

# Bauman Machine Inc.

## Hazard Communication Program

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### INTRODUCTION AND GENERAL STATEMENT

**1.01** Almost every workplace contains some substances which could pose potential health problems to employees if exposed to them in concentrations or in a manner not prescribed. Bauman Machine Inc. recognizes that its employees have the right and need to know the properties and potential safety and health problems of substances to which they may be exposed. With this policy, Bauman Machine Inc. intends to ensure the transmission of necessary information to employees regarding substances in the workplace, pursuant to Title 40, Oklahoma Statutes, Section 401-424 and the Federal Occupational Safety and Health Act Hazard Communication Standard, 29 Code of Federal Regulations 1910.1200.

**1.02** A hazardous substance is defined as any substance that is a physical hazard or a health hazard, i.e. compressed gases, explosives, flammables, oxidizers, carcinogens, toxins, irritants, or corrosives. Hazardous substances generally have a Material Safety Data Sheet (MSDS) provided by the manufacturer.

**1.03** This policy is established to:

- a. Ensure compliance with the applicable state and federal standard.
- b. Safeguard the health and safety of employees of Bauman Machine Inc..
- c. Create guidelines to follow for implementation and maintenance of a hazard communication program.

**1.04** The Hazard Communication Program for Bauman Machine Inc. shall be administered by Mark McCarty and Tammi Noblitt has been designated as the Master Record Keeper.

### CHEMICAL INVENTORY AND MATERIAL SAFETY DATA SHEETS

**2.01** Annual updates of the Chemical Information Lists (CIL) beginning with the Calendar year January 1st are required.

**2.02** A master CIL shall be created and maintained by the Master Record Keeper in a manner that will allow a listing of hazardous substances and manufacturer.

**2.03** Each time a Bauman Machine Inc. receives a new hazardous substance, the substance must be added to the departmental CIL within 30 days. A copy of the CIL, along with the original copy of the Material Safety Data Sheet (MSDS) for the new substance, must be given to the Master Record Keeper.

**2.04** Material Safety Data Sheets (MSDS's) provide detailed information on a hazardous substance. The sheets include information such as product name (hazardous substance), chemical abstract service number(s), ingredients, physical data, fire and explosion hazard data, environmental and disposal information, health hazard data, first-aid instructions, and handling precautions.

**2.05** Managers must assure that MSDS's for all hazardous substances in the work place are obtained. A copy of the MSDS's must be kept in the department and be readily accessible to employees who work with the hazardous substances. The original copies of MSDS's must be sent to the Master Record Keeper to be placed in the master file. Copies of the MSDS's should be placed in a filing cabinet, notebook, etc., and marked with an MSDS label available from the Master Record Keeper.

**2.06** Purchase Orders for any hazardous substance, regardless of the quantity ordered, shall require that an MSDS be obtained. It is the responsibility of the person ordering the substance to make every effort to obtain an MSDS from the manufacturer. If difficulties are encountered, the Master Record Keeper can assist.

## **SIGNS AND LABELS**

**3.01** All existing labels on containers of hazardous substances must remain intact. The labels must be legible and written in English. Where labels are not present or are not legible, a Hazardous Material Information System (HMIS) label will be affixed to those containers holding the hazardous substance.

**3.02** It is the responsibility of each Manager at Bauman Machine Inc. to assure that each container of a hazardous substance in the workplace is marked, labeled or tagged with the...

- a. Common/trade name of the substance.
- b. Appropriate hazard warnings: Health, flammability, reactivity, and personal protective equipment.

**3.03** Portable containers filled with hazardous chemicals transferred from a labeled storage container must be labeled if:

- a. The material is not used within the work shift of the employee making the transfer.
- b. The employee that made the transfer leaves the work area.
- c. The container is moved to another work area and is no longer in possession of the employee who filled the container.

Labels on portable containers are not required if the employee who made the transfer uses all of the contents during the work shift.

**3.04** Storage tanks must be labeled with the identity of the substances that it contains. The label must show the health, flammability, reactivity, and physical hazards associated with the

substance. The National Fire Protection Association (NFPA) rating system must be used to show these ratings.

**3.05** Containers used by outside service contractors shall be properly labeled with either a manufacturer's label or an HMIS label prior to the use of the hazardous substance.

## **EXCLUSIONS**

**4.01** These regulations do not apply to any substances which are foods, drugs, cosmetics, or tobacco products intended for personal consumption by the employees while in the workplace. Additionally, these regulations do not apply to any consumer products and food stuffs packaged for distribution to (and intended for use by) the general public. Consumer products are packaged and used as a normal consumer would use the product as defined in the Consumer Product Safety Act and Federal Hazardous Substances Act.

## **EXPOSURE**

**5.01** Exposure or exposed means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g. accidental or possible) exposure as referenced by the MSDS. When the employer discovers that an employee has received a potentially hazardous exposure to any substance or agent, the employer must immediately notify the employee and take such steps that may be necessary to provide medical evaluation, monitoring, or treatment. Likewise, an employee that has received a potentially hazardous exposure to a substance or agent must immediately notify the employer of such exposure.

**5.02** After the appropriate safety and health precautions have been taken, it is the responsibility of the employee's supervisor to fill out an Employee Exposure Report (EER). EER forms are available from the Master Record Keeper. The completed EER should be submitted to the Master Record Keeper (original copy), with a copy retained at the department and a copy provided to the employee.

**5.03** The Master Record Keeper will retain the original EER and provide a copy to Mark McCarty . The record will be placed in the EER in the employee's permanent personnel file to be retained for the length of employment.

