HAZARD COMMUNICATION GLOBALLY HARMONIZED SYSTEM

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INTRODUCTION

REGULATORY AUTHORITY FOR IMPLEMENTATION OF HAZARD COMMUNICATION/GOBALLY HARMONIZED SYSTEM PROGRAM

The Occupational Safety and Health Act under 29 CFR 1910.1200 and 1926.59 establishes requirements relating to Hazard Communication and the Globally Harmonized System. In response to the regulatory mandate, Steingass Mechanical Contracting, Inc. has developed, implemented and will maintain a written Hazard Communication/ Globally Harmonized System Program to provide proper and safe procedures for all applicable employees.

HAZARD COMMUNICATION

PURPOSE

This document is primarily intended to outline methods of protecting and/or informing all Steingass Mechanical Contracting, Inc. employees of the identity, nature, and the hazards of substances found in their workplace. It describes how labels, and other forms of warning, safety data sheets and other forms of employee information will be met. In addition, it is intended that Steingass Mechanical Contracting, Inc. will be in full compliance with the OSHA Hazard Communication Standard/ Globally Harmonized System 29 CFR 1910.1200 and 1926.59.

RESPONSIBILITY
(Management Commitment)

Steingass Mechanical Contracting, Inc. shall instruct all appropriate employees in the safety significance of the Hazard Communication/ Globally Harmonized System. Steingass Mechanical Contracting, Inc. considers these requirements to be of critical importance. It shall be the responsibility of Steingass Mechanical Contracting, Inc.'s Safety Coordinator to administer training, continually monitor the storage, labeling, containment, use of flammable and combustible liquids, to ensure that all the requirements of these procedures are being followed and that any deviations or inadequacies are correct immediately.

HAZARD COMMUNICATION

Glossary of Terms

Absorption: A mode of entry of a chemical into the body in which the substance enters through the unbroken skin.

ACGIH (American Conference of Governmental Industrial Hygienists): Publishes health exposure recommendations known as Threshold Limit values annually. These health exposure guidelines are based upon current epidemiological studies and animal testing.

Acute: A toxic effect that results from a short- term exposure to a very high concentration of a toxic substance. The effect is usually immediately noticeable.

Administrative Control: Scheduling work assignments in order to limit workers' exposure to a material.

Article: Manufactured item other than a fluid or particle and does not pose a physical hazard or health risk to employees.

Asphyxiation: Suffocation from the lack of oxygen.

Assistant Secretary: The Assistant Secretary of labor the Occupational Safety and Health, U.S. Department of Labor, or designee.

Boiling Point: Temperature above which a liquid boils and changes to a gas at standard pressure (760 mm Hg).

Carcinogen: A material that can cause cancer.

***C*-Ceiling**: As defined by the ACGIH, is the airborne concentration of chemicals, which should not be exceeded, even instantaneously.

Chemical: Any substance, or mixture of substances.

Chemical Manufacturer: An employer with a workplace where chemical(s) are produced for use or distribution.

Chemical Name: The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.

Chronic: A toxic effect that results from exposure to a toxic material over a long period of time. The amount of exposure is very low. The effects usually take months or years and are not immediately noticeable.

Classification: To identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified a hazardous according to the definition of hazardous chemical in this section. In addition, classification for health and physical hazards includes the determination of the degree o hazard, where appropriate, by comparing the date with the criteria for health and physical hazards.

Combustible Liquid: A liquid having a flashing point at or above one hundred degrees Fahrenheit (thirty-seven point eight degrees Celsius), but below two hundred degrees Fahrenheit (ninety-three point three degrees Celsius).

Commercial Account: An arrangement whereby a retail distributor sells hazardous chemicals to an employer, generally in large quantities over time and/or at costs that are below the regular retail price.

Common Name: Any designation or identification such as code name, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

Compressed Gas: (1) A gas or mixture of gasses having, in a container, an absolute pressure exceeding 40 pounds per inch at seventy degrees Fahrenheit (twenty-one point one degrees Celsius), or (2) A gas or mixture of gasses having, in a container, an absolute pressure exceeding 104 pounds per square inch at one-hundred thirty-seven degrees Fahrenheit (fifty-four point four degrees Celsius) regardless of the pressure at seventy degrees Fahrenheit (twenty-one point one degrees Celsius), or (3) A flammable liquid having a vapor pressure at one-hundred degrees Fahrenheit (thirty-seven point eight degrees Celsius).

