are not complete, explain: _____

Completed By: _____ Date: _____

EMPLOYEE HAZARD COMMUNICATION INTERVIEW

Form #17

Date of Interview: _____

Interview Conducted by: _____

Agency: _____

Location: _____

1. Do you feel that your organization's Hazard Communication Program is successful overall? ☐ Yes ☐ No

Why? _____

2. What was the subject of the last training session you attended? _____

3. Have you applied the information from that session? ☐ Yes ☐ No

If yes, how? _____

4. Have you had an occasion to refer to an SDS in the last month? ☐ Yes ☐ No

Which one? _____

a. Was the SDS easy to understand? ☐ Yes ☐ No

b. Why did you refer to the SDS? _____

c. Did the SDS have the information you were looking for? ☐ Yes ☐ No

If no, what information was missing?

5. Have all of the containers in your work area been properly labeled and marked? ☐ Yes ☐ No

6. Over the last six months, has your work area been involved in any chemical spill or emergency? ☐ Yes ☐ No

If yes, describe _____

7. Were you prepared? ☐ Yes ☐ No

If not, why? _____

HAZARD COMMUNICATION CHECKLIST

Form # 18

- ☐ Yes ☐ No Has a program for hazard communication training been established?
- ☐ Yes ☐ No Has a program for hazard communication procedures been established and is the program reviewed on an annual basis?
- ☐ Yes ☐ No Are chemical injuries tracked for program improvement?
- ☐ Yes ☐ No Have chemical hazard control procedures developed for each job?
- ☐ Yes ☐ No Has a chemical inventory of the facility been conducted?
- ☐ Yes ☐ No Are the procedures reviewed on an annual basis?
- ☐ Yes ☐ No Do the hazard communication procedures include the following:
- ☐ Yes ☐ No A statement of the intended use?
- ☐ Yes ☐ No Steps for labeling of containers?
- ☐ Yes ☐ No Steps for safe issuance, use, transfer and disposal of chemicals?
- ☐ Yes ☐ No Are control procedures inspected at least annually?
- ☐ Yes ☐ No Are periodic inspections conducted by a competent employee?
- ☐ Yes ☐ No Is the inspection designed to correct deviations or inadequacies?
- ☐ Yes ☐ No Is the inspection documented?
- ☐ Yes ☐ No Have SDSs been produced?
- ☐ Yes ☐ No Have employees been informed of:
- ☐ Yes ☐ No The requirements of 29 CFR 1910.1200 and Title 8, Section 5194?
- ☐ Yes ☐ No Any operations in their work area where hazardous chemicals are present?
- ☐ Yes ☐ No The location and availability of the written HAZCOM program?
- ☐ Yes ☐ No The location and availability of the lists of hazardous chemicals?
- ☐ Yes ☐ No Does employee training include at least:
- ☐ Yes ☐ No Methods & means necessary to detect the presence or release of a chemical?
- ☐ Yes ☐ No The physical and health hazards of the chemicals in the work area?
- ☐ Yes ☐ No The steps employees can take to protect themselves from the chemicals?
- ☐ Yes ☐ No The details of the written program?
- ☐ Yes ☐ No Have criteria for recurrent training been developed?
- ☐ Yes ☐ No Is the training documented?
- ☐ Yes ☐ No Is the training conducted by a competent person?
- ☐ Yes ☐ No Is retraining required whenever there is a change in job assignments?



Hazard Communication and the global Harmonized System of Classification and labeling of Chemicals

Purpose:

To enhance our employees' health and safety, AAA Tree Service has developed, implemented, and maintains a hazard communication program that ensures effective communication about the hazardous chemicals to which our employees may be exposed, by means of a comprehensive hazard communication program that includes container labeling and other forms of warning, safety data sheets and employee training. Frank and Stacy Manqueros, and/or his

designee, have full authority and responsibility for implementing and maintaining this program.

The President / CEO has designated Robert Masson and Tony Garcia as the program administrator who will administer, implement, monitor and support the implementation of this program. General foremen will implement this program within their crews. The Safety Manager and General Operations Manager will monitor and enforce the safety procedures of this program.

name.	title.	Cell Phone
Frank Manqueros.	President	(909) 584-8645
Stacy Manqueros	CEO.	(909) 584-8645

Robert Masson Safety Administrator (909) 584-8645

be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from work place operations. Each General Foreman or Supervisor will be responsible to identify and report to Robert Masson any potential new chemical hazards in the workplace. The list of hazardous chemicals will be reviewed and updated yearly by the program administrator. (SEE APPENDIX A) for list of chemicals by department.

Specific information on each noted hazardous chemical can be obtained by reviewing the Material Safety Data Sheet or Safety Data Sheet.

