

WRITTEN HAZARD COMMUNICATION PROGRAM

HERITAGE PLASTERING, INC. has developed a Hazard Communication Program to enhance our employee's health and safety.

The hazard communication manager, **Alex Cabrera**, has full authority and responsibility for implementing and maintaining this program. We provide information about the hazardous substance in our workplace, the associated hazards, and the control of these hazards through a comprehensive hazard communication program that includes the elements listed below.

1. CONTAINER LABELING AND OTHER FORMS OR WARNING

It is the policy of this Company that no container of hazardous substances will be released for use until the following label information is verified:

- Containers are clearly labeled as to the contents.
- Appropriate hazard warnings are noted.
- The name and address of the manufacturer are listed.

This responsibility has been assigned to Alex Cabrera.

2. PROPOSITION 65 LIST OF CHEMICALS

Alex Cabrera is responsible for obtaining updated of Proposition 65 listed chemicals and providing new information to affected employees. In the case of newly added chemicals to the Proposition 65 list, warning requirements take effect 12 months from the date of listing.

3. SAFETY DATA SHEETS (SDS)

Copies of SDS for all hazardous substances to which employees of this company may be exposed are kept in the Corporate Office.

Alex Cabrera will be responsible for obtaining and maintaining the data sheet system for the company.

Alex Cabrera will review incoming data sheets for new and significant health/safety information. This person will see that any new information is passes on to the affected employees immediately.

SDS are readily available for review to all employees in their work area and during each work shift. If SDS are missing or new hazardous substance(s) in use do not have SDS, or if an SDS is obviously incomplete, please contract **Alex Cabrera** immediately, and a new SDS will be requested from the manufacturer. If we are unable to obtain the SDS 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
P.O Box 420603
San Francisco, CA 94142-0603

SAFETY DATA SHEETS (SDS) (Continued)

If we use alternatives other than paper SDS computer or microfiche machines with printers or fax machines we will make sure that employees have ready access to and know how to operate these devices for retrieval and printing of legible hard copies. Our backup system in the event of failure of the primary SDS retrieval system will require employees to request paper SDS by telephone. An SDS hard copy will be provided to the requester as soon as possible after the telephone request is made.

4. EMPLOYEE INFORMATION AND TRAINING

Employees are to attend a health and safety orientation set up by **Alex Cabrera** prior to starting work for information and training on the following:

- An overview of the requirements contained in the Hazard Communication Regulation, including employees' rights under the Regulation.
- Inform employees of any operation in their work area, including non-routine tasks, where hazardous substances or Proposition 65 carcinogens/reproductive toxins are present and exposures are likely to occur.
- Location and availability of the Written Hazard Communication Program.
- Physical and health effects of the hazardous substances.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- How to lessen or prevent exposure to hazardous substance through usage of engineering controls, work practices, and/or the use of personal protective equipment.
- Protective practices the Company has taken to lessen or prevent exposure to these substances.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substance(s).
- How to read labels and review SDS to obtain hazard information.
- Symptoms of overexposure.
- The location and interpretation, if needed, of warning signs or place cards to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace.

Employees will receive additional training when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer's work site.

NOTE: It is critically important that all of our employees understand the training. If you have any additional questions, please contact Alex Cabrera.

5. LIST OF HAZARDOUS SUBSTANCES

Alex Cabrera will prepare and keep current an inventory list of all known hazardous substances present in our workplace. Specific information on each noted hazardous substances(s) can be obtained by reviewing the Safety Data Sheets.

6. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their Supervisor about hazards to which they may be exposed during such an activity.

This information will include:

- Specific hazards.
- Protective/safety measures which must be utilized.
- Measures the Company has taken to lessen the hazards including ventilation, respiratory protection, presence of another employee and emergency procedures.

7. LABELED / UNLABELED PIPES (if applicable)

Above-ground pipes transporting hazardous substances (gases, vapors, liquids, semi-liquids, or plastics) shall be identified in accordance with Local and State Regulations.

Other above-ground pipes that do not contain hazardous substances but may have associated hazards if disturbed or cut (e.g., steam lines, oxygen lines) shall be addressed as follows:

Before employees enter the area and initiate work, **Alex Cabrera** will inform them of:

- The location of the pipe or piping system or other known safety hazard
- The substance in the pipe
- Potential hazards
- Safety precautions

8. INFORMING CONTRACTORS

To ensure that outside contractors work safely in our plant and to protect our employees from chemicals used by outside contractors, **Alex Cabrera** is responsible for giving and receiving the following information from contractors:

- Hazardous substances, including Proposition 65 chemicals, to which they may be exposed while on the job site as well as substances they will be bringing into the workplace. (To this end, we will provide contractors with information on our labeling system and access to SDS).
- Precautions and protective measure the employees may take to minimize the possibility of exposure.

If anyone has questions about this plan please contact **Alex Cabrera**.