***Concentration*:** The amount of material in the air. Also, may refer to the amount of a substance in a mixture.

Container: Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be container.

Corrosive Material: A chemical, liquid or solid, that causes visible destruction or irreversible alteration in human skin tissue at the site of contact or, in the case of leakage, from its packaging. A liquid that has a severe corrosion rate on steel.

Cutaneous: Relating to the skin.

DEC (Department of Environmental Conservation): The New York State Environmental Agency.

Dermal: Relating to the skin.

Designate Representative: Any individual or organization to whom an employee give written authorization to exercise such employee's rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Director: The Director, National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designee.

Distributor: A business, other than a chemical manufacturer or importer, which supplies hazardous chemicals to other distributors or to employers.

Dose: The amount of a substance that enters the body over a period of time.

Employee: A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

Employer: A person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contactor or subcontractor.

Engineering Control: Equipment, materials, or processes which reduce the source of a hazardous exposure (e.g. ventilation system).

EPA (Environmental Protection Agency): This federal agency regulates transport, storage and disposal of hazardous waste. The EPA laws are found in 40 CRF 199 - 399.

Evaporation Rates: The rate at which a liquid dries up and converts to a gas. Time is required to convert a given volume of liquid to a gas compared to a given volume of reference material.

Explosive: A chemical that causes a sudden, almost instantaneous, release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.

Exposure or Exposed: An employee is subjected in the course of employment to a chemical that is a physical or health hazard and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption).

Extinguishing Media: Material used to put out fire, e.g., water, dry chemical, CO2, etc.

Flammable Limits*:* A measure of the ratio of oxygen to fuel expressed as percent vapor concentration in the air. Above the upper explosive limit (UEL), the mixture is too rich to burn. Below the lower explosive limit (LEL), the mixture is too lean. Only when the vapor concentration is between the two limits can a fire or explosion occur.

Flammable Liquid: A liquid having a flash point below one hundred degrees Fahrenheit (thirty-seven point eight degrees Celsius).

Flammable Solid: A solid, other than an explosive, that can cause fire through friction, absorption or mixture, spontaneous chemical change, or retain heat from manufacturing or processing, or that can be readily ignited and, when ignited, will continue to burn or be consumed after the removal of the source of ignition.

Flash Point: Lowest temperature at which a liquid will give off enough flammable vapor to ignite with a spark or flame.

Foreseeable Emergency: Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.

Fume: Solid particles of air, generated by heating a solid material, e.g., a welding rod.

Hazard: A term which combines the ability or potential of a material to cause harm with the probability that the substance actually will cause harm.

Hazard Category: The division of criteria within each hazard class, e.g., Oral acute toxicity and flammable liquids include 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: The nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

Hazard Not Otherwise Classified (HNOC): An adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this section. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

Hazardous Decomposition Products: Dangerous material, which results from the chemical breakdown of the original material - usually over time, high, heat, or fire.

Hazard Statement: A statement assigned to a hazard class and category that describes the nature of the hazard(s) of chemical, including, where appropriate, the degree of hazard.

Hazardous Chemical: Any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, prophoric gas, or hazard not otherwise classified.

Health Hazard: A chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye

damage or eye irritation, respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed – Health Hazard Criteria.

Hemapoetic System: The system in the body, which manufactures blood.

Hepatotoxins: Chemicals that produce liver damage. Symptoms of liver damage include jaundice and liver enlargement.

Highly Toxic: Refers to a chemical falling within any of the following categories:

A. A chemical that has median lethal dose (LD) of 50 milligrams or less per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each.

B. A chemical that has a median lethal dose (LD) of 300 milligrams or less per kilogram of body weight when administered by continuous contact for 24 hours (or less, if death occurs within 24 hours) with the bare skin of albino rabbits weighing 2 and 3 kilograms each.

C. A chemical that has a median lethal concentration (1c) in air of 200 parts per million by volume or less or gas or vapor, or 2 milligrams per liter or less of mist, fume or dust, when administered by continuous inhalation for one hour (or less, if death occurs within one hour) to albino rats weighing between 200 and 300 grams each.

