

## SECTION 19

### HAZARD COMMUNICATION PROGRAM

#### 1. PURPOSE

1.1. The purpose of MAPP Construction's Hazard Communication Program is to reduce the likelihood of injury or illness due to lack of familiarity with the potential hazards of chemicals and other similar materials in use on our jobsites and facilities.

#### 2. POLICY

2.1. It is the policy of MAPP Construction to maintain a file on each jobsite containing Safety Data Sheets (SDS) for all chemicals and similar materials stored or in use on site. This file will be kept with by the MAPP Superintendent so as to be accessible to all personnel upon request. All MAPP employees will be trained in how to understand SDS's, the attendant labeling system for containers and in the proper ties associated with any chemical or similar material that they will be exposed to in the normal course of their work. Containers for all chemicals and similar materials will be labeled in accordance with OSHA Hazard Communication Standard 29 CFR 1910.1200 (f), Labels and Other Forms of Warnings. Subcontractors shall ensure that their employees receive the required training before beginning any work on a project site. The MAPP Superintendent will communicate to all employees on site any new or affecting chemicals.

#### 3. PROCEDURES

##### 3.1. Safety Department Shall:

- 3.1.1. New Hires – MAPP Safety Department will discuss SDS and the Hazard Communication Program with all newly hired employees.
- 3.1.2. Review Safety Data Sheets (SDS) during jobsite audits.
- 3.1.3. Prepare Safety Meetings when requested.
  - 3.1.3.1. On specific chemicals and other similar materials using the information contained in the SDS.
  - 3.1.3.2. Explaining the rights of workers under the OSHA Hazard Communication Standard and its requirements.
- 3.1.4. Perform audits designed to test how effectively the program is being applied.

##### 3.2. Project Superintendents Shall:

- 3.2.1. Inform each employee on site of:
  - 3.2.1.1. The OSHA Hazard Communication Standard and its requirements.
  - 3.2.1.2. Their rights and responsibilities under the OSHA Hazard Communication Standard.

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- 3.2.1.3. The properties of the chemicals and similar materials on site and how they can affect the body.
- 3.2.1.4. Steps that can be taken to avoid harm from exposure.
- 3.2.1.5. Where SDS are located on site and how to read them.
- 3.2.1.6. Where to look for labels on containers of chemicals and similar materials.

This will be accomplished through an on-going awareness program. Safety meetings will be held by the jobsite Superintendents on a regular basis with all employees who may come into contact with a material to address the specific hazards.

- 3.2.2 Shall ensure that proper signage informing employees of the availability of SDS's is posted throughout the project site.
- 3.2.3 Superintendents will forward to the project administrative assistant a copy of all SDS's of onsite project chemicals to scan to the project drive.

### 3.3 Mechanism of SDS Management:

#### 3.3.1 The Project Manager and Superintendent Shall:

- 3.3.1.1 Make an initial request of subcontractors and vendors verbally that a SDS must be provided at the time of the delivery of any chemicals and other similar materials to the MAPP jobsite. This will be discussed in all subcontractor pre-task plans. **Note: If you are unsure whether or not a material qualifies as a "chemical or similar material", please call the Safety Department.**
- 3.3.1.2 If an SDS is not received with material delivered, the receiving Superintendent must call the supplier and request that a SDS be forwarded immediately to the MAPP jobsite unless he already has a SDS for the material.
- 3.3.1.3 If still unable to obtain the needed SDS, call the Safety Department for assistance.
- 3.3.1.4 File the SDS in the Hazard Communication binder in the order in which you receive it. Add it to the index as follows: Common Name, SDS ID #, Date of Issue, Manufacturer
  - 3.3.1.4.1 **Examples:**
    - 3.3.1.4.1.1 Portland Cement, None, 5/23/86, Ideal Basic Industries
    - 3.3.1.4.1.2 Oxygen, L-4638A, 9/85, Union Carbide
    - 3.3.1.4.1.3 PVC Solvent Cement, 99 Clear, 10/87, Sureguard, Inc.
- 3.3.1.5 Since the Project Superintendent will have to write in the new SDS information by hand, it will be necessary for him to print **CLEARLY**.

