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SUBJ: <b>Hazard Communications – Employee Right-To-Know</b>		

## HAZARD COMMUNICATION PROGRAM

### 1. PURPOSE

Meiners Electric has established the following Written Hazard Communication Program to enhance the safety of its employees. This program ensures that each employee is provided with information about hazardous chemicals (including labels, pictograms, Safety Data Sheets (SDS), and training) as is required by the Hazard Communication Standard (29 CRF 1910.1200 and 29 CFR 1926.59) and is necessary for their safety.

### 2. POLICY

As part of our continual effort to provide the safest work environments possible, Meiners Electric has developed this Hazard Communication Program to help ensure each container of hazardous substances in the work environment are labeled, tagged, or marked with, at a minimum, the identity of the substance(s) contained therein and any appropriate hazard warnings.

Meiners Electric will maintain a proper SDS (as provided by the distributor, manufacturer, and/or importer) for each known hazardous substance. Any and all MSDS will be made readily accessible to all employees.

All employees, both existing and newly hired, will receive the required information and training on hazardous substances found in their work environments. This information will be provided at the time of hire, prior to initial assignment, and whenever a new substance is introduced into the work environment(s). Information and training to each employee may include, but is not necessarily limited to, the requirements set forth in OSHA 1926.59, the presence of any hazardous substances in the work environment(s), the location and availability of this written Hazard Communication Program, the listing of hazardous substances, and the Safety Data Sheets (SDS) for each substance.

Each container of hazardous substance is to be labeled, tagged, or marked in such a manner as to provide any employee handling the container and/or its contents with information such as the identity of the substance(s) contained therein and the appropriate hazard warning(s).

The following procedure will apply to the labels of all hazardous substance containers.

1. Any and all manufacturers' labels will be left on the containers
2. Any and all containers of hazardous substances will be labeled, including any and all containers into which chemicals are transferred from the manufacturer's container. Hazardous substances transferred from a labeled container and intended only for immediate use by the employee who performs the transfer are exempt from this procedure. To meet the criteria of this exemption, the container must be in the control of the



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employee who performed the transfer and who used the substance within the work-shift during which the transfer was conducted.

3. At the very least, each label will contain:
  1. The identity of the substance(s) within the container in question
  2. Any appropriate hazard warnings, such as health hazards and/or fire and explosion hazards
4. Pipe or piping systems exempt from these requirements.
5. All incoming containers will be inspected to ensure labeling requirements are met. Should containers being received not meet the required labeling specifications, the containers will be set aside pending proper identification. The distributor or manufacturer will need to be contacted to request the appropriate label(s).
6. Should the distributor, manufacturer, or importer not provide the requested label(s), a written notice for a second request will be sent. This notice will also serve to inform the distributor, manufacturer, or importer that failure to provide the appropriate label(s) will result in the return of goods and the cessation of orders to that particular company.
7. The Project Manager or job foreman will be responsible for ensuring each container used in their work environments, or by any employee in their charge, is properly labeled. Identifying labels will not be removed or defaced unless the container in question is immediately re-marked with the required information as stated above.

### 3. SAFETY DATA SHEETS (SDS)

A hazardous substance's material safety data sheet has been prepared to provide specific information about the substance. Each SDS must be in English and must contain: the specific chemical identity of the hazardous substance(s) involved, the substance(s) common name(s), the physical and chemical characteristics of the substance(s), know acute (short-term) and chronic (long-term) health effects and related health information, exposure limits, whether the chemical is considered to be a know carcinogen, precautionary measures, emergency and first-aid procedures, and the identification of the organization responsible for preparing the SDS.

A material safety data sheet will be kept for each hazardous substance(s) found at any Meiners Electric work environment. A complete inventory of hazardous materials shall be performed annually and the Inventory along with the Master File of SDS will be kept in the main office. The appropriate SDS for each job site will be kept either in the job trailer or gang box.