Human Health Data: Reliable data obtained from scientific studies, including epidemiological or clinical studies, or from human experience, which clearly indicate that a chemical substance or mixture is, or is not, carcinogenic, highly toxic, corrosive, an irritant, or a sensitizer.

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

Importer: The first business with employees within the Customs Territory of the United States which receives hazardous chemicals produced in other countries for the purpose of supplying them to distributors or employers within the United States.

Impurity: A chemical substance which is unintentionally present with another chemical substance or mixture.

Incompatibility: Incapable of being stored or used together because of undesirable chemical effect, e.g., explosion.

Ingestion: Swallowing.

Inhalation: Breathing material in through the nose and mouth.

Irritant: A chemical substance or mixture, not a corrosive, which, on immediate, prolonged, repeated contact with normal living tissues, induces a local inflammatory response in the skin, eyes, or mucus membrane.

Isolation: A control measure where a material is kept completely away from workers by enclosing it in tanks, pipes or reaction vessels.

Kg (Kilogram): One kg equals approximately 2.2 pounds.
Label: An appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

Label Elements: The specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.

LC50 - Lethal Concentration: That concentration on air of gas, vapor mist, fume, or dust for a given period of time that is most likely to kill one-half of a group of test animals using a specified test procedure. Inhalation is route of exposure, and the value LC50 is usually expressed as parts per million or milligrams per cubic meter (ppm or mg/m3).

LEL: Refers to the lowest concentration of gas or vapor (%by volume in air), which will burn or explode if an ignition source is present.

LQG (Large Quantity Generator): A facility which produces more than 1,000 kg of hazardous waste per month.

Material Safety Data Sheet: A document that contains information and instructions on the chemical and physical characteristics of a substance, its hazards and risks, the safe handling requirements, and actions to be taken in the event of fire, spill, overexposure, etc.

MG/M3: The weight in milligrams of a substance per cubic meter of air. Milligrams per cubic meter. The concentration of solid material such as dust is usually expressed in mg/m3.

Mist: Liquid droplets in the air.

Mixture: A combination or a solution composed of two or more substances in which they do not react.

Mutagen: Those chemicals or physical effects which can alter genetic material in organisms and results in physical or functional changes in all subsequent generations.

Nephrotoxins: Chemicals, which produce kidney, damage.

Neurotoxins: Chemicals which damage the brain.

NIOSH (National Institute for Occupational Safety and Health): NIOSH recommends health exposure standards to OSHA based on current epidemiological studies and animal tests. These recommendations are non-regulatory.

OSHA (Occupational Safety and Health Administration): Publishes health exposure standards, which are mandatory. These standards are found in 26 CFR 1910.

Oxidizer: A chemical other than a blasting agent or explosive that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.

PEL (Permissible Exposure Limit): Concentration in air that has been declared safe to breathe by government regulation (OSHA).

Percent Volatile: The percentage of liquid or solid that can evaporate at ambient temperature (seventy degrees Fahrenheit).

Physical Hazard: A chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid; self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas.

Pictogram: A composition that may include a symbol plus other graphic elements, such as a border, background patter, or color, that is intended to convey specific information about the hazards of a chemical. Eight (8) pictograms are designated under this standard for application to a hazard category.

Polymerization: Small individual molecules binding together to form very large molecules. Often associated with a "run-away" exothermic reaction with explosion or fire potential.

PPM: Represents the parts of vapor or gas present in each million parts of air by volume.

Precautionary Statement: A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

Product Identifier: The name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

Produce: To manufacture, process, formulate, blend, extract, generate, emit or repackage.

Pulmonary: Relating to the lungs.

Pulmonary Edema: Fluid filling the lungs.

Pyrophoric Gas: A chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

Pyrophoric Material: A chemical substance or mixture that will ignite spontaneously in dry or moist air at or below one hundred-thirty degrees Fahrenheit (fifty-four point four degrees Celsius).

Reactive Material: A chemical substance or mixture that will vigorously polymerize, decompose, condense, or become self-reactive under conditions of shock, pressure, or temperature.

Release: Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, dumping, or disposing into the environment.

Renal Toxins: Chemicals which damage the kidney.

Reproductive Toxins: Chemicals which affect the reproductive abilities, including chromosomal damage (mutation) and effects on fetuses (teratogeneses).

