	Southern Heat Exchanger Safety Program	Section:	2
		Initial Issue Date	3/11/09
HAZARD COMMUNICATION PROGRAM		Revision Date:	Initial Version
		Revision No.	0
		Page:	Page 1 of 7

Purpose

The purpose of this program is to ensure that the hazards of all chemicals and substances are evaluated and the information concerning their hazards is communicated to employees, including emergency response organizations, state and federal agencies, other employers and contractors, as necessary. This hazard information will be communicated, and displayed in accordance with this Hazard Communication Program.

SHECO Services is firmly committed to providing each of its employees a safe and healthy work environment. It is recognized that workers may use chemicals or substances that have potentially hazardous properties. When using these substances, workers must be aware of the identity, toxicity or hazardous properties of a chemical or substance, since an informed employee is more likely to be a safe employee. To this end, SHECO Services has established a written Hazard Communication Program.

Scope

This program is applicable to all SHECO Services employees who may be exposed to hazardous chemicals. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers SHECO Services employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Definitions

Chemical - any element, chemical compound, or mixture of elements and/or compounds.

Chemical Inventory List - a list of chemicals used at this facility, or by personnel that report to this facility.

Electronic Access – using electronic media (telephone, fax, internet, etc.) to obtain Material Safety Data Sheets or health information.

Facility - an establishment at one geographical location containing one or more work areas.


Hazardous chemical - any chemical that is a physical hazard, a health hazard, or has a Permissible Exposure Limit established for it.

Hazardous substance - see hazardous chemical.

Hazard Communication Program Coordinator - the person who has overall responsibility at a facility for that facility's Hazard Communication Program.

Health hazard - a substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic adverse health effects may occur in exposed employees.

IDLH - immediately dangerous to life and health.

	Southern Heat Exchanger Safety Program	Section:	2
		Initial Issue Date	3/11/09
HAZARD COMMUNICATION PROGRAM		Revision Date:	Initial Version
		Revision No.	0
		Page:	Page 2 of 7

Immediate Use - the chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Jobsite - an area remote from a SHECO Services facility where hazardous chemicals are stored or used and employees are present for the purpose of SHECO Services business.

(MSDS) Material Safety Data Sheet - a written or printed document containing chemical hazard and safe handling information, prepared in accordance with the OSHA Occupational Safety & Health Standards, Section 1910.1200, paragraph (g).

(NFPA) National Fire Protection Association Labeling - a common industry labeling method developed by the National Fire Protection Association to identify the hazards associated with a particular chemical.

(PEL) Permissible Exposure Limit - the maximum eight-hour time weighted average of any airborne contaminant to which an employee may be exposed.

Readily available - when an employee has access during the course of his/her normal work shift.

Substance - see Chemical.

(TLV) Threshold Limit Value - the airborne concentration of a substance that represents conditions under which it is believed that nearly all normal workers may be repeatedly exposed day after day without adverse effect.

Work area - a room or defined space in a facility where hazardous chemicals are stored or used and where one or more employees are present.

Workplace - see Facility.


Workplace Chemical List - see Facility Chemical List.

Responsibilities

A written hazard communication program shall be developed, implemented and maintained at each SHECO Services workplace. The program shall describe how labels, other forms of warning, and material safety data sheets shall be communicated to employees.

The Safety Manager is responsible for developing and implementing the Hazard Communications Program. Operations managers are responsible for maintaining Material Safety Data Sheets and the Hazardous Materials Inventory List for their locations. The safety manager reviews the MSDS files and Hazard Materials Inventory List at each branch at least annually to ensure that they are complete and up to date. Operations managers are responsible for training all new employees in the requirements of this section and safety manager is responsible for annual retraining of current employees.

Employees are responsible for following the requirements in the Hazard Communication Program, to use proper personal protective equipment, to report containers without labels immediately and to not deface any label.

	Southern Heat Exchanger Safety Program	Section:	2
		Initial Issue Date	3/11/09
HAZARD COMMUNICATION PROGRAM		Revision Date:	Initial Version
		Revision No.	0
		Page:	Page 3 of 7

Any employee who transfers any material from one container to another is responsible for labeling the new container with all required information.

All employees are responsible for learning the requirements of this section and for applying them to their daily work routine.

Requirements

Introduction

This Hazard Communication Program was prepared for use by SHECO Services to explain how SHECO Services meets the requirements of the federal Occupational Safety and Health Administration's Hazard Communication Standard (29 CFR 1910.1200). It spells out how SHECO Services will inventory chemicals stored and used, obtain and use material safety data sheets, maintain labels on chemical substances, and train employees about the hazards of chemicals they are likely to encounter on the job.

Preparation of this program indicates our continuing commitment to safety among our employees in all of our locations.

