



**HAZARD COMMUNICATION**

DRAFT

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## **Purpose**

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The purpose of this program is to ensure the safe use of hazardous chemical substances and to comply with the requirements of OSHA HCS 2012. This program may be adopted for use by contractors who do not have a formal hazard communication program.

### **Introduction**

In 2012, OSHA revised the Hazard Communication Standard (HCS) to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). As a result, this Hazard Communication Program (HCP) has been revised to comply with the requirements of the OSHA HCS 2012.

It spells out how Pulsar Helium will inventory chemicals stored and used, obtain and use Safety Data Sheets, maintain labels on chemical substances and train employees about the hazards of chemicals they are likely to encounter on the job.

Preparation of this program indicates our continuing commitment to safety among our employees and contractors at all company sites.

- Each facility is expected to follow this program and maintain its work areas in accordance with these requirements.
- Employees, contractors and government officials must be provided copies of this program upon request.
- In addition to the program, other information required as part of our hazard communication effort is available to workers at Pulsar Helium office.
- Providing and using this information is part of our shared commitment to a safe, healthy workplace.

## **Scope**

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This program is applicable to all Pulsar Helium employees and contractors who may be exposed to hazardous chemical substances. Because this program meets minimum federal requirements, the contractor's program shall meet the requirements of this program and take precedence. However, this program may be adopted for use by contractors who do not have a formal hazard communication program.

## **Responsibilities**

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### **HSE Director**

The HSE Director, or designee, is responsible for administering the hazard communication program. This person is also responsible for:

- Reviewing the potential hazards and safe use of chemicals.
- Maintaining a list of all hazardous chemicals and a master file of SDSs.
- Ensuring that all containers are labeled, tagged or marked properly.
- Providing new-hire and annual training for employees who may work with chemicals in company operations.
- Maintaining training records.
  
- Identifying hazardous chemicals used in nonroutine tasks and assessing their risks.
- Informing contractors who are performing work on Pulsar Helium property about potential hazards.
- Reviewing the effectiveness of the hazard communication program and making sure that the program satisfies the requirements of all applicable federal, state or local hazard communication requirements.



## Employees

- Employees are responsible for following the requirements in the Hazard Communication Program.
- Any employee who transfers any material from one container to another is responsible for labeling the new container with all required information.
- All employees are responsible for learning the requirements of this section and for applying them to their daily work routine.
- Identifying hazards before starting a job.
- Reading container labels and SDS's.
- Notifying the supervisor of torn, damaged or illegible labels or of unlabeled containers.
- Using controls and/or personal protective equipment provided by the company to minimize exposure.
- Following company instructions and warnings pertaining to chemical handling and usage.
- Properly caring for personal protective equipment, including proper use, routine care and cleaning, storage and replacement.
- Knowing and understanding the consequences associated with not following Pulsar Helium policy concerning the safe handling and use of chemicals.
- Participating in Pulsar Helium training.

## Procedure

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### List of Hazardous Chemicals

The SDS library located at Lakewood office will serve as the chemical inventory list of chemicals known to be present on any Pulsar Helium worksite at any given time. Pulsar Helium does not assume responsibility for managing chemical inventories of contractors.

The Hazardous Chemical List is updated as necessary and at least annually by the HSE Director or their designee.

### Safety Data Sheets (SDS)

Safety Data Sheets (SDS) are obtained for all hazardous chemicals. Chemical manufacturers are responsible for developing SDSs. Pulsar Helium shall have an SDS for each chemical used.

The purchasing of any potentially hazardous chemical products from any supplier that does not provide an appropriate Safety Data Sheet in a timely fashion is prohibited.

The Safety Data Sheet must be kept in the on Lakewood SDS library for as long as the chemical is used by the facility.

Electronic access (telephone, fax, internet, etc.) may be used to acquire and maintain SDS libraries and archives.

The HSE Director is responsible for seeing that the Chemical Inventory List is maintained, is current and is complete. He/she will review the Chemical Inventory List at least annually. When a hazardous material has been permanently removed from the work place, it is not necessary for the SDS to be removed from the Chemical Inventory List.

SDS's for hazardous materials to which Pulsar Helium employees have been exposed must be maintained after the employee leaves the employment of Pulsar Helium.

### Methods to be Used to Inform Employees of the Hazards of Non-Routine Tasks

The methods that Pulsar Helium will use to inform employees of the hazards of non-routine tasks and the hazards associated with chemicals contained in unlabeled pipes in their work areas include:

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- Conducting a Job Hazard Assessment (JSA).
- Employees will be advised of methods and special precautions, PPE and the hazards associated with chemicals and the hazards associated with chemicals contained in unlabeled pipes in their work areas.
- In the unlikely event that such tasks are required, the supervisor, or designee, will provide an SDS for the involved chemical.