**5.04** An affected employee (or designated representative) may make a request to the Master Record Keeper or employing department for access to copies of the appropriate CIL and MSDS's. Access to the appropriate CIL and MSDS's shall be granted within a reasonable time, place, and manner, but never later than one working day after the request for access is made. In addition, whenever an affected employee or designated representative requests a copy of the CIL and/or MSDS's, the Master Record Keeper shall, within 15 days, assure that either a copy or a mechanical means to copy is provided.

**5.05** An employee that has requested information as stated in section 5.04, and has not received the requested information within the specified time period, may refuse to work with the

substances or refuse to work at the location for which the request was made. An employer may not discharge or initiate any adverse personnel action against any employee because the employee has exercised his/her right to the requested information. Furthermore, an employer may not request or require an employee to waive any rights under this policy. Any such waiver executed shall be null, void, and unenforceable.

**5.06** Employees working in areas where exposure(s) to hazardous substances exist shall be required to perform their jobs in accordance with precautions communicated to them during training and education programs. A supervisor may take the appropriate disciplinary action when an employee does not comply with the precautionary measure this policy indicates.

**5.07** The Manager or designee shall be responsible for providing the following in all departmental areas having contact with hazardous substances:

- a. Chemical name of each hazardous substance.
- b. Correct labeling of each hazardous substance.
- c. Availability of any MSDS for each hazardous substance present in the immediate work area.
- d. Training and education of employees on work practices, protective measures, and emergency measures in the work place.

## **TRAINING**

**6.01** Mark McCarty will be responsible for the training of employees on the Hazard Communication Program.

**6.02** All employees of Bauman Machine Inc. must receive Hazard Communication training. All employees will include temporary, part-time, and full-time personnel. New employees will receive a general information brochure on Hazard Communication at the start of employment.

**6.03** Employees shall be informed of the requirements of the Hazard Communication Standard (cover the four stages of the program), any operations in their work area where hazardous substances are used, the location and availability of the MSDS's and CIL. In addition, the training must cover the methods used to detect the presence of a substance released and the steps to take after the release is detected, the physical and health hazards in the department, the measures and equipment used for personal protection, and the details of the written plan. The training must occur within 30 days of employment for new employees. Any time a new hazard is introduced into the workplace, employees must be trained on the hazard; and an annual retraining session is required for all employees.

**6.04** Training and education provided to employees and others must be documented with detailed records of training maintained by the department. The training records must be kept for the length of employment.

## **OUTSIDE CONTRACTOR'S RESPONSIBILITIES**

**8.01** Any time an outside contractor brings a hazardous substance(s) into the workplace, a CIL and MSDS(s) for the substance(s) must be received. Similarly, a CIL and MSDS(s) for all hazardous substances in the area that the contractor will be working must be provided to the contractor. This exchange will be coordinated by whomever is granting the contract. A contractor safety form must be signed stating the contractor agrees to this provision.

**8.02** Service contractors whose work or materials pose a health hazard to employees shall be responsible for the training and education requirements outlined under the training section of this policy.

**8.03** The above cross-training must be documented and the records must be retained in the department where the work is performed. Copies of the cross-training records must also be sent to the Master Record Keeper.

**8.04** Outside contractors must comply with all the provisions of the Hazard Communication Standard while serving at Bauman Machine Inc.

### **Employee Exposure Report**

The Employee Exposure Report (EER) was developed to comply with the law and to assure the safety and protection of all employees at Bauman Machine Inc..

It is important to answer all questions on the EER after an exposure or potential exposure has occurred. It is the responsibility of the employee's supervisor or department head to complete the form, not the affected employee. Once the form is completed, it should be sent to the Environmental Health and Safety Department. The Employee Exposure Report will be kept on file for a period of forty years after the employee has left employment at Bauman Machine Inc..

The completion of the Employee Exposure Report is to protect all employees and is not an admission of liability.

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**Bauman Machine Inc. Employee Exposure Report**  
Complete form and return to Tammi Noblitt, within 24 hours of notification

Last name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
Department: \_\_\_\_\_ Title: \_\_\_\_\_ SSN: \_\_\_\_\_

Date/Time of Exposure: \_\_\_\_\_

Duration of Exposure: \_\_\_\_\_

Location of Exposure (Bldg. & Rm #): \_\_\_\_\_

Chemical / Hazardous Substance Name(s): \_\_\_\_\_

Chemical Abstract Number(s) -  
(CAS): \_\_\_\_\_

Trade and/or common name(s) of chemical(s) or hazardous substance(s): \_\_\_\_\_

Type of exposure (e.g. inhalation, ingestion, contact) (If contact, what body part was involved?)  
\_\_\_\_\_

How did exposure occur? (Use additional sheet if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was personal protective equipment available? Yes \_\_\_ No \_\_\_

Was personal protective equipment used? Yes \_\_\_ No \_\_\_

If personal protective equipment was used, what type(s)? \_\_\_\_\_

Did employee receive training/instructions prior to exposure?  
(Explain) \_\_\_\_\_  
\_\_\_\_\_

Were any symptoms present at time of exposure? Yes \_\_\_ No \_\_\_

If so, describe (attach physician's report, if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Severity of exposure: First Aid \_\_\_ Medical Treatment \_\_\_ Unknown \_\_\_

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did employee lose time from work? Yes \_\_\_ No \_\_\_

Estimate of lost time: \_\_\_\_\_

Were other employees exposed? Yes\_\_\_\_ No\_\_\_\_

If so, list names & SSN (use additional sheet if necessary):\_\_\_\_\_

List suggestions to prevent reoccurrence:\_\_\_\_\_

\_\_\_\_\_  
(exposed employee's signature & today's date)

\_\_\_\_\_  
(supervisor's signature + print/type name of supervisor)