- Each facility is expected to follow this program and maintain its work areas in accordance with these requirements.
- Employees, their designated representatives, and government officials must be provided copies of this program upon request.
- In addition to the program, other information required as part of our hazard communication effort is available to workers upon request.
- Asking to see this information is an employee's right.
- Using this information is part of our shared commitment to a safe, healthy workplace.

List of Chemicals

SHECO Services maintains a listing of all chemicals used at, or by, this facility.


This chemical inventory list is updated as necessary and at least annually by the Hazard Communication Program Coordinator or their designee.

The facility chemical inventory list must be available for review upon request.

Material Safety Data Sheets

Material Safety Data Sheets, for chemicals used in this facility or by personnel reporting to this facility, are readily available to all employees during all work shifts.

Material Safety Data Sheets are filed alphabetically, by material classification, in the MSDS Book. A hazardous Materials Inventory is provided in the front of the MSDS Book, listing all MSDS's contained therein. This inventory serves as the index of the MSDS Book. The MSDS Book is displayed in a prominent location in the shop where it is accessible to all employees.

	Southern Heat Exchanger Safety Program	Section:	2
		Initial Issue Date	3/11/09
HAZARD COMMUNICATION PROGRAM		Revision Date:	Initial Version
		Revision No.	0
		Page:	Page 4 of 7

A copy of a MSDS request form is located in the first section of the MSDS Book. An employee may use a copy of this form to request an MSDS or he may ask the operations manager for one. In either case the requested MSDS must be given to the employee within 24 hours.

MSDSs must be obtained for each required chemical from the chemical manufacturer, supplier or vendor. The purchasing of any potentially hazardous chemical products from any supplier that does not provide an appropriate Material Safety Data Sheet in a timely fashion is prohibited.

The Material Safety Data Sheet must be kept in the MSDS library for as long as the chemical is used by the facility.

Electronic access (telephone, fax, internet, etc.) may be used to acquire and maintain MSDS libraries and archives.

The Hazardous Materials Inventory is maintained in a computer file folder in each location. The operations manager is responsible for seeing that the inventory is maintained, is current and is complete. He will review the inventory and the MSDS Book at least annually. He will sign and date the Review and Update Roster at the front of the MSDS Book when he completes his review. When a hazardous material has been permanently removed from the work place, its MSDS is to be removed from the MSDS Book and the Hazardous Materials Inventory. A file copy is to be maintained in a "dead file".

MSDS's for hazardous materials to which SHECO Services employees have been exposed must be maintained after the employee leaves the employment of SHECO Services. Before any non-routine task is performed, employees will be advised of special precautions. In the unlikely event that such tasks are required, the operations manager will provide MSDS for involved chemical. Hoses and gaskets that has been in service and bought into SHECO Services facility for quote and / or repair will possess a MSDS for the chemical service it was in. A certificate of cleanliness on customer's company letterhead signed by a competent body will accompany material. Employees have the right to request MSDS on any chemical under "The Right to Know" and it must be provided without any issues.


Labels, Labelling and Warnings:

The Hazard Communication Program Coordinator will ensure that all hazardous chemicals used or stored in the facility are properly labelled.

- Damaged labels or labels with incomplete information shall be reported immediately.
- Damaged labels on incoming containers of chemicals shall not be removed.
- New labels shall be provided as needed so that all containers are properly labelled.
- Only containers into which an employee transfers a chemical for their own immediate use will not require labelling.
- Employees who are unsure of the contents of any container, vessel or piping must contact their supervisor for information regarding the substance including:
 - The name of the substance
 - The hazards related to the substance
 - The safety precautions required for working with the substance.

Labels, tags or markings on containers shall list as a minimum:

- Words, pictures, symbols or combinations thereof may be used.
- The trade name of the product as listed on the Material Safety Data Sheet.
- Appropriate hazard warnings to help employees protect themselves from the hazards of the substance.

	Southern Heat Exchanger Safety Program	Section:	2
		Initial Issue Date	3/11/09
HAZARD COMMUNICATION PROGRAM		Revision Date:	Initial Version
		Revision No.	0
		Page:	Page 5 of 7

- Labels provided by chemical manufacturers, distributors, and importers must also list the name and address of the manufacturer, importer, or vendor responsible for the chemical, and from whom more information about the chemical can be obtained.
- Labels shall be legible, in English. However, for non-English speaking employees, information shall be presented in their language as well.

All containers must be labelled. When an employee transfers the contents of one container to another, he must label the new container with all required information. This information can be obtained from the labelling of the original container or from the material's MSDS. Any container of a potentially hazardous material that will not be emptied during one shift must be labelled, without exception.

Personnel in the Shipping and Receiving Departments are responsible for proper labelling of all containers shipped by SHECO Services and for the inspection of all incoming materials to ensure correct labelling. Chemicals received from vendors that are not properly labelled must be rejected.

