***Hazard Communications Program***

***Subpart 1: Purpose***

*The following plan has been created to ensure hazards associated with chemicals are communicated to our employees and subcontractors.*

***Subpart 2: Personnel Responsibilities***

The superintendent at each job site is the designated person responsible for implementing this written program. The elements of the program shall be dedicated to other personnel on the project by the superintendent based upon competency.

**Key Individuals:**

Superintendent:

Safety Manager:

Labeling Compliance:

Designated Trainer:

SDS Sheet Compliance:

***Subpart 3: Definitions***

1. **Chemical:** means any substance, or mixture of substances
2. **Hazardous chemical:** is defined as any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified
3. **Hazard statement:** means a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard
4. **Pictogram:** means a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color that is intended to convey specific information about the hazards of a chemical
5. **Precautionary statement:** means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling
6. **Safety Data Sheet (SDS):** means written or printed material concerning a hazardous chemical that is prepared by the producer of the chemical
7. **Signal word:** means a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label

***Subpart 4: Compliance***

1. The jobsite hazard communication plan shall be made available to all site employees before the commencement of the project. During the site-specific safety orientation, the physical location of this document will be discussed along with the designated management personnel’s contact information
2. A Safety Data Sheet binder shall be maintained throughout the duration of the project and retained at least 30 years after commencement
3. Training for employees on chemicals and how to interpret the hazards on safety data sheets shall be done annually
4. Information and training provided to all employees exposed to any known chemicals
5. Maintain records of employee accidental overexposure to hazardous chemicals

***Subpart 5: Identification of Hazardous Substances***

All chemicals used on this project (including subcontractors) will be entered into a Safety Data Sheet log. Those chemicals that meet the definition of “hazardous waste” and fall into the criteria of the site-specific contingency plan will be noted accordingly on the Safety Data Sheet Log by checking the hazardous material box. The Safety Data Sheet Log contains the following information:

1. Product name
2. Common term
3. Manufacturer
4. Contractor who brought the chemical onto the site
5. The Tab and ID Number to locate the specific safety data sheet
6. Designation of Hazardous or Non-Hazardous to employees

***Subpart 6: Safety Data Sheets***

Safety Data Sheets shall be provided by all subcontractors entering the site who plan to bring any chemicals to perform work related activities. Copies of SDS sheets will be kept in the jobsite office or trailer. The jobsite superintendent is responsible for obtaining and implementing the SDS system for the project.

1. Safety Data Sheets shall be always available to all employees
2. The jobsite superintendent shall ensure the binder is visible, labeled, and free from obstructions
3. If a new chemical is introduced to the jobsite, it is the responsibility of the superintendent to communicate these hazards to affected employees
4. If SDS is missing or incomplete, the chemical shall not be used on the jobsite. Chemicals shall only be used when all respective items are contained in the jobsite SDS binder
5. Newly order chemicals purchased by Crain Construction shall always contain SDS’s from the Manufacturer

***Subpart 7: Labeling***

Material received at the jobsite must be properly labeled by the manufacturer or supplier. If labels are not provided, incomplete, or illegible, they shall not be accepted. Labels must never be removed and shall be replaced if they become illegible.

**Manufacturer supplied labels must provide the following:**

1. Identity of the chemical products or substances in the container
2. Signal word
3. Hazard statement(s)
4. Pictogram(s)
5. Precautionary statement(s)
6. Name, address, and telephone of the chemical manufacturer, importer, or other responsible party

Only those chemicals that can be classified as "Immediate use" and are under the control of the person who transferred it are exempt from the labeling procedures detailed above. These containers must be labeled with the contents of the container.

***Subpart 8: Training***

Employee training will be conducted via the following:

1. New employee orientation
2. Toolbox Talks
3. Job Hazard Analysis/Task Hazard Analysis
4. Awareness Safety Training

All material discussed during training shall align with Crain Construction Hazard communication plan and discuss main topics involved with Safety Data Sheets.

***Subpart 9: General Contractor and Subcontractor Responsibilities***

Crain Construction and its Subcontractors are responsible for submitting all required information pertaining to hazardous substance use prior to commencement of work on the jobsite. Crain Construction requires substances planned to be used be submitted during the pre-construction meeting process:

1. SDS Sheets
2. Log of Chemicals Crain Construction
3. Subcontractor Hazardous Communication Plan
4. Plan and Procedure for containment of accidental spillage or exposure spillage

**Subcontractors working on a Crain Construction jobsite are responsible for providing material to prevent accidental exposure and Spillage:**

1. **Secondary Containment**
2. **Spill Kits**
3. **Written plan for contact or exposure**

***Subpart 10: Recordkeeping***

The following documentation is required to be maintained at each project for review by any employee or their designated representative upon request:

1. Safety Data Sheet Log
2. Safety Data Sheets for all chemicals being used on the project
3. Records of any employee accidental over-exposure to a hazardous chemical
4. Records of any atmospheric testing
5. This written Hazard Communication Program
6. Employee training records

***Conclusion***

This program set forth by Crain Construction ensures all employees receive the information they need to understand our process for hazard communication. This plan also serves as a guide to our subcontractors on what is expected when working on a Crain jobsite. All subcontractors are required to submit a similar plan detailing how employees will be notified, protected, and informed of hazards on the jobsite. This plan must also be maintained and updated periodically to ensure effective information is communicated to employees.