Proposition 65 list of Chemicals:

The owner and/or his designee are responsible for obtaining updates of Proposition 65 listed chemicals and providing new information to affected employees. To address exposures to Proposition 65 chemicals, the program administrator will provide clear and reasonable warnings to individuals prior to exposure by means of posting signs conspicuously, labeling products and training employees.

material Safety data Sheets (mSdS) and or Safety data Sheets (SdS):

List of Hazardous Chemicals

Robert Masson , program administrator, will prepare and keep

current an inventory list of all known hazardous chemicals which is known to be present in the workplace and to which employees may

The owner and/or his designee are responsible for obtaining the MSDSs and/or the SDSs, reviewing them for completeness, and maintaining the data sheets current. In the review of incoming data sheets, if new and significant health/safety information becomes available, this new information is passed on within thirty days to the affected employees by additional training sessions, posting of memos, and other means of appropriate communication. Legible MSDS and/or SDSs copies for all hazardous chemicals to which employees may be exposed are kept in Hazard Communication Binder available at

Maintenance Manager's desk. Paper MSDSs and/or SDSs are readily available for review by all employees in their work area and during each work shift. If MSDSs and/or SDSs are missing, please contact the program administrator immediately, and a new MSDS and/or SDS will be requested from the manufacturer, or researched on the internet. If we are unable to obtain the MSDS from the vendor within 25 calendar days of the request, we will either call our local Cal/OSHA compliance office or write to:

Division of Occupational Safety and Health
Deputy Chief of Health and Engineering Services
1515 Clay Street, Room 1901, Oakland, CA 94612

Communicating the information on the MSDS or SDS from English to Spanish will be conducted by Francisco Enciso and his or her designee. A bilingual person will be designated in each department to ensure the information on the MSDS or SDS is provided to non-English speaking employees in an expeditious manner.

Training on the NEW Container Labeling and Safety Data Sheet (SDS) elements:

As part of the Global Harmonized System (GHS) chemical manufactures, importers and distributors will be required to provide a label that includes a pictogram, signal word, hazard statements, and precautionary statements for each hazard class and category. The new standardized label elements will provide consistency in the information appearing on container labels once the system is fully adopted. The GHS will also require a standardized format for SDSs, formerly known as, MSDSs. These new changes will improve worker understanding of the hazards associated with the chemicals in their workplace.

Hazard pictograms are one of the key elements for the labeling of containers under the GHS. Under the GHS, a pictogram is a graphical elements, such as a border, background pattern or color intended to convey specific information. (SEE APPENDIX B)

All employees will be trained on the new label and new SDS formats to ensure our employees have the information they need to better protect themselves from chemical hazards in the workplace. (SEE APPENDIX C)

Training on the new label elements will include: (SEE APPENDIX D)

- Product identifier
- Signal word
- Pictogram
- Hazard statement(s)
- Precautionary statement(s)

- Name, address and phone number of the chemical manufacturer, distributor or importer
- How information on the label can be used to ensure proper storage of hazardous chemicals
- How information on the label might be used to quickly locate information on first aid when needed by employees or emergency personnel
- Explanation on multiple hazards of a chemical and the different pictograms used to identify the various hazards.
- Explanation that when there are similar precautionary statements, the one providing the most protective information will be included on the label

As part of the GHS, MSDSs will now be called "Safety Data Sheets" (SDS's) and will have a uniform 16 section format that allows employees to obtain concise, relevant and accurate information more easily:

Chemical identification	Hazards(s) identification
Chemical composition	First-aid measures
Fire-fighting measures	Accidental release measures
Handling and storage	Exposure control personal protection
Physical & chemical properties	Stability and reactivity
Toxicological information	Ecological information
Disposal considerations	Transport information
Regulatory information	Other information

Training on the format of the SDS will include the following: (SEE APPENDIX E)

- Standardized 16-section format, including the type of information found in the various sections
- Explanation of the pictograms under the GHS for classifying and labeling of chemicals
- How the information on the label is related to the SDS

Labels and Other Forms of Warning:

Before hazardous chemical containers are released to the work area, it is the company policy to verify that all primary and secondary containers are properly labeled. Department supervisors will have the responsibility to ensure containers are labeled as follows:

Label Information	Primary Container	Secondary Container
Identify of the hazardous chemical	√	√
Applicable hazard warnings	√	√
Name and address of the manufacturer	√	

Labeling of containers under the new Globally Harmonized System (GHS) will be phased in as we obtain the new standardized labels from our suppliers and/or as we obtain the new SDS for the hazardous chemicals in the workplace. The containers under the GHS will be labeled as follows:

Label Information	Primary Container	Secondary Container
Product identifier	✓	✓
Precautionary statements	✓	✓
Hazard pictograms	✓	✓
Signal word	✓	✓
Hazard statements	✓	✓
Supplemental information	✓	✓
Supplier identification	✓	✓

Supervisors will monitor hazardous product containers and secondary containers on a daily basis to ensure they are properly labeled with the minimum necessary health and safety information required for the entire time they are in the workplace.