NFPA Standard 704 labels shall be the preferred hazard identification method used in SHECO Services facilities and on materials containers used on client sites. A description of the NFPA labelling system is included in Exhibit 5.1. All employees, clients, subcontractors and visitors who may come in contact with a SHECO Services hazardous substance must be briefed to ensure understanding of the NFPA 704 labelling system.

Training

Every employee who works with or may be exposed to hazardous chemicals will be trained annually on the safe use of those substances and about the hazard communication standard. New or newly assigned employees shall be provided training before working with or working in an area containing hazardous chemicals.

Additional training will be provided whenever a new chemical hazard is introduced into the work area. To reinforce the importance of handling chemicals properly when performing new or non-routine tasks, Supervision will conduct supplementary training as needed.

Hazard Communications Program training is covered in one of the monthly Safety Meetings and is documented by the meeting signup sheet.


Formal training will be conducted by facility employees or individuals who are knowledgeable in the Hazard Communication program.

The Supervisor shall ensure records of employee training are maintained.

When an outside contractor, such as a pest control worker or a carpenter enters a SHECO Services site to perform a service for the company, he must first present MSDS's for any and all hazardous chemicals he will use. These MSDS's will be treated as above with the same training requirements. The operations manager will be responsible for contacting each contractor before work is started to gather and disseminate any information concerning chemical hazards the contractor is bringing into the work place.

The Hazard Communication Program training shall, as a minimum, include:

- Requirements and rights of the employee as contained in the Hazard Communication Regulation
- Operations and work areas where hazardous chemicals are present.

	Southern Heat Exchanger Safety Program	Section:	2
		Initial Issue Date	3/11/09
HAZARD COMMUNICATION PROGRAM		Revision Date:	Initial Version
		Revision No.	0
		Page:	Page 6 of 7

- Location of the written Hazard Communication Program, and the Chemical Inventory List.
- How to access MSDS's or MSDS information.
- How to read labels and Material Safety Data Sheets for pertinent hazard information.
- How to determine the presence or release of a hazardous substance in the workplace.
- Physical and health effects of over exposure to hazardous substances in the workplace.
- How personnel can protect themselves or prevent exposure to hazardous substances, through the use of protective equipment, proper work practices and engineering or environmental controls.
- The proactive steps SHECO Services has taken to prevent exposure to hazardous substances and non-routine tasks.
- Emergency and first aid procedures to follow for exposure or harm caused by hazardous substances.

Multi-Employer Job Sites/Multi-Work Site

Where employees must travel between work places during a work shift, the written HAZCOM Program shall be kept at a primary job site. If there is no primary job site, then the program shall be sent with employees.

A pre-job briefing shall be conducted with the contractor prior to the initiation of work on the site.

- During this pre-job briefing, contractors shall notify SHECO Services and present current copies of Material Safety Data Sheets for every hazardous substance brought on-site.
- SHECO Services shall notify and provide MSDS's for all hazardous materials the contractor may encounter on the job.
- The facilities labelling system and any precautionary measures to be taken by contractor during normal conditions and emergencies shall be addressed.
- By providing such information to other employers, SHECO Services does not assume any obligations that other employers have for the safety of their employees.
- In this regard, other employers working on SHECO Services property or for SHECO Services on client's property remain fully responsible for developing and implementing their own compliant hazard communication programs.

NFPA 704

The NFPA 704 Diamond is a means of disseminating hazard information for a material. The diamond is divided into four sections. Each of the first three colored sections has a number in it associated with a particular hazard. The higher the number is, the more hazardous a material is for that characteristic. The fourth section includes special hazard information. The four sections and an explanation of the numbers in them are provided below:



Southern Heat Exchanger Safety Program

Section: 2

Initial Issue Date: 3/11/09

Revision Date: Initial Version

HAZARD COMMUNICATION PROGRAM

Revision No. 0

Page: Page 7 of 7

NFPA Rating Explanation Guide					
RATING NUMBER	HEALTH HAZARD	FLAMMABILITY HAZARD	INSTABILITY HAZARD	RATING SYMBOL	SPECIAL HAZARD
4	Can be lethal	Will vaporize and readily burn at normal temperatures	May explode at normal temperatures and pressures	ALK	Alkaline
				ACID	Acidic
3	Can cause serious or permanent injury	Can be ignited under almost all ambient temperatures	May explode at high temperature or shock	COR	Corrosive
				OX	Oxidizing
2	Can cause temporary incapacitation or residual injury	Must be heated or high ambient temperature to burn	Violent chemical change at high temperatures or pressures		Radioactive
					Reacts violently or explosively with water
1	Can cause significant irritation	Must be preheated before ignition can occur	Normally stable. High temperatures make unstable		Reacts violently or explosively with water and oxidizing
0	No hazard	Will not burn	Stable		