Responsible Party: Someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

Safety Data Sheet (SDS): Written or printed material concerning a hazardous chemical.

Sensitizer: A chemical substance or mixture that causes a substantial number of persons to develop a hypersensitive reaction in normal tissue upon application of the chemical substance or mixture through an allergic or photodynamic reaction.

Signal Word: A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal works used in this section are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

Simple Asphxyiant: A substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

Solubility: The amount of material that will dissolve into a given amount of liquid. How well one material dissolves into another.

Solvent: A liquid used to dissolve or clean materials. Usually have high evaporation rates.

Specific Chemical Identity: The chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

Specific Gravity: The weight per volume of material compared to water. This determines whether a material floats or sinks. Less than 1.0, material will float; greater than 1.0, material will sink.

Stability: A measure of a chemical's reactivity. The tendency of material to resist chemical changes.

STEL (Short Term Exposure Limits): As defined by ACGIH, the maximum concentration to which workers can be exposed for a period up to 15 minutes continuously without suffering from irritation, chronic or irreversible tissue damage, or narcosis of sufficient degree to increase accident proneness, impair self-rescue, or reduce work efficiency, provided that no more than 4 excursions per day are permitted, with at least 60 minutes between exposure periods, and provided that daily TWA is not exceeded.

Strong Oxidizer: A chemical substance or mixture that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.

SQG (Small Quantity Generator): A facility which produces between 100 -1000 kg of hazardous waste per month.

Substance: 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.

Systemic Poisoning: A toxic effect on the body in which one or more organs are damaged by a substance.

Teratogen: A chemical which has been demonstrated to cause physical defects in the developing embryo.

TLV (Threshold Limit Value): An exposure level under which most people can work consistently for 8 hours a day, day after day, with no harmful effects.

Toxic: Capable of causing damage to the body (Depends on amount of time exposed).

Trade Secret: Any confidential formula, pattern, process, device, information or compilation of information that is used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it.

TWA (Time Weighted Average): The concentration for a normal 8-hour workday or 40-hour workweek, to which nearly all workers may be exposed, day after day, without adverse effect.

Use: To package, handle, react, emit, extract, generate as a byproduct, or transfer.

Vapor: Gaseous substance in air produced by the evaporation of a liquid.

Vapor Density: Weight of a vapor compared to air. If less than 1.0 the vapor will rise. If greater than 1.0 the vapor will settle to the floor of lower areas like pits and drains.

Vapor Pressure: Force exerted by liquid converting to gas.

Ventilation: Air movement to draw away an air contaminant.

Volatile: The tendency of a liquid to change into vapor.

Water-Reactive: A chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

Work Area: A room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

Workplace: An establishment, job site, or project, at one geographical location containing one or more work area.

HAZARD COMMUNICATION

HAZARD DETERMINATION POLICY

Chemical manufacturers and importers are required to evaluate the hazards of the chemicals, which they manufacture. These health hazard determinations are to be based upon scientific evidence. The evidence must be statistically significant and must be based on at least one positive study conducted in accordance with established scientific principles. This health hazard information will appear on Safety Data Sheets. Steingass Mechanical Contracting, Inc. and the Hazard Communication Standard (29 CFR 1910.1200 and 29 CFR 1926.59) require that chemical manufacturers, importers, and distributors provide Safety Data Sheets with each shipment of their (hazardous chemical) product. Therefore, no hazard determination will be conducted by Steingass Mechanical Contracting, Inc.

It is Steingass Mechanical Contracting, Inc.'s policy to rely on the Safety Data Sheet and container labeling received for information concerning the hazardous chemicals within our workplace. If a hazard determination is needed because Steingass Mechanical Contracting, Inc. would generate a hazardous chemical, it will be Steingass Mechanical Contracting, Inc.'s policy to have the hazard determination conducted by an outside (independent) laboratory.

HAZARD COMMUNICATION

SPECIAL CONDITIONS AND APPLICATIONS

Steingass Mechanical Contracting, Inc. is aware that there are situations where a straight interpretation of the standard may not be applicable. With situations such as these that Steingass Mechanical Contracting, Inc. realizes that extra measures must be taken to provide a safe and healthful workplace. To this end, the following procedures shall be incorporated.

A. ***Hazard Non-Routine Tasks***

This section applies to tasks that are not performed on a routine basis and may involve contact with hazardous chemicals.

