

GMS

Hazard Communication Plan

Plan last updated: 12/19/2019

Scope: This program covers all work operations at GMS where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation.

Hazard Communication Plan

Table of Contents

POLICY STATEMENT	3
PLAN ADMINISTRATION	3
Plan Review and Update.....	3
Plan Availability	3
DEFINITIONS	3
LABELING OF CONTAINERS	4
Secondary Container.....	4
Portable Containers.....	4
SAFETY DATA SHEET (SDS)	4
SDS Access.....	4
Primary Access System.....	4
Backup System.....	5
SDS Not Available.....	5
New or Revised SDSs.....	5
EMPLOYEE TRAINING AND INFORMATION	5
Employee Information	5
Initial Employee Training.....	5
Training Content and Format.....	5
Retraining.....	6
Training Records.....	6
CRYSTALLINE SILICA	6
NONROUTINE TASKS INVOLVING HAZARDOUS CHEMICALS	6
INFORMING OTHER EMPLOYERS OR CONTRACTORS AT MULTIEMPLOYER WORKSITES	6
LIST OF HAZARDOUS CHEMICALS	7
ANTIDISCRIMINATION POLICY	7
ATTACHMENTS	7
Chemical List	8
HAZARD COMMUNICATION SAFETY DATA SHEETS QUICK CARD	10
PICTOGRAMS	11
PICTOGRAM QUICK CARD	13
STAFF SIGN OFF	14

POLICY STATEMENT

It is the policy of **GMS** to reduce employee exposure to hazardous chemicals and the overall incidence of chemical-related injuries and illnesses. All employees who are potentially exposed to hazardous chemicals in their assigned jobs will be fully informed of the hazards of the chemicals and protective measures to minimize exposure to these chemicals. This type of information will be made available to employees by means of labels on chemical containers, safety data sheets (SDSs), and training. Employees will be informed of any known hazards associated with chemicals to which they may be exposed before their initial assignment, whenever the hazards change, or when new hazardous chemicals are introduced into their respective work areas.

PLAN ADMINISTRATION

The **Program Contact Information** table provides the roles and contact information for the administration of the hazard communication program.

Program Contact Information

Task	Contact Person	Contact Information
Program Administrator	Jessica Harmon Director of Projects & Compliance	Work: 207-523-5174 Mobile:
Chemical Labeling	Facilities Specialist/ Facilities Manager	Work: Mobile:
Safety Data Sheet (SDS) Inventory	Facilities Specialist/ Facilities Manager	Work: Mobile:
Employee Training	Kelly Walcott Training Manager	Work: 207-517-3182 Mobile:

The **program administrator** is responsible for the implementation of the Plan, including reviewing and updating it as necessary. The administrator or designee(s) is responsible for:

- Properly labeling all containers of hazardous chemicals and for maintaining and updating the labels,
- Maintaining up to date SDSs and ensuring that they are readily accessible in all work areas,
- Informing and training employees concerning hazardous chemicals in their work areas.

Plan Review and Update

This Plan will be periodically reviewed and updated whenever new hazards are introduced into the workplace.

Plan Availability

Copies of the Plan, including online training video, are available upon request to employees, their designated representatives, safety and health regulatory agency, and to NIOSH.

Copies of the Plan are available in each facility in the Safety binder and at the **main office** in the Facilities Department.

DEFINITIONS

Chemical—any substance, or mixture of substances.

Hazardous chemical—any chemical that is classified as a physical hazard or a health hazard, a simple asphyxiant (i.e., displaces oxygen in the ambient atmosphere), combustible dust, pyrophoric gas (i.e., gas that will ignite spontaneously in air at 130 degrees Fahrenheit or below), or hazard not otherwise classified.

Chemical label—an appropriate group of written, printed, or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous

chemical or to the outside packaging, with the specified pictogram, hazard statement, signal word, and precautionary statement for each hazard class and category.