### 4. TRAINING

All employees will be trained on potential exposure to hazardous substances in the work environment. All newly hired employees will be trained as they are hired. Additional training



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and/or re-training will be provided in the following instances:

1. When employees are transferred to a new work environment or when non-routine tasks are to be performed and new hazardous substances may be present.
2. When new hazardous substances are introduced into the work environment.
3. On an annual basis
4. When contractors and/or subcontractors will be completing work in the areas where hazardous substances may be present.

## HAZARD COMMUNICATION PROGRAM

### GLOSSARY OF TERMS

**Aerosols** means any non-refillable receptacles made of metal, glass or plastics and containing a gas compressed, liquefied or dissolved under pressure, with or without a liquid, paste or powder, and fitted with a release device allowing the contents to be ejected as solid or liquid particles in suspension in a gas, as a foam, paste or powder or in a liquid state or in a gaseous state. Aerosol includes aerosol dispensers.

**Alloy** means a metallic material, homogeneous to the naked eye, consisting of two or more elements so combined that they cannot be readily separated by mechanical means. Alloys are considered to be mixtures for the purpose of classification under the GHS.

**Aspiration** means the entry of a liquid or solid chemical product into the trachea and lower respiratory system directly through the oral or nasal cavity, or indirectly from vomiting;

**ASTM** means the "American Society of Testing and Materials".

**BCF** means "bioconcentration factor".

**BOD/COD** means "biochemical oxygen demand/chemical oxygen demand".

**CA** means "competent authority".

**Carcinogen** means a chemical substance or a mixture of chemical substances which induce cancer or increase its incidence.

**CAS** means "Chemical Abstract Service".

**CBI** means "confidential business information".



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**Chemical identity** means a name that will uniquely identify a chemical. This can be a name that is in accordance with the nomenclature systems of the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS), or a technical name.

**Competent authority** means any national body(ies) or authority(ies) designated or otherwise recognized as such in connection with the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

**Compressed gas** means a gas which when packaged under pressure is entirely gaseous at -50°C; including all gases with a critical temperature  $\geq$  -50°C.

**Contact sensitizer** means a substance that will induce an allergic response following skin contact. The definition for "contact sensitizer" is equivalent to "skin sensitizer".

**Corrosive to metal** means a substance or a mixture which by chemical action will materially damage, or even destroy, metals.

**Criteria** means the technical definition for the physical, health and environmental hazards;

**Critical temperature** means the temperature above which a pure gas cannot be liquefied, regardless of the degree of compression.

**Dermal Corrosion:** see skin corrosion;

**Dermal irritation:** see skin irritation.

**Dissolved gas** means a gas which when packaged under pressure is dissolved in a liquid phase solvent.

**EC<sub>50</sub>** means the effective concentration of a substance that causes 50% of the maximum response.

**EC Number or (ECN<sup>o</sup>)** is a reference number used by the European Communities to identify dangerous substances, in particular those registered under EINECS.

**End Point** means physical, health and environmental hazards;

**ErC<sub>50</sub>** means EC<sub>50</sub> in terms of reduction of growth rate.

**EU** means "European Union".



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**Explosive article** means an article containing one or more explosive substances.

**Explosive substance** means a solid or liquid substance (or mixture of substances) which is in itself capable by chemical reaction of producing gas at such a temperature and pressure and at such a speed as to cause damage to the surroundings. Pyrotechnic substances are included even when they do not emit gases.

**Eye irritation** means the production of changes in the eye following the application of test substance to the front surface of the eye, which are fully reversible within 21 days of application.

**Flammable gas** means a gas having a flammable range with air at 20°C and a standard pressure of 101.3kPa.

**Flammable liquid** means a liquid having a flash point of not more than 93°C.

**Flammable solid** means a solid which is readily combustible, or may cause or contribute to fire through friction.

**Flash point** means the lowest temperature (corrected to a standard pressure of 101.3 kPa) at which the application of an ignition source causes the vapors of a liquid to ignite under specified test conditions.