Prior to starting work a job safety analysis will performed and each affected employee will be given information regarding the hazards. The immediate supervisor will be responsible to determine what hazards may be present and/or created. In addition, the supervisor will be responsible to communicate this information to appropriate employees. This information shall include, but is not limited to:

1. Specific hazardous substances;
2. Protective/safety measures the employee must take, including special equipment;
3. Measures the company has taken to lessen the hazards;
4. Additional employee training that maybe necessary.

B. ***Unlabeled Pipes***

Activities where employees come in contact with substances that flow through unlabeled pipes. Steingass Mechanical Contracting, Inc. considers this a hazardous and non-routine task; therefore, the requirements of the preceding section shall apply in its entirety.

C. ***Sealed Containers***

Within Steingass Mechanical Contracting, Inc.'s scope of work there are operations where employees only handle containers, which are sealed. These operations are primarily shipping/receiving and storage/warehousing types of operations. It shall be Steingass Mechanical Contracting, Inc.'s policy that additional information and training sufficient to protect employees involved in this scope of work shall be incorporated. This information and training shall include, but is nor limited to:

1. All aspects of the Hazard Communication/ Globally Harmonized System Program;
2. Training and information in emergency procedures specified under the scope of Steingass Mechanical Contracting, Inc.'s Emergency Action Plan, Spill Prevention and Control of Hazardous Waste Program.

HAZARD COMMUNICATION/GLOBALLY HARMONIZED SYSTEM OUTSIDE CONTRACTORS AND SUBCONTRACTORS

As stated previously, Steingass Mechanical Contracting, Inc. is firmly committed to providing a safe and healthful workplace for all its employees and/or any persons entering our facility and/or job site.

To this end, Steingass Mechanical Contracting, Inc.'s Hazard Communication Coordinator Globally Harmonized System shall coordinate all information regarding the hazardous chemicals, which are produced, used, or stored within Steingass Mechanical Contracting, Inc.'s facility or on job sites.

The following form is intended to ensure all the necessary information is transmitted between all concerned agencies.

1. ***Safety Data Sheets***, precautionary methods needed to protect employees during the worksite's normal operating conditions and during foreseeable emergencies; the labeling system used, and any emergency alarm system(s).

2. It must be emphasized that the exchange of information is limited to those situations where exposure of other employer's employees may occur.

3. The Hazard Communication/ Globally Harmonized System Coordinator will utilize the following ***Pre-job Hazard Communication/ Globally***

Harmonized System Checklist Form to address multi-employer jobsites and/or multi-work jobsites.

PRE-JOB HAZARD COMMUNICATION CHECKLIST

Date: _____ Contract #:_____ P.O. #: _____

Scope of Contract: _____

Contractor: _____

Main Office Contact: _____Phone: _____

Field Superintendent: _____Phone: _____

Codes:

N/A Not Applicable
D Done
X Not Done or Required

1. Work areas defined:_____

2. Worker's egress defined:_____

3. Method(s) of hazard warnings:

____ SDS Sheets____ SDS Book

____ Process Sheets____ Signs

____ Labels____ Alarm Signals

____ Other _____

4. Have **ALL** contractors' and subcontractors' employees been instructed in the use of the warning method used?

Yes ____ No ____

If no, give date to complete: _____

5. Do the contractor have their own Hazard Communication/ Globally Harmonized System Manual?

____ Yes ____ No

If yes, does our company have a copy? Yes ____ No ____

Is the chemical inventory included? Yes ____ No ____

6. Has this contractor worked at this facility prior to this contract?

Yes ____ No ____

7. Project coordinator's name:_____

8. What hazards will the contractor's employees be exposed to?

_____

_____

9. List personal protective equipment that the contractor will need:

____ gloves of special type _____

____ respirators with cartridges for _____

____ air-line respirators for _____

____ hardhat ____ safety glasses

____ splash goggles____ face shields

____ aprons ____ dust suits

____ escape packs ____ ear plugs

____ ear muffs ____ other

10. List special equipment contractor will need.

____ ventilation

____ special disposal methods

____ other _____

11. Will the contractor bring any hazardous materials into the employer's workplace? Yes ____ No ____

If so, what hazardous materials, and in what quantity?

