POLICY

To ensure that information about the dangers of all hazardous chemicals used by this community is known by all affected employees, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All employees of this company will participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available in the business office, medication room, kitchen, and laundry/housekeeping room for review by any interested employee.

The Executive Director or designee is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

I. CONTAINER LABELING

All key supervisors (Executive Director, Nurse Director, Maintenance Supervisor, Dietary Supervisor, and Housekeeping Supervisor) will verify that all chemicals received for use in their respective departments, will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer’s name and address. The maintenance supervisor will oversee a quarterly audit of chemicals being used to ensure proper labeling and availability of Safety Data Sheets.

All key supervisors will also ensure that all secondary containers are labeled with either an extra copy of the original manufacturer’s label or with labels marked with the identity and the appropriate hazard warning. Any staff needing help with labeling should report to the maintenance supervisor for assistance.

Individual stationary process containers will meet OSHA labeling requirements. The Maintenance Director (with Executive Director’s oversight) will review the company labeling procedures, quarterly, during required quarterly safety inspections and as warranted by incident.

II. SAFETY DATA SHEETS (SDS)

The Maintenance Director (with Executive Director’s oversight) is responsible for establishing and monitoring the company SDS program. The Maintenance Director will ensure that procedures are developed to obtain the necessary SDS and will review incoming SDS for new or significant health and safety information. She/he will see that any new information is communicated to affected employees. The procedure below will be followed when an SDS is not received at the time of initial shipment:

The key supervisor who ordered the product will immediately contact the supplying vendor and request the SDS to be faxed to the community. An alternative access path will be to go on to the vendor website and download the SDS. The product will not be accessible to staff until the SDS has arrived and is available for training.

Copies of SDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in the respective area of main use or product storage, with a master book kept in the medication room and the business office.
SDSs will be readily available to all employees during each work shift. If an SDS is not available, contact the lead medication aide on duty who will contact the management staff on duty. SDS will be readily available to employees in each work area in the identified labeled SDS binder. The areas designated include:

- Laundry room
- Kitchen
- Medication room
- Business office

When revised SDS are received, or a chemical is removed from used, the key supervisor responsible for ordering the product will immediately update the binder for their area, as well as, the business office and the medication room.

III. EMPLOYEE TRAINING AND COMMUNICATION

The Executive Director carries the overall responsibility for the Hazard Communication Program and will ensure that all program elements are carried out. They may at times delegate or appoint key management staff with responsibility for tasks within the program.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will complete training through the New Hire Orientation that will include specific health and safety education including the following key items:

- Overview of the OSHA hazard communication standard
- Hazardous chemicals present at his/her work area
- Physical and health risks of the hazardous chemicals
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels and SDSs to obtain hazard information
- Location of the SDS file and written Hazard Communication Program

Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard. The key supervisor will be responsible for one-on-one or group training when introducing a new chemical into the work area. Training will typically be delivered through training handouts, demonstration, and skill testing for evaluation of knowledge.

A. Hazardous Non-routine Tasks

Employees will not be required to perform non-routine tasks that are hazardous without proper training on the safe use of the chemical. This training will include specific chemical hazards, protective and safety measures the employee should use, and steps the company is taking to reduce the hazards, including ventilation, masks, the presence of another employee (buddy system), and emergency procedures. The key supervisor overseeing the employee(s) assigned to the non-routine task will be responsible for ensuring training meets all requirements.
Examples of non-routine tasks performed by employees of this company are:

<table>
<thead>
<tr>
<th>TASK</th>
<th>HAZARDOUS CHEMICAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning a blood spill</td>
<td>Peroxide H2O2</td>
</tr>
</tbody>
</table>

IV. INFORMING OTHER EMPLOYERS OR CONTRACTORS

It is the responsibility of the DHS or Executive Director to provide other employers or contractors with information about hazardous chemicals that their employees may be exposed to on our job site and suggested precautions for those employees. Other employers or contractors will also be informed of the hazard labels used by this community. The community will use the Professional Health Care Communication Binder as a source for sharing information. The Executive Director will ensure that all contracted outside services will be required to provide the community with written information regarding any hazardous chemicals they may use to carry out their responsibilities, which would place employees of this company at risk.

V. LIST OF HAZARDOUS CHEMICALS (HAZARDOUS CHEMICALS AUDIT FORM)

A list of known hazardous chemicals used by our employees is located in front of each SDS binder. This list includes the name of the chemical, manufacturer, work areas in which the chemical is used, PPE required and dates it was put into use. Further information on each chemical may be obtained from the master SDS binder, located in the business office or medication room.

When new chemicals are received, this list is updated within 30 days. The outdated list will be removed. To ensure any new chemical is added in a timely manner, the following procedure shall be followed:

- **Maintenance Director** will oversee a quarterly audit of chemicals being used to ensure proper labeling and availability of Safety Data Sheets. This supervisor will also update the master hazardous chemical Audit Sheet for the Hazardous Communication Book(s) and replace with the most current copy.

VI. PIPED-IN CHEMICALS

Work areas that chemicals are transferred through pipes or tubes will include labels which are identified with a system of cross referencing with the original container the chemical is being pumped from and the SDS. Prior to starting work in these areas, the employee shall be trained to the identifying system and who to contact for questions or concerns regarding potential hazards or required safety procedures.

VII. PROGRAM AVAILABILITY

A copy of this program will be made available to employees on the Ageia website or printed by request.