Safety data sheet (SDS)—a written description of a hazardous chemical or chemical product in a 16-section format that contains comprehensive technical information about a particular substance and explains the risks, precautions, and remedies to exposure related to the chemical.

LABELING OF CONTAINERS

All containers with hazardous chemicals will be labeled. Each container will include either:

- The label shipped with the chemical container; *or*
- A label, tag, or marking with product identifier and combination of words, pictures, or symbols that provide general information regarding the hazards of the chemicals and information about the physical and health hazards of the chemical.

Secondary Container

The administrator or designee will ensure that all secondary containers in which a chemical has been transferred from the original manufacturer's container are labeled, tagged, or marked with either an extra copy of the original manufacturer's label or with alternative labels that contain the same information required on the manufacturer's label. No containers will be permissible without the manufacturer's label. GMS general practice is to purchase chemicals in their original containers. Should there be a time when diluting of chemicals is needed, containers will require Manufacturer's label.

The administrator will review the organization's labeling procedures annually and will update labels as required.

Portable Containers

Labels are not required on portable containers into which hazardous chemicals are transferred from labeled containers and that are intended only for the immediate use of the employee who performs the transfer.

SAFETY DATA SHEET (SDS)

Procedures will be developed to ensure that employees obtain the necessary SDSs and that any new information is communicated to affected employees.

SDS Access

SDSs will be readily available to all employees during each work shift. The primary method for accessing SDSs in work areas is printed copies located in the safety binder. The facilities manager will be responsible to ensure that SDS are available for all hazardous chemicals.

Primary Access System

Following are the steps that employees will follow to access an SDS:

1. Locate Safety Binder in your facility.
2. Refer to section 5 in the Safety Binder where SDS are kept.

Backup System

The backup system for accessing SDSs should the primary system fail is to locate them on the gmsforms server. In the Safety Binder folder there is a subfolder labeled, SDS folder. This is where all SDS forms will be located regardless of department.

The steps for accessing the SDS backup system are:

1. Log on to gmsforms server
2. Locate Safety folder in gmsforms
3. Locate sub folder SDS

SDS Not Available

If an SDS is not available, or an employee has a problem accessing a SDS, the employee will contact the plan administrator or a supervisor. The missing SDS will be provided to the employee requesting it by the employee's next work shift at the latest, unless the SDS has not been received from the chemical supplier.

If an SDS is not received at the time of initial shipment, the administrator will contact the supplier, in writing, to request the SDS. If an SDS is not received from the supplier within 15 days after the written request is sent, the appropriate government agency will be contacted for assistance in obtaining the SDS.

New or Revised SDSs

The notice that identifies the person responsible for maintaining SDSs and where the SDSs are located are posted at each program and main office. Employees will be notified at the same location(s) when new or revised SDSs are received. When new or revised SDSs are received, the following procedure will be followed to replace old SDSs:

1. Copies of the SDS will be made and distributed to each program by the Facilities Manager.
2. An email will be sent to managers of each location informing them of the change and directing them to file in the safety binder at their locations.
3. Obsolete SDS will be removed from safety binder and archived in the Safety folder on the server.

EMPLOYEE TRAINING AND INFORMATION

Employee Information

Each employee will be informed about:

- The employer's duty to provide information and training about chemical hazards, chemical labeling, SDSs, and protective measures
- The hazardous chemicals present in the employee's work area
- The location and availability of the written hazard communication program, list of hazardous chemicals, and SDSs

Initial Employee Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and this Plan before starting work. Before a new hazardous chemical is introduced into any work area, each employee in the affected work area will be given information and training about the new chemical hazard.

Training Content and Format

Each new employee will receive information and training that covers:

- The physical and health risks of the hazardous chemicals
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- Steps taken to prevent exposure to hazardous chemicals
- Procedures to follow if employees are exposed to chemical hazards
- How to read and interpret chemical labels and SDSs

Training will be delivered through a combination of hands-on demonstration, audiovisuals, interactive electronic programs, and classroom instruction.