### **The Use and Care of Labels and Other Forms of Warning**

Containers of hazardous chemicals are labeled. Container labels should contain the following information:

- Product identifier
- Signal word
- Hazard statement
- Pictogram(s)
- Precautionary statement(s), and
- Name, address and telephone number of the chemical manufacturer, importer or other responsible party.

The Manager will ensure that all hazardous chemicals used or stored in the facility are properly labeled.

Damaged labels or labels with incomplete information shall be reported immediately.

Workplace labels or other forms of warning will be legible, in English, and prominently displayed on the container or readily available in the work area throughout each work shift.

If employees speak languages other than English, the information in the other language(s) may be added to the material presented, as long as the information is presented in English as well.




Pulsar Helium will use the GHS labeling system for secondary containers.

Portable containers into which hazardous chemicals are transferred from labeled containers and that are intended for the immediate use of the employee who performs the transfer do not require a label.

If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled.

Chemicals that are received from vendors that are not properly labeled must be rejected.

Pictograms and Hazards

<p align="center"><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<p align="center"><b>Flame</b></p>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<p align="center"><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p align="center"><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<p align="center"><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>• Skin Corrosion/ Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<p align="center"><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<p align="center"><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<p align="center"><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<p align="center"><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>

### Example Label



## **Multi-Employer Job Sites**

### Multi-Employer Job Sites

A pre-job briefing shall be conducted with the contractor prior to the initiation of work on the site.

- During this pre-job briefing, contractors shall notify Pulsar Helium Energy and present current copies of Safety Data Sheets and label information for every hazardous chemical brought on-site.
- Pulsar Helium Energy shall notify and provide required SDS and label information for all hazardous chemicals the contractor may encounter on the job.
- The facilities labeling system and any precautionary measures to be taken by contractor during normal conditions and emergencies shall be addressed.
- By providing such information to other employers, Pulsar Helium Energy does not assume any obligations that other employers have for the safety of their employees.

## **Training**

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Employees are provided with information and training on the hazardous chemicals they may be exposed to. Employees shall be provided with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.

The Hazard Communication Program documented training shall, as a minimum, include:

- Requirements of the OSHA Hazard Communication Standard 29 CFR 1910.1200 (General Industry) or 29 CFR 1926.59 (Construction Industry).
- Minnesota Rules Chapter [5206](#)
- Operations in the work area where hazardous chemicals are present.
- Location and availability of the hazard communication program, chemical inventory list and SDS's.
- Methods and observations used to detect the presence or release of a hazardous chemical in the work area, such as monitoring devices, visual appearance or odor of hazardous chemicals when being released.
- Explanation of the labels received on shipped containers.
- Explanation of the workplace labeling system.

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- Explanation of the SDS, including order of information and how employees can obtain and use the appropriate hazard information.

Records of employee training are maintained electronically.

- A. Training shall be made available by, and at the cost of, the employer.
- B. Records of training provided under the requirements of this chapter must be maintained by the employer, retained for five years, and made available, upon request, for review by employees or their representatives and by the commissioner or his or her authorized representative.
- C. Information and training programs may relate to specific exposure hazards; the common hazards of a group of hazardous substances; or to the hazards of a complete production operation, whichever is more effective. Specific information on individual hazardous substances or mixtures and harmful physical agents must be available in writing for employees' use.
- D. Once training has been completed, an employer may request the employee to sign a statement that the employee has been trained as required by parts 5206.1300 to 5206.1900.
- E. Frequency of training.
  - 1. Training must be provided to an employee prior to initial assignment to a worksite where the employee may be routinely exposed to a hazardous substance or harmful physical agent.
  - 2. Additional training must be provided to a nonhandler of hazardous substances prior to the time the employee may be routinely exposed to a hazardous substance or harmful physical agent with properties not covered in the generic training program. Additional training must be provided to a handler of hazardous substances prior to the time the employee may be routinely exposed to a new hazardous substance or harmful physical agent.
  - 3. Training must be provided at intervals of not greater than one year. Maintenance of a private applicator's certification or commercial applicator's license fulfills the annual training requirement.
  - 4. Employees performing the same or similar job assignments for more than one employer during the current growing season need only be trained once. The current employer must produce verification of the training, in a timely manner, upon request of the commissioner or an authorized representative of the commissioner.
- F. The commissioner may, upon request of an employer or an employer's representative, certify a training program as complying with this chapter.
- G. The employer shall maintain current information for training or information requests by employees.  
Subp. 2. Training program for hazardous substances. Training for employees who may be routinely exposed to hazardous substances shall be provided in a manner which can be reasonably understood by the employees. For employees who do not understand English, training must be provided in a language understood by the employee.