**Gas** means a substance which (i) at 50 °C has a vapor pressure greater than 300 kPa; or (ii) is completely gaseous at 20 °C at a standard pressure of 101.3 kPa.

**GHS** means "the Globally Harmonized System of Classification and # Labelling of Chemicals".

**Hazard category** means the division of criteria within each hazard class, e.g., oral acute toxicity includes five hazard categories and flammable liquids includes four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

**Hazard class** means the nature of the physical, health or environmental hazard, e.g., flammable solid carcinogen, oral acute toxicity.

**Hazard statement** means a statement assigned to a hazard class and category that describes the nature of the hazards of a hazardous product, including, where appropriate, the degree of hazard;

**Initial boiling point** means the temperature of a liquid at which its vapor pressure is equal to the standard pressure (101.3kPa), i.e., the first gas bubble appears.



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**Label** means an appropriate group of written, printed or graphic information elements concerning a hazardous product, selected as relevant to the target sector(s), that is affixed to, printed on, or attached to the immediate container of a hazardous product, or to the outside packaging of a hazardous product.

**Label element** means one type of information that has been harmonized for use in a label, e.g., pictogram, signal word.

**LC<sub>50</sub>** (50% lethal concentration) means the concentration of a chemical in air or of a chemical in water which causes the death of 50% (one-half) of a group of test animals.

**LD<sub>50</sub>** means the amount of a chemical, given all at once, which causes the death of 50% (one half) of a group of test animals.

**L(E)C<sub>50</sub>** means LC<sub>50</sub> or EC<sub>50</sub>.

**Liquefied gas** means a gas which when packaged under pressure, is partially liquid at temperatures above -50°C. A distinction is made between.

- (i) High pressure liquefied gas: a gas with a critical temperature between -50°C and +65°C; and
- (ii) Low pressure liquefied gas: a gas with a critical temperature above +65°C.

**Liquid** means a substance or mixture which at 50°C has a vapor pressure of not more than 300kPa (3bar), which is not completely gaseous at 20 °C and at a standard pressure of 101.3kPa, and which has a melting point or initial melting point of 20°C or less at a standard pressure of 101.3 kPa. A viscous substance or mixture for which a specific melting point cannot be determined shall be subjected to the ASTM D 4359-90 test; or to the test for determining fluidity (penetrometer test) prescribed in section 2.3.4 of Annex A of the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR).

**Mixture** means a mixture or a solution composed of two or more substances in which they do not react.

**MSDS** means "Material Safety Data Sheet" and in this document is used interchangeably with Safety Data Sheet (SDS).

**Mutagen** means an agent giving rise to an increased occurrence of mutations in populations of cells and /or organisms.



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**Mutation** means a permanent change in the amount or structure of the genetic material in a cell;

**NOEC** means the "no observed effect concentration".

**Organic peroxide** means a liquid or solid organic substance which contains the bivalent -O-O- structure and may be considered a derivative of hydrogen peroxide, where one or both of the hydrogen atoms have been replaced by organic radicals. The term also includes organic peroxide formulation (mixtures).

**Oxidizing gas** means any gas which may, generally by providing oxygen, cause or contribute to the combustion of other material more than air does.

**Oxidizing liquid** means a liquid which, while in itself not necessarily combustible, may, generally by yielding oxygen, cause, or contribute to, the combustion of other material.

**Oxidizing solid** means a solid which, while in itself not necessarily combustible, may, generally by yielding oxygen, cause, or contribute to, the combustion of other material.

**QSAR** means "quantitative structure-activity relationships".

**Pictogram** means a graphical composition that may include a symbol plus other graphic elements, such as a border, background pattern or color that is intended to convey specific information.