Retraining

Additional training will be conducted when new chemicals are introduced into the work area. Retraining is not required if the new chemical contains hazards similar to previously existing chemicals for which training has already been conducted.

Training Records

All employees attending hazard communication training sessions must sign a sheet at the end of the session or otherwise record their attendance.

NONROUTINE TASKS INVOLVING HAZARDOUS CHEMICALS

From time to time, employees may be required to perform nonroutine tasks that could potentially result in temporary exposure to hazardous chemicals. The *Nonroutine Tasks Involving Hazardous Chemicals* table contains a list of nonroutine tasks that are periodically performed by employees, the hazardous chemical(s) involved, and the specific hazard(s) to be avoided.

Nonroutine Tasks Involving Hazardous Chemicals

Nonroutine Task	Hazardous Chemical	Hazard(s)
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If it is determined that a hazardous condition exists with the nonroutine task, employees performing the task will be provided with information that includes specific chemical hazards, safety measures or protective equipment the employee should use, and steps taken to reduce the hazards, such as ventilating, providing respirators, and implementing emergency procedures.

Employees will not be provided hazardous chemical information and training for such nonroutine tasks unless it is determined through a hazard assessment that a hazardous condition exists. Upon request by an employee, the administrator will provide the employee with information about the hazardous chemicals that may be encountered during the nonroutine activity.

CRYSTALLINE SILICA

Crystalline silica is a mineral found in most materials mined from the earth --- rock, sand and clay. It is added to masonry, concrete, joint compound and some paints. Employees working in the Facilities department may encounter situation when crystalline silica is present. In accordance to OSHA 1926.1153(i) Facilities employees will be trained on crystalline silica as well as the agency's Voluntary Respirator Protection plan prior to working in an environment where this hazard maybe present.

In any situation where crystalline silica may be a hazard, all efforts will be made to mitigate the exposure prior to the work being completed. Please refer to the agency's Silica Control plan.

INFORMING OTHER EMPLOYERS OR CONTRACTORS AT MULTIEMPLOYER WORKSITES

When worksites or projects involve employees of other employers or contractors, the administrator will provide them with information about hazardous chemicals that their employees may be exposed to on a jobsite and precautionary protective measures for their employees. The administrator will obtain information about hazardous chemicals used by other employers or contractors to which employees of this organization may be exposed.

Other employers and contractors will be provided with SDSs for hazardous chemicals introduced into the work area.

In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by this organization.

Also, other employers will be informed about container labels used by the organization. Where labeling systems are used that are not the original container labels, the employees of other employers or contractors will be provided with information explaining the labels used for hazardous chemicals to which they may be exposed.

Each contractor bringing chemicals on-site must provide the primary employer with the appropriate hazard information for these substances, including (M)SDSs, labels, and precautionary measures to be taken when working with or around such substances.

LIST OF HAZARDOUS CHEMICALS

A list of all known hazardous chemicals used in work areas is attached to this Plan. See the *Chemical List*.

The list will include each chemical's product identifier (i.e., name or number used to identify the chemical), the manufacturer, the work area in which the chemical is used, emergency number and if the SDS is on file. Detailed information about each chemical may be obtained from the chemical's SDS.

When new chemicals are received, the chemical list will be updated within 30 days. To ensure any new chemical is added to the list in a timely manner, the following procedures must be followed:

1. When a new chemical is received communication with the Program Administrator will occur.
2. The Program Administrator will add the new chemical to the chemical list and ensure the SDS is on file within 30 days of receiving the new chemical.

The hazardous chemical list is compiled and maintained by the administrator.

ANTIDISCRIMINATION POLICY

Each employee must be informed that the organization is prohibited from discharging or discriminating against employees who exercise their rights to obtain information regarding hazardous chemicals used in the workplace.

