



HAZARD COMMUNICATION

Integrated Water Services, Inc.
(the Company)



Purpose

The purpose of this program is to ensure the safe use of hazardous chemical substances.

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 Integrated Water Services 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 in all of our locations.

- Each facility is expected to follow this program and maintain its work areas in accordance with these requirements.
- Employees, their designated representatives, 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 upon request.
- Asking to see this information is an employee's right.
- Using this information is part of our shared commitment to a safe, healthy workplace.

Scope

This program is applicable to all Integrated Water Services employees.

When work is performed by a subcontractor on a company site, the contractor's written safety program shall take precedence for their employees. However, subcontractors may adopt this procedure for their use.

Responsibilities

Safety Manager or Designee

The Safety Manager, or their 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 awareness training for employees and contractors.
- Maintaining training records.
- Identifying hazardous chemicals used in nonroutine tasks and assessing their risks.
- Informing outside contractors who are performing work on Integrated Water Services 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 and contractors 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 SDSs.
- 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 Integrated Water Services policy concerning the safe handling and use of chemicals.
- Participating in Integrated Water Services training.

Procedure

Inventory of Hazardous Chemicals

An inventory of hazardous chemicals is maintained. An inventory of all hazardous chemicals used by Integrated Water Services should be maintained. Each chemical on the list should have the same name as shown on its corresponding Safety Data Sheet (SDS).

The Hazardous Chemical List is updated as necessary and at least annually by the Safety Manager or their designee. The Hazardous Chemical List must be available for review upon request.

Safety Data Sheets (SDS)

Safety Data Sheets (SDS) are obtained for all hazardous chemicals. Chemical manufacturers are responsible for developing SDSs. Integrated Water Services shall have a 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.

Safety Data Sheets (SDS) are readily available to employees and contractors at www.iws.support in the Right To Know tab. SDS must be made available, upon request, to employees and contractors, their designated representatives, the Assistant Secretary and the Director.

The Safety Data Sheets must be kept in the online SDS library for as long as the chemical is onsite or used by the facility.

The Manager is responsible for seeing that the Chemical Inventory List is maintained, is current and is complete.



SDS' for hazardous materials to which Integrated Water Services employees have been exposed must be maintained after the employee leaves the employment of Integrated Water Services.

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

The methods that Integrated Water Services will use to inform employees and contractors of the hazards of non-routine tasks (i.e., the cleaning of tanks, etc.) and the hazards associated with chemicals contained in unlabeled pipes in their work areas include:

- Conducting a Job Hazard Assessment (JHA).
- 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 and contractors speak languages other than English, the information in the other language(s) may be, at the discretion of the Company, added to the material presented as long as the information is presented in English as well.

Integrated Water Services will use the GHS labeling system for secondary containers for Company owned or managed chemical inventories.

Portable containers into which hazardous chemicals are transferred from labeled containers that are intended for 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 received from vendors that are not properly labeled must be rejected.

Pictograms and Hazards

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

Example Label



Multi-Employer Job Sites

Chemical information is provided to employees and contractors on multiple employer worksites.

The online support center (www.iws.support) provides specific methods for providing other employer information concerning hazardous chemicals at job sites, methods of providing SDS sheets, methods of precautionary measures to be taken and methods of providing information on labeling systems:

Multi-Work Sites

Where employees and contractors must travel between workplaces during a work shift (multi job sites), the written program may be kept at a primary job site or in the online support center located at www.iws.support.

Multi-Employer Job Sites

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

- During this pre-job briefing, Company workers shall discuss the location of the Right to Know center and the SDS library.
- It should be shared that the SDS should be shared via the [Chemical Notification Form](#) located in the Forms tab of the support center located at www.iws.support.
- The Integrated Water Services www.iws.support center provides chemical SDS and label information for all hazardous chemicals to the affected employees.
- The facilities labeling system and any precautionary measures required by the customer or client during normal conditions and emergencies shall be addressed.
- By providing access to the Company right to Know center to other employers and employees, the Company does not assume or share the obligations of other employers to share chemical safety data sheets to their employees.

Training

Employees are provided with information and training on the hazardous chemicals they may be exposed to. Employees and contractors 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).
- Operations in the work area where hazardous chemicals may be present.
- Location and availability of the hazard communication program, chemical inventory list and SDSs.
- 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.
- Explanation of the SDS, including order of information and how employees can obtain and use the appropriate hazard information.

The Manager shall ensure records of employee training are maintained.