_____

_____

Are SDS available? Yes ____ No ____

Do any of the hazardous materials the contractor will bring on-site present a danger to our employees or facility? Yes ____ No____

If so, what protective measures will be taken to prevent an unwanted incident? Explain in full detail:

_____

_____

_____

Signed:

_____ _____

Contractor HC/GHS Coordinator

_____

Date

HAZARD COMMUNICATIONS/GLOBALLY HARMONIZED SYSTEM LABELS AND OTHER FORMS OR WARNINGS

Steingass Mechanical Contracting, Inc.'s Hazard Communication/ Globally Harmonized System Coordinator will ensure that all hazardous chemicals delivered to this facility are properly labeled and updated as necessary. Chemical manufacturers, importers, and distributors are required to label all containers of hazardous chemicals. Steingass Mechanical Contracting, Inc.'s Hazard Communication Coordinator will ensure that all hazardous material containers delivered to this workplace have appropriate labels and that the labels shall not be defaced or removed. These labels, tags, or markings must include:

1. **Product Identifier**
2. **Signal Word**
3. **Hazard Statement(s)**
4. **Pictogram(s)**
5. **Precautionary Statement(s)**
6. **Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.**
7. **The hazard class and associated hazard category for the hazardous chemical, prominently displayed in English and is located together on the tag, label or mark.**
8. **SOLID MATERIALS**

   The required label may be transmitted to the customer at the time of the initial shipment, or with the Safety Data Sheets and need not be included with subsequent shipments to the same employer unless the information on the label changes.

9. **Steingass Mechanical Contracting, Inc. may use signs, place-cards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers. The alternative method to identify the container to which it is applicable and conveys the information required by the product identifier this written material shall be readily accessible to the employees in their work area throughout each work shift.**
10. **Steingass Mechanical Contracting, Inc. shall not remove or deface existing labels on incoming containers of hazardous chemicals, unless the container is immediately marked with the required information.**
11. **Steingass Mechanical Contracting, Inc. shall ensure that workplace labels or other forms of warning are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. In the event Steingass Mechanical Contracting, Inc. has employees who speak other languages may add the information in their language to the material present, as long as the information is presented in English as well.**
12. **Chemical manufacturers, importers, distributors who become newly aware of any significant information regarding the hazards of a chemical shall revise the labels for the chemical within SIX months of becoming aware of the new information, AND SHALL ENSURE THAT labels on containers of hazardous chemicals shipped after that time contain the new information. If the chemical is not currently produced or imported, the chemical manufacturer, importer, distributor, or employer shall add the information the label before the chemical is shipped or introduced into the workplace again.**

If at any time an incoming container of hazardous material does not have an appropriate label, tag, or marking and/or if the Hazard Communication/ Globally Harmonized System Coordinator is dissatisfied with any container's label, tag, or marking he/she shall exercise his/her option to:

A. Accept shipment and request from the manufacturer the proper container identification in accordance with 29 CFR 1910.1200 and 29 CFR 1926.59 Hazard Communication/ Globally Harmonized System Standard, "Labels and Other Forms of Warning." See the following page for sample request form.

LABEL REQUEST LETTER

Date:_____

(Name of Supplier)
(Address)
(City, State, Zip Code)

Dear _____,

In order to comply with the OSHA Hazard Communication Standard/ Globally Harmonized System, CFR 29, 1910.1200 and 1926.59, the chemical manufacturer, importer, or distributor shall ensure each container of hazardous chemicals leaving the workplace is labeled. On _____, we received the following item(s) listed below:

1. _____
2. _____
3. _____

It has come to our attention that there are _____ (Quantity) containers in this shipment without proper labels.

In order to comply with OSHA's Hazard Communication Standard, it is necessary that we receive this information within the next fifteen (15) days. Your prompt cooperation in this matter would be appreciated.

Sincerely Yours,

_____
HC/GHS Coordinator

HAZARD COMMUNICATION/GLOBALLY HARMONIZED SYSTEM LABELS AND OTHER FORMS OR WARNINGS (CONTINUED)

B. Refuse Shipment until said time whereas manufacturer and/of distributor provides adequate container labels, tags or markings.

Labels on incoming containers of hazardous materials shall not be removed or defaced. The Hazard Communication/ Globally Harmonized System Coordinator is responsible for reviewing and updating label information when new and significant information is found. This information can be extracted from Safety Data Sheets provided for incoming hazardous materials.