ATTACHMENTS

Chemical List
Pictograms

List of Hazardous Materials & SDS Index

Hazardous Chemicals & compounds	Uses	Emergency phone number	SDS on File
Ajax Dishwashing Liquid	Washing dishes	1-800-424-9300	Yes
Bissell Pro Oxy Deep Clean	Carpet Cleaning	1-866-303-6951	Yes
Bissell 2x Spot and Stain solution	Spot cleaning floors and Upholstery	1-866-303-6951	Yes
Clorox Bio Stain & Odor	Disinfectant for stains	1-800-446-1014	Yes
Clorox Disinfecting wipes	Disinfecting	1-800-446-1014	Yes
Clorox Green Works Glass Cleaner	Glass cleaning	1-800-446-1014	Yes
Clorox Healthcare Hydrogen Peroxide Cleaner and Disinfectant	Cleaning and disinfecting	1-800-424-9300	Yes
Clorox Odor Defense Air and Fabric	Deodorizer for fabrics	1-800-446-1014	Yes
Clorox Pro Quaternary All-Purpose Disinfectant Cleaner	Household cleaning/Disinfectant	1-800-446-1014	Yes
Clorox Toilet Bowl Cleaner with Bleach	Toilet Cleaning	1-800-446-1014	Yes
Dishwasher Detergent – Powder Proctor and Gamble	Washing Dishes in Dishwasher	1-800-424-9300	Yes
Laundry Detergent- Sun Liquid Henkel	Washing clothes	1-800-424-9300	Yes
Laundry Stain Remover – Great Value	Landry Stain Boost		
Lysol Neutra Air Spray	Air sanitizing spray	1-800-338-6167	Yes
Lysol Toilet Bowl Cleaner	Toilet cleaning	1-800-338-6167	Yes
Mr. Clean Multi Surface Cleaner	Cleaning floors	1-800-424-9300	Yes
Quat 64 Lemon – Simoniz	Sanitizer and disinfectant for washing machines and Bloodborne spills	1-800-227-5536	Yes
Super Sorb- -Fresh Products	Absorbent for Spills	81-800-424-9300	Yes
Swiffer Wet Jet Cleaner	Floor Cleaner	1-800-424-9300	Yes

Facilities Use Only			
Drano	Clogged pipes	1-866-231-5406	Yes
Goo Gone, Goo Gone	Residue removal/Cleaner	1-800-535-5053	yes
Capitol AC17 Latex Seam Sealer	Carpet Sealer	1-800-424-9300	Yes
DAP All Purpose Silicone	Sealant around doors and windows	1-800-222-1222	Yes
Fisher EZ Flow Hydraulic Oil	Lubricate snow plow	1-920-735-8298	Yes
Liquid Nail Adhesive, PPG Industries	Adhesive for repairs	1-412-434-4515	Yes
Nora 1-component cold weld	Flooring adhesive	1-800-424-9300	Yes
Roberts 7200 Wall Base Adhesive	Adhesive	1-800-424-9300	Yes
Rust-oleum	Top coat paint	1-847-367-7700	Yes
Steri-Fab, Noble Pine Products	Bed Bug Prevention, spay on soft surfaces	1-800-255-3924	Yes
Titebone Premium Wood Glue	Wood adhesive	1-800424-9300	Yes
WD- 40	Lubricant	1-888-324-7596	Yes

Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); ACGIH Threshold Limit Values (TLVs); and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the SDS where available as well as appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 (29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.

See Appendix D of 1910.1200 for a detailed description of SDS contents.

For more information:



U.S. Department of Labor



www.osha.gov (800) 321-OSHA (6742)

OSHA 3493-12R 2013

Pictograms

Health Hazards



Environmental Hazards



Physical Hazards



Transportation Hazards



Explosives



Flammable Gases



Non-Flammable
Non-Toxic Gases



Toxic Gases



Flammable Liquids



Flammable Solids



Spontaneous
Combustion



Water Reactive



Oxidizing Substances



Organic Peroxides



Corrosive Substances

Pictogram Quick Card
See print out