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**3.4 Communicate the following information to the supplier when ordering any chemical or other similar material:**

**SDS REQUEST STATEMENT**

*In order to comply with the requirements of the OSHA Hazard Communication Standard 29, CFR 1910.1200, all companies are required to submit Materials Safety Data Sheets (SDS) as a primary means of communicating information on all chemicals and other similar materials that they vend, distribute, manufacture, produce or use.*

*Safety Data Sheets must be submitted **Before or At The Time Of Delivery or before** for all chemicals and other similar materials supplied to MAPP Construction's jobsites by your company. The SDS must be submitted to (THE NAME OF YOUR JOBSITE).*

*We appreciate your cooperation in this most important manner.*

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#### 3.5 Review your SDS Information:

- 3.5.1 The employer is not responsible for the information on the SDS. However, OSHA indicates that the employer should look for “obvious inaccuracies”. Therefore, it is wise to scan through each form which you receive to check it for completeness.
- 3.5.2 You will need information from the SDS – to use on labels, in training, and possible for medical emergencies. Here is a brief checklist to use when looking at your SDS.
  - 3.5.2.1 There should be no blanks. If a given category does not apply, it should be marked N/A.
  - 3.5.2.2 There should be a revision date listed so you can quickly check if the SDS on file has been updated.
  - 3.5.2.3 The form used should not be OSHA Form-20 (unless it has been modified).
  - 3.5.2.4 The chemical identify should be the same as the name on the label.
  - 3.5.2.5 The SDS must state whether the chemical is a carcinogen. This means “yes” or “no”. It should not be marked “N/A” in that category.
  - 3.5.2.6 Does the SDS Have complete health hazard information? This is the most valuable information on the sheets for the worker. Be sure that incoming sheets have complete data here. Employees should be able to find out the symptoms of exposure, primary routes of entry, and emergency first aid procedures for each chemical. This could save a life.

#### 3.6 IMPORTANT:

##### 3.6.1 **DO NOT CHANGE OR ADD ANY INFORMATION ON THE SDS.**

- 3.6.1.1 If you do, you assume responsibility for the accuracy of the data. Rather, write to the manufacturer requesting a corrected data sheet.

- 4. Remember, if the supplier will not correct or supply the SDS, do not use the product on your jobsite. And as always, keep copies of any letters to manufacturers. **SDS TERMS AND DEFINITIONS**

**SECTION 19****HAZARD COMMUNICATION PROGRAM****4.1. SECTION**

- 4.1.1. **Chemical Name and Synonyms**—The product identification. The chemical or generic name of single elements and compounds.
- 4.1.2. **Trade Names and Synonyms**—The name under which the product is marketed and the common commercial name of the product.
- 4.1.3. **Chemical Family**—Refers to a grouping of chemicals that behave and react with other chemicals in a similar manner.
- 4.1.4. **Formula**—The chemical formula or single elements or compounds.
- 4.1.5. **CAS Number**—The Chemical Abstracts Service number, if applicable.
- 4.1.6. **EPA**—The code number assigned by the Environmental Protection Agency, if applicable.
- 4.1.7. **DOT Classification**—The appropriate classification as determined by the regulations of the Office of Hazard Material, Department of Transportation.

**4.2. SECTION II**

- 4.2.1. **Hazardous Ingredients**—The major components as well as any minor one(s) having potential for harm that are considered when evaluating the product.
- 4.2.2. **TLV**—Threshold Limit Value (TLV) indicates the permissible exposure concentration, a limit established by a government regulatory agency, or an estimate if none has been established.

