



## HAZARD COMMUNICATION PROGRAM

### GENERAL INFORMATION

In order to comply with CFR 1910.1200, Hazard Communication Standard, MidStar Timber Harvesting, Inc. has established the following written Hazard Communication Program. This program will be available for review by our employees during their work shift at the main office and in the vehicle(s) operated by each crew foreman.

The Hazard Communication Program Coordinator for MidStar Timber Harvesting, Inc. is Randall Mason. With the support of the company's owner and stakeholders, our Hazard Communication Program works by including, at a minimum, the following:

- A. **Container Labeling:** The hazard Communication Program Coordinator shall verify that all containers received for use are clearly labeled to indicate:
- The identity of the contents. (The Identity must match the corresponding MSDS).
  - Appropriate hazard warnings. (Including routes of entry and target organs if known).
  - The name and address of the manufacturer, importer, or responsible party.

All employees shall ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with an appropriate NFPA or HMIS label affixed to the container indicating personal protective equipment recommended, health, flammability, and reactivity hazards, and common name of the chemical contents, and the program coordinator will review the labeling system every cutting season and update it as necessary.

- B. **Material Safety Data Sheets (MSDS)**
- The Hazard Communication Program Coordinator shall be responsible for obtaining and maintaining the data sheet system.
  - When toxic or hazardous substances are received without an MSDS, a letter, with a copy to file, will be sent to the supplier requesting the MSDS.
  - No employee shall use a chemical until the company has received its MSDS.
  - The coordinator shall review incoming data sheets for new and significant health/safety information and shall return to the supplier or revise any MSDS which he knows to be inadequate.
  - The coordinator shall also see that any new information is passed on to all affected employees.
  - Copies of MSDSs for all toxic and hazardous substances to which employees will be exposed shall be kept in the regional office and the vehicle(s) operated by each crew foreman.
- C. **Employee Training and Information**
- The Program Coordinator is responsible for the employee training program and shall ensure that all elements specified below are carried out.
  - Each new employee shall attend a health and safety orientation and shall receive information and training on the following:
  - An overview of the requirements contained in the OSHA Hazard Communication Standard, 29 CFR 1910.1200.
  - Hazardous chemicals present in their workplace operations.
  - Location and availability of our written hazard program.

- Specific physical and health effects of the toxic or hazardous substances.
- Methods and observation techniques used to determine the presence or release of toxic and hazardous substances in the work area.
- How to use toxic and hazardous substances in the safest possible manner, including safe work practices and personal protective equipment requirements.
- Steps the company has taken to lessen or prevent exposure to toxic and hazardous substances.
- How to read labels and review MSDSs to obtain appropriate hazard information.
- Emergency procedures.
- Location of the MSDS files and the location of toxic and hazardous substances lists.

There shall be an opportunity for interactive questions and answers between employees and the person conducting the training.

After attending the training class, each employee shall sign a form verifying attendance at the training, receiving our written materials, and understanding this company's policies on Hazard Communication.

Prior to a new chemical hazard being introduced into the work place of this company, each affected employee shall be given information as outlined above. The Program Coordinator is responsible for ensuring that the MSDS on the new chemicals are available.

**LIST OF HAZARDOUS CHEMICALS:**

Appendix A to this Hazard Communication Program contains a list of all known and hazardous substances used by employees or present at the workplace. Further information on each noted substance can be obtained by reviewing Material Safety Data Sheets located in Appendix B of this program. The Program Coordinator shall review the chemical list and update it quarterly.

**HAZARDOUS NON-ROUTINE TASKS**

Prior to starting work on any non-routine tasks, each affected employee shall be given information by the Program Coordinator, managers, or supervisors about hazardous chemicals to which they may be exposed during such activity.

The information will include:

- Specific hazards
- Protective/safety measures the employee can take
- Measures the company has taken to lessen the hazard including ventilation, respirators, presence of another employee "Buddy system," and emergency procedures

**INFORMING SUB-CONTRACTORS**

It is the responsibility of MidStar Timber Harvesting, Inc. to provide sub-contractors (with employees) the following information:

- Toxic and hazardous substances to which they may be exposed while on the job site
- Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures

The Program Coordinator shall be responsible for contacting each sub-contractor before work is started to gather and disseminate any information concerning chemical hazards that the sub-contractor is bringing to the workplace.

Revised, Reviewed and Approved Date \_\_\_\_\_

Hazard Communication Program Coordinator \_\_\_\_\_

Owner \_\_\_\_\_