HAZARD COMMUNICATION/GLOBALLY HARMONIZED SYSTEM IN-HOUSE LABELING SYSTEM

Primarily, Steingass Mechanical Contracting, Inc. shall utilize the manufacturers' labels. In situations where in-house containers need to be labeled, an additional label shall be requested from the manufacturer and/or one can be transferred from an empty container so long as the following requirements are met:

1. Positive identification is made to ensure the correct label is placed on secondary containers.
2. The Hazard Communication/ Globally Harmonized System Coordinator must be notified within a 24-hour period.

Due to the time constraints involved in receiving additional manufacturers' labels, there may be situations where personnel must develop their own in-house labels. It shall be the responsibility of the Hazard Communication/ Globally Harmonized System Coordinator to determine which information provided on the Safety Data Sheet and the labels of the incoming containers are to be transferred.

All labels developed in-house must contain, but are not limited to, the following:

1. Product Identifier
2. Signal Work
3. Hazard Statement(s)
4. Pictogram
5. Precautionary Statement
6. Name, address and telephone number of the chemical manufacturer, importer, or other responsible party
7. The hazard class associated category

HAZARD COMMUNICATION/GLOBALLY HARMONIZED SYSTEM

A. Labeling of Secondary or Portable Containers

Portable containers with materials transferred from labeled containers need not be labeled when intended for immediate use by the employee who transferred the material. (Immediate use is defined as used within the work-shift.) Portable containers must be emptied at the end of the work-shift or properly capped and labeled in accordance with this policy.

B. Labeling of Stationary Containers

Suppliers of solid material and/or alloys, which may emit hazardous substances when worked upon, are required to supply labels with the first shipment of the material. Steingass Mechanical Contracting, Inc.'s Hazardous Communication/ Globally Harmonized System Coordinator will ensure that stationary containers within the workplace that have similar contents and hazards are posted with signs developed with the information required by the preceding in-house labeling requirements.

C. Pipes and Piping Systems

Under the scope and application of the Hazard Communication/ Globally Harmonized System Standard 1910.1200, pipes and piping systems are not required to be labeled. However, it is Steingass Mechanical Contracting, Inc.'s policy to maintain information regarding the hazards that flow through said systems and keep it on file in the Safety Data Sheet Central File.

CONTAINER LABELS

Health Hazard  ▪ **Carcinogen** ▪ **Mutagenicity** ▪ **Reproductive Toxicity** ▪ **Respiratory Sensitizer** ▪ **Target Organ Toxicity** ▪ **Aspiration Toxicity**	**Flame**  ▪ **Flammables** ▪ **Pyrophorics** ▪ **Self-Heating** ▪ **Emits Flammable Gas** ▪ **Self-Reactives** ▪ **Organic Peroxides**	**Exclamation Mark**  ▪ **Irritant (skin and eye)** ▪ **Skin Sensitizer** ▪ **Acute Toxicity** ▪ **Narcotic Effects** ▪ **Respiratory Tract Irritant** ▪ **Hazardous to Ozone Layer (Non-Mandatory)**
Gas Cylinder  ▪ **Gases Under Pressure**	**Corrosion**  ▪ **Skin Corrosion/Burns** ▪ **Eye Damage** ▪ **Corrosive to Metals**	**Exploding Bomb**  ▪ **Explosives** ▪ **Self-Reactives** ▪ **Organic Peroxides**
Flame Over Circle  ▪ **Oxidizers**	**Environment (Non-Mandatory)**  ▪ **Aquatic Toxicity**	**Skull and Crossbones**  ▪ **Acute Toxicity (fatal or toxic)**

HAZARD COMMUNICATION GLOBALLY HARMONIZED SYSTEM

CHEMICAL INVENTORY

SAFETY DATA SHEETS

Steingass Mechanical Contracting, Inc.

HAZARD COMMUNICATION/ GLOBALLY HARMONIZED SYSTEM
CHEMICAL INVENTORY
AND
SAFETY DATA SHEETS

Steingass Mechanical Contracting, Inc. will implement the following steps in order to provide all employees the most up-to-date information concerning the hazardous chemicals they may come in contact with.