**4.3. SECTION III****4.3.1. Physical Data**

- 4.3.1.1. **Boiling Point (°F)**—The temperature in degrees Fahrenheit at which the substances will boil.
- 4.3.1.2. **Vapor Pressure**—The pressure of saturated vapor above the liquid expressed in mm Hg at 20°C.
- 4.3.1.3. **Vapor Density**—The relative density or weight of a vapor or gas (with no air present) compared with an equal volume of air at ambient temperature.
- 4.3.1.4. **Solubility in Water**—The solubility of a material by weight in water at room temperature. The terms negligible, less than 0.1 percent, 0.1 to 1 percent; moderate 1 to 10 percent, applicable 10 percent or greater.
- 4.3.1.5. **Appearance and Odor**—The general characterization of the material, i.e., powder, colorless liquid, aromatic odor, etc.

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- 4.3.1.6. **Specific Gravity (H<sub>2</sub>O=1)**—The ratio of the weight of a volume of the material to its weight of an equal volume of water.
- 4.3.1.7. **Percent, Volatile by Volume (%)**—The percent by volume of the material that is considered volatile. (The tendency or ability of a liquid to vaporize.)
- 4.3.1.8. **Evaporation Rate**—The ratios of the time required to evaporate a measured volume of a liquid to the time required to evaporate the same volume of a reference liquid (ethyl ether) under ideal test conditions. The higher the ratio, the slower the evaporation rate.

**4.4. SECTION IV**

- 4.4.1. **Flash Point (Method Used)**—The temperature in degrees Fahrenheit at which a liquid will give off enough flammable vapor to ignite in the presence of a source of ignition.

**4.5. SECTION V**

- 4.5.1. **Conditions to Avoid**—Conditions that, if they exist with the substance present, could cause it to become unstable.
- 4.5.2. **Incompatibility (Materials to Avoid)**—Materials that will react with the substance.
- 4.5.3. **Hazardous Decomposition Products**—Refers to that reaction that takes place at a rate that releases large amounts of energy. Indicates whether or not it may occur and under what storage conditions.

**4.6. SECTION VI**

- 4.6.1. **Health Hazard Data**—Possible health hazards as derived from human observation, animal studies or from the results of studies with similar products.
- 4.6.2. **Threshold Limit Value (TLV)**—The value for airborne toxic material that are to be used as guides in the control of health hazards and represent concentrations to which nearly all workers may be exposed eight hours per day over extended periods of time without adverse effects.
- 4.6.3. **Effects of Overexposure**—The effects on or to an individual who has been exposed beyond the specified limits.
- 4.6.4. **Emergency and First-Aid Procedures**—Gives first aid and emergency procedures in case of eye and/or skin contact, ingestion and inhalation.

**4.7. SECTION VII**

- 4.7.1. **Stability**—Whether the substance is stable or unstable, an unstable substance is one that will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shock, pressure, or temperature.

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- 4.7.1.1. A copy of the form you may want to use to list your hazardous substances by work area follows this page. This information would be based on the initial survey and subsequent hazard determination.

#### 4.8. SECTION VIII

- 4.8.1. **Spill or Leak Procedures**—Steps to be taken if material is released or spilled. Method and materials to use to clean up or contain.
- 4.8.2. **Waste Disposal Method**—Method and type of disposal site to use.

#### 4.9. SECTION IX

- 4.9.1. Special Protection Information
- 4.9.2. **Respiratory Protection**—Specific type should be specified, i.e., dust mask, NIOSH-approved cartridge respirator with organic-vapor cartridge.
- 4.9.3. **Ventilation**—Type of ventilation recommended, i.e., local exhaust, mechanical, etc.
- 4.9.4. **Protective Gloves**—Refers to the glove that should be worn when handling the product, i.e., cotton, rubber.
- 4.9.5. **Eye Protection**—Refers to the type of eye protection that is to be worn when handling or around the product.
- 4.9.6. **Flammable Limits**—The range of gas or vapor concentration (percent by volume in air) that will burn or explode if an ignition source is present. (Lel) means the lower explosive limits and (Uel) the upper explosive limits given in percent.
- 4.9.7. **Extinguishing Media**—Specifies the fire-fighting agent(s) that should be used to extinguish fires.
- 4.9.8. **Special Fire-Fighting Procedures/Unusual Fire and Explosion Hazards**—Refer to special procedures required if unusual fire or explosion hazards are involved.





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