

Hazard Communication	S.O.P. 5G		Page 1 of 6
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STANDARD OPERATING PROCEDURE			

TABLE OF CONTENTS

- I. Scope & Purpose**
- II. Related Procedures and Resources**
- III. Personnel Responsibility**
- IV. Procedure**

I. SCOPE AND PURPOSE

- A. To set a Standard Operating Procedure to insure compliance of the OSHA Hazard Communication Standard 29 CFR 1910.1200 and 1926.59.
- B. This written program offers our employers the knowledge of hazardous chemicals in the workplace and procedure to follow if contacted by these chemicals.

II. RELATED PROCEDURES AND RESOURCES

- A. S.O.P. 3J, Signs, Tags Barricades and Labels
- B. Appendix Attachment Form 2C.1a, Hazardous Material Inventory List
- C. Hazard Communication Field Training Module
- D. Material Safety Data Sheets

III. PERSONNEL RESPONSIBILITY

- A. Human Resources Department
 - 1. Will assure new employees receive and comprehend training on all aspects of Hazard Communication.
 - 2. Will document employees training and assure documentation is filed appropriately.
 - 3. Will be responsible for training of new employees on this S.O.P.
- B. Supervisor
 - 1. Will ensure that the appropriate warning labels are placed on all portable containers his/her employees use.
 - 2. Will be responsible for verifying employees training on Hazard Communications.
 - 3. Will document employee's field training and forward documentation to the appropriate department for retention.
 - 4. Will assure new employees are properly orientated on the hazardous chemical processes related to his/her jobsite.

- a. Will assure employees are aware of the effects of chemical overexposure.
 - b. Will assure employees have knowledge of health related effects of chemicals.
 - c. Will provide Personal Protection Equipment, as required, for site specific hazardous chemical operations.
5. Will have on hand and available all MSDS for products utilized on his/her jobsite.
 6. Will review each MSDS in the area to ensure that proper Personal Protective Equipment is used.
 7. Will notify the Safety Department of new chemicals or processes that will require special review for employee protection.
 8. Will discard waste chemicals as required by the state and federal procedures.
 9. Will be knowledgeable of what emergency steps are to be followed in case of a major chemical spill.
 10. Will immediately notify their Project Manager and the Safety department of all chemical accidents, leaks or spills.
 11. Will inspect the area of work to verify all piping is labeled.
 12. If the piping is unlabeled, the supervisor will request the required information on the line and transmit this information to the crew prior to commencing work.
 - a. This transmittal can be accomplished by use of the permitting system or a flow chart system to indicate the material in the unlabeled line.
 - b. This must be accompanied by an MSDS on the material.
 13. Verify and document that all employees under his control have met the provisions of this policy.
 14. Ensure that the employees under his control have the necessary training as set forth in this policy.
- C. Employee Responsibilities
1. Follow good personal hygiene practices such as washing hands thoroughly before breaks and lunch periods and before leaving work.
 2. Know the name of what chemicals they are exposed to and have reviewed those MSDS.
 3. Know what Personal Protective Equipment is required when handling toxic substances.
 4. Know what the health hazards are.
 5. Know the first aid procedures in the event of an accident.
 6. Read labels on all chemicals before using them.
 7. Use only containers that are properly labeled as to their contents.
 8. Know the precautions that should be followed in the event of a major chemical spill or leak.

9. Follow the guidelines of this policy.

IV. PROCEDURE

- A. General Requirements
 1. The purpose of this program is to ensure that the Company is in compliance with the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200 and 29 CFR 1926.59.
 2. The Director of H.R./Safety is the Program Administrator.
 3. Each employee in the facility or jobsite will be informed of the substances of the HCS, the hazardous properties of chemicals they may contact or work with and measures to take to protect themselves from these chemicals.
- B. List of Hazardous Chemicals
 1. The Supervisor will maintain a list of all hazardous chemicals located in the facility or used on their jobsite.
 - a. Update the list as necessary.
 - b. The hazardous chemical list will be updated upon receipt of hazardous chemicals at the facility or their jobsite.
 2. The Master List of Hazardous Chemicals is maintained at the Basic Industries of South Texas' main office facility.
 3. On Multi-employer worksites, the responsible supervisor will contact the local facilities OS & H Manager and any other site contractor's supervisor to advise and be advised of any chemical hazards, which may be encountered in the normal course of work.
- C. Labels and Other Forms of Warning
 1. The Company has designated the Supervisor to ensure that all hazardous chemicals on the jobsite are properly labeled. In the event the company employees personnel who speak English as a second language, the company will provide the hazard warning in both languages.
 2. Each employee will be trained in our labeling system.
 3. The labels will communicate hazard using NFPA Diamond and will at a minimum consist of the following:
 - a. Chemical Identity
 - b. Appropriate Hazard Warnings
 - c. Name and Address of the Manufacturer, importer or other responsible party.
 5. The Company will refer to the corresponding MSDS to verify label information.
 6. Immediate use containers, small containers into which materials are drained for use on that shift by the employee drawing the material, will not require labeling.

