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HAZARD COMMUNICATION PROGRAM	

# **HAZARD COMMUNICATION** **PROGRAM**

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## I. PURPOSE

The purpose of this hazard communication program is to effectively inform S&W employees of all potential or existing chemical hazards.

### Scope

This written hazard communication program not only complies with State and OSHA requirements, but also ensures that the S&W Ready Mix Concrete Company (S&W) employees are effectively informed concerning potential and existing chemical hazards.

The methods used to effectively inform employees include:

1. Container labeling and other forms of warnings
2. Material safety data sheets (MSDS's)
3. Employee education and training
4. Proper handling, storage and disposal

This hazard communication program applies to:

1. Known occupational safety and health hazards
2. Chemicals known to be present in the work place in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

## II. DETERMINING CHEMICAL HAZARDS

The Safety Department or other competent management representatives are responsible for identifying chemical hazards from material safety data sheets (MSDS's) provided by chemical manufacturers and distributors.

## III. MATERIAL SAFETY DATA SHEETS (MSDS's)

MSDS's are prepared and distributed by manufacturers and distributors of hazardous materials. All chemical manufacturers and distributors must obtain or develop an MSDS for each hazardous material they produce or import. A hazardous material is one that is either a physical hazard (i.e., flammable, oxidizer, etc.) or a health hazard (cause acute or chronic health effects).



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The Safety Department or other competent management representatives will maintain the MSDS files of all hazardous materials used or handled in company workplaces; review each data sheet to make sure it is complete and that there are no obvious errors, and replace old data sheets with the new ones that accompany shipments of materials.

MSDS's Are In English and Contain:

1. The identity of the chemical
2. The physical and chemical characteristics
3. The physical and health hazards
4. Primary routes of entry
5. Exposure limit
6. Precautions for safe handling
7. Controls to limit exposure
8. Emergency and first aid procedures
9. Name of manufacturer or distributor

MSDS Availability

The Safety Department or other competent management representatives maintain copies of all MSDS's for each hazardous material in the workplace and make them readily accessible to employees during each work shift while they are in their work areas. Employees may review the MSDS's for the materials they work with by contacting their immediate supervisor. They may also request a copy of an MSDS. Copies of MSDS's for materials used in each work area are maintained in the supervisor's office and or on the company website (<http://www.snwreadymix.com/safety.html>). Upon request, the National Institute for Occupational Safety and Health (NIOSH) and OSHA may also have access to S&W MSDS's.

#### IV. LABELS AND OTHER FORMS OF WARNING

Chemical manufacturers, importers, and distributors provide labels, tags, or other markings for containers of hazardous chemicals. This identification includes the following information:

1. Identification of the hazardous chemical
2. Appropriate hazard warnings
3. Name and address of the chemical manufacturer, distributor, or other responsible party.

S&W, in accordance with state and federal regulations, requires that containers of hazardous materials in the workplace be labeled, tagged, or marked with the identity of the hazardous chemical and appropriate hazard warning. In some cases, signs, placards,



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process sheets, batch tickets, operating procedures, or similar accessible written materials are used, instead of affixing labels to individual containers.

Portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer.

All labels on incoming containers must not be defaced in any way. Missing or defaced labels must be immediately reported to management so appropriate labels can be reapplied immediately.

#### V. EMPLOYEE INFORMATION, EDUCATION, AND TRAINING

Information, education and training shall be provided to employees by the Safety Department or other competent management representatives in accordance with this standard. Employees who are new to the work environment or whose work assignments change such that they may be exposed to new or unfamiliar hazardous materials will be trained to work with them. Training will be documented and kept on file.



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## APPENDIX A

### HMIS HAZARD RATINGS

#### Health Hazards (Blue Field)

- 0 - Minimal: All chemicals have some degree of toxicity
- 1 - Slight: Slightly toxic; may cause slight irritation
- 2 - Moderate: May be harmful if inhaled or absorbed
- 3 - Serious: Toxic; avoid inhalation or skin contact
- 4 - Extreme: Highly toxic; May be fatal on short term exposure; special PPE required

#### Flammability Hazards (Red Field)

- 0 - Minimal: Will not burn under normal conditions
- 1 - Slight: Slightly combustible; requires strong heating to ignite
- 2 - Moderate: Combustible; requires moderate heating to ignite
- 3 - Serious: Flammable; Flash point 73° F to 100° F
- 4 - Extreme: Extremely flammable gas or liquid, flash point below 73° F

#### Reactivity Hazard (Yellow Field)

- 0 - Minimal: Normally stable, does not react with water
- 1 - Slight: May react if heated or mixed with water
- 2 - Moderate: Unstable, may react with water
- 3 - Serious: May explode if shocked, heated under confinement, or mixed with water
- 4 - Extreme: Explosive at room temperature



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## APPENDIX B

### MSDS CONTROL

#### PROCEDURE

Any material received that requires an MSDS, but does not have one with the shipment or in an area MSDS book, **MUST NOT BE USED** until an MSDS is obtained.

- a.) The plant manager should request an MSDS from the organization from which the material was purchased.
- b.) If the MSDS is not received in one week, inform the Safety Department.
- c.) If the MSDS is not received after two requests, the material will be returned and re-ordered from another organization.

**NOTE: If a material is received without an MSDS, but there is an MSDS for the material in the area MSDS book, the material can be used.**

A copy of any MSDS received for a material used or stored in a managers area of responsibility must be sent to the Safety Department. The plant manager will be responsible for placing new MSDS's in their MSDS books, as well as replacing old MSDS's with updated ones (old MSDS's must be sent to the Safety Department).



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## APPENDIX C

### TRAINING OUTLINE

1. Requirement of 29 CFR 1910.1200
  - a.) Purpose
  - b.) Scope
  - c.) MSDS's
  - d.) Labeling
  - e.) Training and information requirements
2. Location of S&W written hazard communication program and chemical inventory list is available in the Safety Department and on line (<http://www.snwreadymix.com/safety.html>).
3. MSDS's - Located in each work area; available to employees 24 hrs a day, seven days a week.
4. How to read and understand an MSDS - use examples, cover all sections.
5. Methods and observations to detect the presence of a hazardous chemical:
  - Visual, odor, hygiene sampling, MSDS, chemical characteristics, labeling containers and vessels, etc.
6. Health hazard definitions—Appendix D



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## APPENDIX D

### HEALTH HAZARD DEFINITIONS

**Acute effect** - occur rapidly as a result of short term exposure, and are generally of short duration.

**Chronic effect** - Occur as a result of long term exposures, and are long duration

**Carcinogen** - Cancer causing substance

**Corrosive** - a chemical substance that causes visible destruction of or irreversible alterations in living tissue by chemical action

**Toxic** - Poisonous

**Highly Toxic** - Very poisonous

**Irritant** - A chemical which is not corrosive, but which causes a reversible inflammatory effect on living tissue by chemical action.

**Sensitizer** - A chemical that causes a substantial proportion of exposed people to develop allergic reactions in normal tissue after repeated exposure to the chemical.

#### Target organ effects

**Hepatotoxins** - chemicals that produce liver damage, example, Tetrachloride

**Nephrotoxins** - chemicals which produce kidney damage, example, Uranium

**Neurotoxins** - Produce their toxic effects on the nervous system, example, Mercury  
Agents that act on the blood or hematopoietic system, example carbon monoxide  
Agents that damage the lungs, example asbestos

**Reproductive toxins** - affect reproduction capabilities, example lead

**Cutaneous hazards** - Chemicals that affect the dermal layer of the body, example key tones

**Eye Hazard** - Affect the eye or visual capacity example, solvents or acids