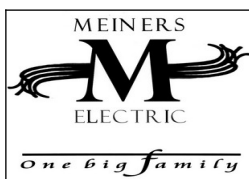
**Precautionary statement** means a phrase (and/or pictogram) that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous product, or improper storage or handling of a hazardous product. Product identifier means the name or number used for a hazardous product on a label or in the SDS. It provides a unique means by which the product user can identify the substance or mixture within the particular use setting (e.g. transport, consumer or workplace).

**Pyrophoric liquid** means a liquid which, even in small quantities, is liable to ignite within five minutes after coming into contact with air.

**Pyrophoric solid** means a solid which, even in small quantities, is liable to ignite within five minutes after coming into contact with air.

**Pyrotechnic article** means an article containing one or more pyrotechnic substances;

**Pyrotechnic substance** means a substance or mixture of substances designed to produce an effect by heat, light, sound, gas or smoke or a combination of these as the result of non-detonative, self-



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sustaining exothermic (heat-related) chemical reactions.

Readily combustible solid means powdered, granular, or pasty substance or mixture which is dangerous if it can be easily ignited by brief contact with an ignition source, such as a burning match, and if the flame spreads rapidly.

Recommendations on the Transport of Dangerous Goods, Manual of Tests and Criteria means the latest revised edition of the United Nations publication bearing this title, and any published amendment thereto.

Recommendations on the Transport of Dangerous Goods, Model Regulations means the latest revised edition of the United Nations publication bearing this title, and any published amendment thereto.

**Refrigerated liquefied gas** means a gas which when packaged is made partially liquid because of its low temperature.

**Respiratory sensitizer** means a substance that induces hypersensitivity of the airways following inhalation of the substance.

**SAR** means "Structure Activity Relationship".

**SDS** means "Safety Data Sheet" and in this document is used interchangeably with Material Safety Data Sheet (MSDS).

**Self-Accelerating Decomposition Temperature (SADT)** means the lowest temperature at which self-accelerating decomposition may occur with substance as packaged.

**Self-heating substance** means a solid or liquid substance, other than a pyrophoric substance, which, by reaction with air and without energy supply, is liable to self-heat; this substance differs from a pyrophoric substance in that it will ignite only when in large amounts (kilograms) and after long periods of time (hours or days).

**Self-reactive substance** means a thermally unstable liquid or solid substance liable to undergo a strongly exothermic decomposition even without participation of oxygen (air). This definition excludes substances or mixtures classified under the GHS as explosive, organic peroxides or as oxidizing.

**Serious eye damage** means the production of tissue damage in the eye, or serious physical decay of vision, following application of a test substance to the front surface of the eye, which is not fully reversible within 21 days of application.





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**Signal word** means a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The GHS uses 'Danger' and 'Warning' as signal words.

**Skin corrosion** means the production of irreversible damage to the skin following the application of a test substance for up to 4 hours.

**Skin irritation** means the production of reversible damage to the skin following the application of a test substance for up to 4 hours.

**Skin sensitizer** means a substance that will induce an allergic response following skin contact. The definition for "skin sensitizer" is equivalent to "contact sensitizer".

**Solid means** a substance or mixture which does not meet the definitions of a liquid or gas.

**SPR** means "Structure Property Relationship".

**Substance** means chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

Substance which, in contact with water, emits flammable gases means a solid or liquid substance or mixture which, by interaction with water, is liable to become spontaneously flammable or to give off flammable gases in dangerous quantities.

**Supplemental label element** means any additional non-harmonized type of information supplied on the container of a hazardous product that is not required or specified under the GHS. In some cases this information may be required by other competent authorities or it may be additional information provided at the discretion of the manufacturer/distributor.

**Symbol** means a graphical element intended to succinctly convey information.

Technical name means a name that is generally used in commerce, regulations and codes to identify a substance or mixture, other than the IUPAC or CAS name, and that is recognized by the scientific community. Examples of technical names include those used for complex mixtures (e.g., petroleum fractions or natural products), pesticides (e.g., ISO or ANSI systems), dyestuffs (Color Index system) and minerals.