If necessary, the program administrator will arrange for labels, signs and other warnings to be printed in Spanish.

Employee Information and Training:

Employees will be trained by their immediate supervisor or program administrator on the hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard is introduced into their work area. This training will be conducted on the spot or via a short tailgate meeting.

Employees will be formally trained on the company's hazard communication program once year. Training will be conducted by the program administrator or by an outside safety consultant. Training will be conducted in English and in Spanish. Handouts will also be provided in English and Spanish. This training session will include the following topics:

- The requirements of the hazard communication regulation including the employees right:
 1. To personally receive information regarding hazardous chemicals to which they may be exposed;
 2. For their physician or collective bargaining agent to receive information regarding hazardous chemicals to which they employee may be exposed;

3. Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substances Information and Training Act.
 - The details of the company's hazard communication program including an explanation of labels received on shipped containers and the workplace labeling system used and the safety data sheet, ad how employees can obtain and use the appropriate hazard information.
 - The location and availability of the written hazard communication program including the list of hazardous chemicals and safety data sheets.
 - Any operation in their work area where hazardous chemicals or Proposition 65 carcinogens/reproductive toxins are preset and exposure are likely to occur.
 - Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area, such as visual appearance or order of hazardous chemicals when released.
 - How to read labels and review MSDS to obtain hazard information.
 - How to read labels and review SDS under the globally harmonized system (GHS) for classification and labeling of hazardous chemicals.
 - Physical and health effects of hazardous chemical exposure specific to chemicals in each department and the measures to take to protect themselves from chemical hazards, including specific procedures to prevent exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.
 - Symptoms of overexposure to hazardous chemicals specific to each department.
 - Emergency and first-aid procedures to follow if an employee is exposed to a hazardous chemical.
 - Supervisors will be trained on how to identify hazardous non-routine tasks and how to conduct a hazard assessment of the task including developing a rough procedure on how to complete the job safely.

In addition, department supervisors or the program administrator will conduct a training session whenever a new or revised safety data

sheet is received indicating a significant increase in risk to, or changes to the measures necessary to protect employee health. This new information will be provided to affected employees within 30 days after receipt of the new information.

Hazardous Non-Routine Tasks:

Hazardous non-routine tasks include tasks that are performed infrequently, outside of normal duties, does not have a documented procedure, has never been performed before, or that carry a high level of risk. Non-routine work can be unscheduled and unplanned. Accidents can occur when we don't take time to assess the risks prior to performing the work.

To control the risks of non-routine tasks, supervisor will have the responsibility to identify non-routine tasks and perform a quick safety assessment of the risks prior to performing the work. The supervisor will conduct a pre-job discussion with the superintendent to develop a procedure on how to complete the job safely. All affected employees will be informed about the associated hazards and how to protect against them.

Unlabeled Chemical Pipes (Not Applicable):

Currently we do not have any unlabeled pipes containing hazardous chemicals in any workplace. However, should we introduce or become aware of an unlabeled pipe containing hazardous chemicals, we will inform affected employees of the potential hazards prior to starting work in areas having unlabeled pipes.

Other Employers:

All temporary workers performing work at our jobsite are expected to comply with the requirements of this program. Temporary workers are expected to participate in the scheduled hazard communication training sessions.

Our program will be maintained by Robert Masson to ensure the policies are carried out and the plan is effective. If anyone has questions about this program, please contact Robert Masson.

Frank Manqueros,
President / CEO

APPENDIX A HAZARDOUS CHEMICAL INVENTORY LIST

Product Identification	Operation / Work Area	MSDS	SDS	Label
Acetone				
Acetylene Gas				
Adhesives				
Cleaning Agents				
Cutting Oil				
Diesel				
Gasoline				
Greases				
Graphite				
Liquid Petroleum Gas (LPG)				
Lubricant oils				
Metals (Aluminum, Nickel, Copper, Zinc, Cadmium, Iron)				
Oxygen				
Paint				
Paint Thinner				
Paint stripper				
Resins / Epoxy				
Herbicides				
Sporax				

AAA Tree Service

SDS Listing

TAB#	PRODUCT
1	Antifreeze and Coolant, Advanced Formula: Prestone
2	Bar and Chain Oil, Clear, 30w: Husqvarna
3	Bar and Chain Lubricant, Stihl
4	Brake Fluid, Super Heavy Duty, O'Reilly
5	Carb and Choke Cleaner, Aresol: CRC
6	Diesel #1: Marathon
7	Fuel Stabilizer: Stihl
8	Gasoline: Unleaded Exxon
9	Hydraulic Fluid, Hyspin AWH: Castrol
10	Insect Repellent: OFF V Deep Woods
11	Motor Oil: 30w HD: Castrol
12	Starting Fluid: Thrust Quick
13	Transmission Fluid: Dexron VI
14	WD-40 Aerosol
15	White Lithium Grease