A. Training program for handlers of hazardous substances.

(1) The oral training program for handlers of hazardous substances must include the following:

- (a) the name or names of the substance including any generic or chemical name, trade name, and commonly used name;
- (b) the level, if any and if known, at which exposure to the substance has been restricted according to standards adopted by the commissioner, or, if no standard has been adopted, according to guidelines established by competent professional groups which have conducted research to determine the hazardous properties of potentially hazardous substances;
- (c) the known acute and chronic effects of exposure at hazardous levels (including routes of entry into the body);
- (d) the known symptoms of the effects;
- (e) any potential for flammability, explosion, or reactivity of the substance;
- (f) appropriate emergency treatment;

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- (g) the known proper conditions for safe use of and exposure to the substance;
- (h) procedures for cleanup of leaks and spills;
- (i) the name, phone number, and address of a manufacturer of the hazardous substance; if the name and phone number of a manufacturer is not available, the phone number of a local poison control center or the Chemical Transportation Emergency Center (CHEMTREC) must be provided.

(2) A written copy of the information required in subitem (1) shall be readily accessible in the area or areas in which the hazardous substance is used or handled.

(3) In lieu of the oral training program required in subitem (1), employees who handle or use hazardous substances may obtain and hold a valid private applicator's certification from the Minnesota Department of Agriculture by completing the training program available through the county extension agent or may fulfill licensing requirements and secure a commercial applicator's license as provided for in Minnesota Statutes, section 18A.26, subdivision 2. Maintenance of a private applicator's certification or commercial applicator's license fulfills the annual training requirement of subpart 1, item E, subitem (3).

B. The oral training program for nonhandlers of hazardous substances must include the following:

(1) Proper conditions of exposure:

(a) where label information restricts reentry after application to other than when sprays have dried or dusts have settled, employees must be provided with the name of the substance, the time of application, and the reentry time; and

(b) where label information does not restrict reentry or restricts entry until sprays have dried or dusts have settled, employees must be instructed not to reenter a field treated with the pesticide until the spray has dried or the dust has settled since application.

(2) Routes of entry into the body:

(a) methods of preventing entry;

(b) emergency procedures to be followed in case of accidental exposure; and

(c) first aid and other applicable nonemergency procedures.

(3) Symptoms of exposure:

(a) possible allergies, symptoms, or sensitivities that may occur; and

(b) hazards to special at-risk groups such as children and pregnant women as information is available.

(4) Procedures to follow if symptoms appear.

(5) A written copy of the information in item B must be available for employee use. For employees who do not read English, a written notice in a language understood by the employee must be provided advising employees of the name and address of an agency that will translate the written information for them.

(6) Provision of information for medical treatment:

(a) Information required for medical treatment as described in unit (b) must be provided immediately upon request to an employee, or the employee's representative, who reports symptoms of exposure. If symptoms appear, the employee or employee representative shall request information for medical treatment from the employer.

(b) The employer shall give the employee or employee representative the name of the substance, the date it was applied, the rate at which it was applied, and either the material safety data sheet or the label for the substance applied.

(c) Employees who are unfamiliar with the community or who do not speak English must be provided information in a language understood by the employee concerning the appropriate agency to contact for assistance and medical treatment.

C. Hazardous substance training for incidental farm workers may be fulfilled by providing incidental farm workers with written information in a language understood by the employee. The written statement shall include the information required in item B, subitems (1) to (5). The written information shall be provided to incidental farm workers prior to assignment to work in a field where a hazardous substance has been applied.

D. The training program developed or approved by the Department of Labor and Industry meets the requirements of this chapter.

§Subp. 3. Training program for harmful physical agents. The training program for employees who may be routinely exposed to heat in an indoor work environment where the temperature may be expected to reach or exceed the permissible exposure limit shall be provided in a manner which can be reasonably understood





by the employees. For employees who do not understand English, training must be provided in a language understood by the employees.

A. Training on heat must include the following:

- (1) the known proper conditions for exposure and recommended protective measures;
- (2) the known acute and chronic effects of exposure at hazardous levels;
- (3) the known symptoms of the effects;
- (4) appropriate emergency treatment; and
- (5) the effects of heat to special at-risk groups such as persons with heart disease and high blood pressure.

§B. A written copy of the information in item A must be available for employees' use. For employees who do not read English, a written notice in a language understood by the employee must be provided advising employees of the name and address of an agency that will translate the written information for them.

C. In lieu of an oral training program, written documentation of the information required in item A may be provided to employees. For employees who do not read English, the written documentation must be in a language understood by the employee.

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