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**FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.**

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**GENERAL POLICY No. 421**  
**SUBJECT: HAZARD MATERIALS COMMUNICATION PROGRAM**

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**I. PURPOSE:**

The purpose of this policy is to comply with the requirements of the Department of Safety and Health (DOSH) Hazard Materials Communication Standard, the following written Hazard Materials Communication Program has been established for the Cooperative. All departments of the Cooperative are included in the program. All employees have the "right-to-know" concerning the hazardous properties of all chemicals that they may be exposed to during the performance of their job duties.

**LOCATIONS OF HAZARDOUS CHEMICAL INFORMATION** A list of chemicals with safety data sheets is available to all employees in an eBinder located as a shortcut on personal computers or at [www.MSDSonline.com](http://www.MSDSonline.com). The log-on ID is employee's email address and they will be provided with a password.

**DEFINITION OF A HAZARDOUS CHEMICAL** A chemical is considered hazardous if it poses any form of physical or health threat. A hazardous chemical is defined as any solid, liquid, or gas which is stored, used, or produced, that could cause illness, injury, or undesirable health effects during storage, use, or disposal.

**II. POLICY:**

It shall be the policy of the Cooperative to have a written Hazardous Material Communication Program, which includes:

**A. Hazardous Chemical Inventory List**

The Cooperative will compile and maintain an up-to-date Hazardous Chemical Inventory List. This will become part of the company's Hazardous Chemical eBinder.

Any person who authorizes the buying of a hazardous chemical product will review the Cooperatives Hazardous Chemical Inventory List and inform the Operations Department Manager of their intent to purchase any hazardous

chemical product that does not appear on the list.

B. Safety Data Sheets (SDS)

Material Safety Data Sheets for all hazardous chemicals used will be contained in online Hazardous Chemical eBinder. The Hazardous Chemical eBinder is available online for review by employees during each work shift. If the Hazardous Chemical eBinder is not available or any chemical in use does not have an SDS, please notify the Operations Department Manager immediately. You may also request an SDS online. The Operations Manager will review and approve the request to include the new item. Any person ordering supplies will request SDS's for all hazardous chemical products bought on purchase order requests, which do not appear on the Hazardous Chemical Inventory List. The warehouse will forward any SDS's received with shipments of hazardous chemical products to the Safety Department. Whenever a shipping document has a message requesting an SDS for a product, and no SDS is received along with the shipment of product, the Operations A will inform the Operations Department Manager. No invoice will be delivered to accounting until a SDS is received. The department will request SDS's for all new hazardous chemical products, which are purchased on purchase orders or are received by the Operations Assistant without a SDS. The department will review all SDS's and forward updates to the Operations Department Manager. Anyone within the company who receives a SDS from a hazardous chemical product manufacturer, supplier, or distributor should forward the SDS to the Operations Department Manager.

C. Container Labeling

The supervisor for each department using hazardous chemicals will be responsible for assuring that all containers of these chemicals are properly labeled, tagged, or marked with the following information:

1. The identity of the product.
2. Name and address of the manufacturer or supplier.
3. Appropriate hazard warnings

Labeling requirements apply to all containers of hazardous chemicals with

one exception: secondary containers of hazardous chemicals, which contain products that have been transferred from properly labeled original containers and are immediately used, need not be labeled.

The Operations Department Manager will ensure that secondary containers of hazardous chemicals are properly labeled. This will be accomplished by either filling out blank generic labeling stickers, or by using a copy of the manufacturers' original label or its equivalent. Labeling is also available on the SDS online website.

Generic labels must be filled out completely and list the product name, the hazard warnings, and the name and address of the chemical manufacturer or supplier exactly as they appear on the original product container label.

Whenever an original container of a hazardous chemical is found to be unlabeled or inadequately labeled, the employee of the department using the chemical will notify the Operations Department Manager.

The chemical will not be used until identified and labeled.

In some cases, fixed signs or placards may be used at workstations in lieu of placing labels on individual containers. Use of this alternative method will be determined by the supervisor.

#### D. Employee Training and Information

The Operations Department will develop and implement a formal employee Hazardous Materials Communication Training and information program.

Each employee working in an area where hazardous chemicals are used shall attend this training and information program which will cover the following:

1. The requirements of the DOSH Hazardous Communication Standard.
2. The details of the Cooperatives Hazard Materials Communication Program, including:
  - a. Policies and responsibilities,
  - b. The location and availability of the Hazardous Chemical eBinder,
  - c. What the eBinder contains,
  - d. How to use the eBinder,

- e. An explanation of the Cooperative's hazardous material labeling system.
- 3. The hazardous chemicals present in the employee's work area and the operations where these chemicals are used.
- 4. An explanation of the physical and health effects of hazardous chemicals presented in the employee's work area, the measures employees can take to protect themselves, and procedures to follow if they are exposed.
- 5. Procedures for handling emergencies involving chemicals used in the employee's work area (i.e. spills, fires, etc.).

Employees, after attending this program, will sign a form stating that they have received the training outlined above and understand the Cooperative's policies in relation to Hazard Communication.

Newly hired or transferred employees must receive training in regard to the chemicals they could be exposed to and some of the details of the Cooperative's Hazardous Communication Program, prior to working in the area where hazardous chemicals are used. The Operations Department will perform this training during the employee's initial orientation. The employee will still be required to attend a formal Hazard Communication Training program. Training must cover a minimum of the following subjects:

- 1. A brief summary of the hazard associated with the chemicals an employee could be exposed to, precautions necessary to minimize exposure to the chemicals, and procedures for handling emergencies involving the chemicals.
- 2. The location and availability of the Hazard Communications eBinder, what the eBinder contain, and how to use the eBinder.

The Operations Department will notify the General Manager of the time and dates of formal Hazard Communication Training programs. The supervisor will see that any newly hired or transferred employees attend the first available training program. Safety meetings will be used to inform employees of any new or updated SDS chemicals used in the workplace.

#### E. Hazardous Non-Routine Work

Prior to starting hazardous non-routine work, each affected employee will be given information by their supervisor regarding the hazardous chemicals they may be exposed to and protective measures necessary to minimize their exposure. The supervisor should contact the Operations Department Manager when assistance is needed in determining the hazards and appropriate protective measures needed for the work.

F. **Informing Contractors**

The Operations Department Manager will provide outside contractors with the following information:

1. A list of hazardous chemicals to which the contractor's employees may be exposed to while working for the Cooperative.
  2. The precautions the contractor's employees can take to eliminate or minimize exposure by usage of appropriate protective measures:
- Contractors will provide the Cooperative representative with information in regard to hazardous chemicals brought into the company's facilities.


III. **RESPONSIBILITY:**

It is the responsibility of the CEO/General Manager, working with the Operations Department Manager and using the budget process to oversee this policy.

IV. **PRIMACY OF POLICY**

This policy supersedes any existing policy that may be in conflict with the provisions of this policy.

APPROVED BY THE CEO/GENERAL MANAGER

  
Bryan Case, CEO/General Manager

DATE APPROVED: March 24, 2003

DATE REVISED: October 26, 2015

August 26, 2019

March 10, 2023