7. To meet the labeling requirements of HCS for other in house containers, the label shall be approved by the Program Administrator prior to their use.
8. The Safety Department will check on a monthly basis to ensure that all containers on the jobsite are labeled and that the labels are up to date.

D. Training

1. Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on Hazard Communication and the safe use of those hazardous chemicals upon hire and at least annually thereafter.
2. Hazardous Chemical Training will be provided by one of the following as a minimum:
 - a. Local Contractor Safety Council, i.e., Coastal Bend, Mid-Texas Coast, Houston
 - b. B.I.S.T. Human Resources Department
 - c. B.I.S.T. Safety Department
3. Additional training will be provided for employees whenever a new hazard is introduced into their work areas.
2. Additional site-specific training (continuing education) will be conducted on the jobsite for site-specific hazard communication training and continuing education on the HCS. All site specific and jobsite continuing education will be documented by signature sheet stating:
 - a. Items covered (MSDS),
 - b. Who conducted the session, and
 - c. Signature of all employees in attendance, or
 - d. Test answer sheet covering specific topic.
3. The training will emphasize these elements:
 - a. A copy of the HCS and this written Program,
 - b. Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals.
 - c. Physicals and health hazards associated with potential exposure to workplace chemicals.
 - d. Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures.
 - e. Hazardous chemical spill and leak procedures.
 - g. Where MSDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.
4. The Supervisor will monitor employees and advise the Program Administrator of training needs.

E. Non-Routine Tasks

1. Maintenance or other supervisors contemplating a non-routine task, e.g., boiler repair, will consult with their Project Manager and the Safety

department to ensure that:

- a. Employees are informed of chemical hazards associated with the performance of these tasks.
- b. The appropriate protective measures are taken.
- c. This will be accomplished by a meeting of supervisors and Management with affected employees before such work is begun.

F. What to do in an Emergency.

NOTE: Every job site should have an emergency notice that dictates the names, locations and phone numbers in case of an emergency.

1. HazCom First Aid Procedures - Get medical attention for the following:
 - a. Inhalation
 - i. Remove the person to fresh air.
 - ii. Remove any objects that are in his mouth.
 - iii. Give artificial respiration if not breathing.
 - b. Eye Contact
 - i. Hold eye lids open
 - ii. Flush eyes with lots of water for at least 15 minutes.
 - iii. Do Not Rub!
 - c. Skin Contact
 - i. Remove contaminated clothing and wash clothing before reuse.
 - ii. Rub with lots of soap and water.
 - d. Ingestion
 - i. Never give anything by mouth to an unconscious person.
 - ii. Consult the MSDS or label for instructions.
 - e. Chemical Effect of Overexposure
 - i. Stop what you are doing, obtain first aid and notify your supervisor if the following conditions occur:
 1. Eye Discomfort
 2. Breathing Difficulty
 3. Dizziness
 4. Headache
 5. Nausea
 6. Vomiting
 7. Skin Irritation
2. Major Spills or Leaks
 - a. Evacuate the area immediately and notify your supervisor.
 - b. Extinguish all sources of flames or sparks.
 - c. Re-enter only when you have been properly trained and are wearing the proper protective equipment or when area has been cleared of the hazard and the all clear signal has been given.
4. Personal Hygiene Practices

- a. Wash your hands thoroughly with soap and water after handling any chemical or containers of chemicals.
 - b. Always wash up before eating, smoking or using toilet facilities.
 - c. Do not eat food or drink liquids where toxic chemicals are handled or stored.
 - d. Do not wear chemically contaminated clothing until properly laundered.
5. Personal Protective Equipment for Handling Chemicals
- a. Eyes - Approved safety glasses with side shields, chemical goggles and face shield.
 - b. Hands - Impermeable gloves and barrier creams.
 - c. Body - Impermeable apron and suit as well as shop coats and aprons.
 - d. Respiratory - No matter what respirator you wear, you should be thoroughly trained on the proper use, fit and care of such equipment.
6. Ventilation
- a. Do not tamper with the controls of a ventilation hood or block ventilation vents.
 - b. Use ventilation equipment properly to avoid excessive inhalation of vapors.
 - c. Remember that ventilation is one of the most important ways to control hazardous materials exposure.
- G. Safety Program Documentation
1. A Master MSDS book is maintained and stored for reference at the Corporate Safety Office, 402 Westchester Dr., Corpus Christi, Texas.
 2. A list of all hazardous materials and its corresponding MSDS shall be kept and be available at each jobsite.
 2. Employee Certification of Training and verification shall be through the use of badges, i.e., Contractor Safety Council or B.I.S.T. Employee Badge.
 3. Continued HazCom training in the field will be through the Field Training Program.
 4. Field training original documentation will be forwarded to the Safety Department and a copy will be kept at the job site.