



HAZCOM

Meets California OSHA Requirements
Integrated Water Services, Inc.
(the Company)



Purpose

The purpose of this program is to ensure that the hazards of all chemicals and substances are evaluated and the information concerning their hazards is communicated to employees in accordance with Cal/OSHA California Code of Regulations.

Scope

This program is applicable to all Company employees working in California who may be exposed to hazardous chemicals.

When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Company employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Responsibilities

- The Company has a written hazard communication program. The Company has developed and implemented a written hazard communication program.
- The Company will ensure the written hazard communication program be made available to employees and their designated representatives. The Company shall make the written hazard communication program available, upon request.
- The Company is responsible for replacing old SDSs with updated sheets when they are received. The manufacturer, importer or employer preparing the safety data sheet shall ensure that the information recorded accurately reflects the scientific evidence used in making the hazard determination. If the manufacturer, importer, or employer become aware of any significant information regarding the hazards of a substance, or ways to protect against the hazards, this new information shall be added to the safety data sheet within three months. If the substance is not currently being produced or imported, the manufacturer or importer shall add the information to the safety data sheet before the substance is introduced into the workplace again.
- The Safety Manager is responsible for developing and implementing the hazard communication program. Managers are responsible for maintaining Safety Data Sheets and the chemical inventory list for their locations.
- The local Manager reviews the SDS files and chemical inventory list at each location at least annually to ensure that they are complete and up to date.
- SDSs will not be maintained for chemicals not present on site.
- Employees are responsible for following the requirements in the hazard communication program, to use proper personal protective equipment, to report containers without labels immediately and to not deface any label.
- 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.

Requirements



This hazard communication program was prepared for use by the Company to explain how the Company 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.

New Product Review

- The Company is required to have a procedure to review the SDSs of new products, before they are purchased, to determine the presence of carcinogenic or other extremely hazardous chemicals. Review of SDSs for carcinogenic or extremely hazardous chemicals is necessary to inform employees how they will be protected from carcinogens at the workplace.
- No new product will be used by employees until this review is completed.
- The purchasing of any potentially hazardous chemical products from any supplier that does not provide an appropriate Safety Data Sheet is prohibited.

Maintaining a Current Chemical Inventory/List

- A list of the hazardous substances known to be present using an identity that is referenced on the appropriate safety data sheet (SDS) should be kept. The list may be compiled for the workplace as a whole or for individual work areas.
- The chemical inventory list is updated as necessary and at least annually by the local Manager or their designee.
- The chemical inventory list must be available for review upon request.

Requirements for Labels and Other Forms of Warning, SDSs and Employee Information/Training

The Company will meet the requirements for labels, warnings, SDSs and employee information/training via this procedure and its requirements.

The manufacturer, importer, or distributor shall ensure that each container of hazardous substances leaving the workplace is labeled, tagged or marked with the following information:

- Identity of the hazardous substance(s);
- Appropriate hazard warnings; and
- Name and address of the manufacturer, importer, or other responsible party.

Safety Data Sheets

- An SDS is obtained for each hazardous chemical.
- Manufacturers and importers shall obtain or develop a safety data sheet for each hazardous substance they produce or import. The Company shall have a safety data sheet for each hazardous substance which they use. The manufacturer, importer or employer preparing the safety data sheet shall ensure that the information recorded accurately reflects the scientific evidence used in making the hazard determination. If the manufacturer, importer, or employer becomes aware of any significant information regarding the hazards of a substance, or ways to protect against the hazards, this new information shall be added to the safety data sheet within three months. If the substance is not currently being produced or imported, the manufacturer or importer shall add the information to the safety data sheet before the substance is introduced into the workplace again.
- SDSs shall be maintained and readily accessible in each work area. Employees have the right to request SDS on any chemical and it must be provided without any issues.
- Safety Data Sheets are filed alphabetically, by material classification, in the SDS Book. A chemical inventory list is provided in the front of the SDS Book, listing all SDS' contained therein. This inventory



serves as the index of the SDS Book. The SDS Book shall be displayed in a prominent location in the work area where it is accessible to all employees.

- The Safety Data Sheet must be kept in the SDS library for as long as the chemical is present at the facility.
- Electronic access (telephone, fax, internet, etc.) may be used to acquire and maintain SDS libraries and archives.

Informing Employees of Non-Routine Task Hazards:

- The Company has methods to be used to inform employees of the hazards of non-routine tasks. The methods the Company will use to inform employees of the hazards of non-routine tasks (for example, the cleaning of reactor vessels), and the hazards associated with substances contained in unlabeled pipes in their work areas. Specific Company methods include pre-work job safety meetings, postings of caution or warning signs and job hazard analysis forms.

Labels and Other Forms of Warnings:

Hazardous Chemicals are labeled with the chemical name and hazard warning.

Each container of hazardous chemicals in the workplace shall be labeled, tagged, or marked with either:

- Product identifier;
- Signal word;
- Hazard statement(s);
- Pictogram(s);
- Precautionary statement(s) OR product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

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. Employers having employees who speak other languages may add the information in their language to the material presented, as long as the information is presented in English as well.

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.
- Damaged labels on incoming containers of chemicals shall not be removed.
- New labels shall be provided as needed so that all containers are properly labeled.
- Only containers into which an employee transfers a chemical for their own immediate use will not require labeling.
- Employees who are unsure of the contents of any container, vessel or piping must contact their supervisor for information regarding the substance including:
 - The name of the substance
 - The hazards related to the substance
 - The safety precautions required for working with the substance.

Audit System to Periodically Check for Labels



The Company shall ensure that labels or other forms of warning are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. If the Company has employees who speak other languages they may add the information in their language to the material presented, as long as the information is presented in English as well.

All containers must be labeled. When an employee transfers the contents of one container to another, he must label the new container with all required information. This information can be obtained from the labeling of the original container or from the material's SDS. Any container of a potentially hazardous material that will not be emptied during one shift must be labeled, without exception.

Training

Employees are trained on Hazard Communication Standard requirements.

The Company shall provide employees with effective information and training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area.

Information and training may relate to general classes of hazardous substances to the extent appropriate and related to reasonably foreseeable exposures of the job.

Documentation of safety and health training includes employee name or other identifier, training dates, type(s) of training and training providers. This documentation shall be maintained for at least one year.

The hazard communication program documented training shall, as a minimum, include:

- Requirements, details and rights of the employee as contained in the Hazard Communication regulation
- Operations and work areas where hazardous chemicals are present.
- Location of the written hazard communication program, SDSs and the chemical inventory list.
- How to access SDSs or SDS information.
- How to read and an explanation of labels and Safety Data Sheets for pertinent hazard information and how employees can obtain and use the appropriate hazard information.
- Methods and observations that may be used to detect the presence or release of hazardous chemicals by use of monitoring devices, visual appearance or odor.
- The physical and health hazards of chemicals in the work area.
- Protection measures to be utilized to prevent exposure.
- Appropriate work practices.
- Emergency procedures.
- Proper PPE to be used.