



Hazard Communication Plan

Purpose

To ensure that the hazards of chemicals used on this project are communicated to our employees and that adequate control measures are taken to protect worker health.

Responsibilities

- A. The Superintendent at each job is designated as the person responsible for implementing this written program. The elements of this program may be delegated to other personnel on the project with oversight from the Superintendent.

Definitions

- A. **Chemical** means any substance, or mixture of substances.
- B. **Hazardous chemical** is defined as any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.
- C. **Hazard statement** means a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.
- D. **Pictogram** means a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color that is intended to convey specific information about the hazards of a chemical.
- E. **Precautionary statement** 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.
- F. **Safety Data Sheet (SDS)** means written or printed material concerning a hazardous chemical that is prepared by the producer of the chemical.



- G. Signal word** means a word used to indicate the relative level of severity of hazard and alter the reader to a potential hazard on the label.

Compliance Procedures

This written Hazard Communication Program is available upon request to employees and their designated representative at any time. The location of the Hazard Communication Program will be discussed in the site specific safety orientation.

Maintain a list of chemicals that are on each jobsite. At the end of the project, this list should be sent to the corporate office and retained for 30 years.

Retain Safety Data Sheets (SDS) on all chemicals on the jobsite. These should be sent to the corporate office at the end of the project and retained for at least 30 years.

Train employees on chemicals they work with utilizing the SDS and manufacturer supplied labels. Provide information and training to all employees relative to the Hazard Communication Regulation and about any known potential exposure to hazardous chemicals.

Maintain records of employee accidental overexposure to hazardous chemicals.

Make available to and share with other contractors or subcontractors the SDS information on hazardous chemicals on the jobsite.

Identification of Hazardous Substances

All chemicals used on this project (including subcontractors) will be entered into the Safety Data Sheet Log. Those chemicals that meet the definition of “hazardous waste” and fall into the criteria of the site specific contingency plan will be noted accordingly on the Safety Data Sheet Log by checking the hazardous material box. The Safety Data Sheet Log contains the following information:

- A. Product name
- B. Common term
- C. Manufacturer
- D. Contractor who brought the chemical onto the site
- E. Whether the chemical falls into AAA TREE SERVICE' Site Specific Contingency Plan (Hazardous Material)
- F. The Tab and ID Number to locate the specific safety data sheet

Safety Data Sheet (SDS)

Copies of SDSs for all chemicals that employees may be exposed are kept in the jobsite office or other designated location. The Superintendent will be responsible for obtaining and implementing the SDS system for the project.

Safety Data Sheets will be kept readily available to employees whenever they are working.

The Superintendent or his designated representative will review incoming safety data sheets for new and significant health and safety information. They will ensure that any new information is passed on to the affected employees.



If a SDS is missing or incomplete, a new SDS will be requested from the manufacturer or supplier.

When ordering chemicals, all supervisors will request a SDS for that chemical.

Labeling

Material received at the jobsite must be properly labeled by the manufacture or supplier (refer Hazardous Communication Standard Labels). If labels are not provided, illegible, or incomplete, do not accept the material. Labels must never be removed and should be replaced if they become illegible.

Manufacture supplied labels must provide the following:

- A. Identity of the chemical products or substances in the container.
- B. Signal word.
- C. Hazard statement(s).
- D. Pictogram(s)
- E. Precautionary statement(s).
- F. Name, address, and telephone of the chemical manufacturer, importer, or other responsible party.

Only those chemicals that can be classified as "Immediate use" and are under the control of the person who transferred it are exempt from the labeling procedures detailed above. These containers must be labeled with the contents of the container.

Training

A. Employee Training:

1. Employee training will be conducted at various frequencies, including:
 - a. Tailgate Meetings
 - b. Job Hazard Analysis / Activity Hazard Analysis review
 - c. Formal safety training
2. Depending on the scope of the training, training topics may include information on the following:
 - a. An overview of the requirements contained in the Hazard Communication Program, labeling requirements and overview of the safety data sheet.
 - b. Inform employees of any operation in their work area where hazardous chemicals are present.
 - c. AAA Tree Service will use tailgate meetings, JHA's, and formal safety training to inform employees of the hazards of non-routine tasks.
 - d. Location and availability of the written Hazard Communication Program.
 - e. Location of Safety Data Sheets and the associated list of hazardous chemicals on the project.
 - f. Physical and health effects of the hazardous chemicals.
 - g. Methods and observation techniques used to determine the presence of or the release of hazardous chemicals in the work area.



- h. How to lessen or prevent exposure to these hazardous substances through the use of engineering controls, work practices, and/or the use of personal protective equipment.
- i. Steps the company has taken to lessen or prevent exposure to these chemicals.
- j. Emergency and first-aid procedures to follow if employees are exposed to hazardous substances.
- k. How to read labels and review an SDS to obtain appropriate hazard information.

General Contractor and Subcontractor Responsibilities:

When employees of a subcontractor may be exposed to hazardous chemicals on the jobsite, AAA TREE SERVICE will make available a list of the hazardous chemicals and the applicable SDSs. Each subcontractor is required to have their own Hazard Communication Program.

Subcontractors must provide the appropriate SDSs to AAA TREE SERVICE for all chemicals being used by their company at the jobsite. They must also retain a copy of any SDS for all chemicals being used by their employees. Subcontractors will complete the Subcontractor Chemical Questionnaire and the Subcontractor SDS Log. The chemicals that the subcontractor submits to AAA TREE SERVICE will be transferred to the projects Safety Data Sheet Log.

Each employer is responsible for the appropriate training of his or her employees.

Where employees must travel between work places during a work shift (multi job sites), the written program may be kept at a primary job site. If there is no primary, then the program should be sent with employees.

Recordkeeping

The following documentation is required to be maintained at each project for review by any employee or their designated representative upon request:

- A. Safety Data Sheet Log
- B. Subcontractor Chemical Questionnaire
- C. Safety Data Sheets for all chemicals being used on the project
- D. Records of any employee accidental over-exposure to a hazardous chemical
- E. Records of any atmospheric testing
- F. This written Hazard Communication Program
- G. Employee training records

The corporate office should retain the SDS Log and all SDS's for 30 years following the completion of a project.