1. Provisions have been made on Steingass Mechanical Contracting, Inc.'s purchase order to inform manufacturers and /or distributors of hazardous materials, that a Safety Data Sheet is required prior to, or at the time of, shipment. It shall be the responsibility of the Hazard Communication/ Globally Harmonized System Coordinator, when ordering a hazardous material, to ensure that this space provided is marked.

2. Manufacturers or distributors failing to provide Safety Data Sheets will be considered as failing to meet contractual requirements. The Purchasing Director and Hazard Communication/ Globally Harmonized System Coordinator shall share the responsibility for monitoring this.

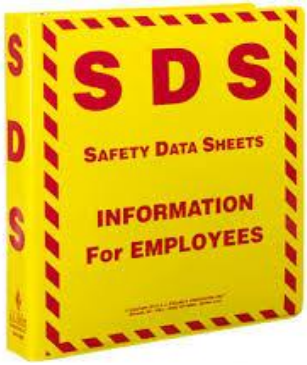
3. No new product of a hazardous nature will be accepted in the workplace without a Safety Data Sheet on file or accompanying the shipment.

4. Safety Data Sheets are required prior to any hazardous materials being brought into or on our job sites. See section titled "Outside Contractors."

5. Steingass Mechanical Contracting, Inc.'s Hazard Communication/ Globally Harmonized System Coordinator will maintain a chemical inventory for all chemicals in the workplace.

6. Steingass Mechanical Contracting, Inc.'s Hazard Communication/ Globally Harmonized System Coordinator will update the chemical inventory at anytime a new or different product of hazardous chemicals is introduced into the workplace.

HAZARD COMMUNICATION GLOBALLY HARMONIZED SYSTEM



SAFETY DATA SHEETS

Steingass Mechanical Contracting, Inc.

Safety Data Sheets

Chemical manufacturers and importers shall develop a Safety Data Sheet for each hazardous chemical they produce or import. Steingass Mechanical Contracting, Inc. shall maintain Safety Data Sheets for each hazardous chemical which the use.

Safety Data Sheets require a 16-section format that is essentially the same as the ANSI Standard for Hazardous Workplace Chemicals – Hazard – Evaluation and Safety Data Sheets and precautionary labeling preparation (ANSI 2400.1 & 2129.1-2010).

Section 1, Identification

Section 2, Hazard(s) identification

Section 3, Composition/information on ingredients

Section 4, First-aid measures

Section 5, Fire-fighting measures

Section 6, Accidental release measures

Section 7, Handling and storage

Section 8, Exposure controls/personal protection

Section 9, Physical and chemical properties

Section 10, Stability and reactivity

Section 11, Toxicological information

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

SAFETY DATA SHEETS

Steingass Mechanical Contracting, Inc. shall maintain and ensure that there is an available link and continual electronic access that printed copies of SDS are readily accessible during each work shift for employees when they are in their work area(s).

In circumstances where employees must travel between workplaces during a work shift, i.e., their work is carried out at more than one geographical location, the electronic link for SDS will be maintained at the primary workplace facility. Steingass Mechanical Contracting, Inc. shall ensure that employees can immediately obtain the required information in an emergency.

Safety Data Sheets may be kept in any form, including operating procedures, and may be designed to cover groups of hazardous chemicals in a work area where it may be appropriate to address the hazards of a process rather than individual hazardous chemicals. Steingass Mechanical Contracting, Inc. shall ensure that in all cases the required information is provided for each hazardous chemical, and is readily accessible during each work shift.

Safety Data Sheets shall also be made readily available, upon request, to designated representatives, the Assistant Secretary, and the Director, in accordance with the requirements of 29 CFR 1910.1020.

SAFETY DATA SHEET REQUEST FORM

Name: _____

Employee Representative? ____ Yes ____ No

If yes, whom do you represent?

1. _____
2. _____
3. _____

Work Area: _____

Job Title: _____

I request a copy of the Safety Data Sheet(s) for the following:

_____

_____

_____

My reason for requesting this Safety Data Sheet is (optional):

_____

_____

_____ _____

Employee Signature Date

****

I have received the Safety Data Sheet that I requested.

_____ _____

Employee Signature Date

_____ _____

Employee Signature Date

cc: Hazard Communication / Globally Harmonized System Coordinator

HAZARD COMMUNICATION/GOBALLY HARMONIZED SYSTEM

EMPLOYEE TRAINING AND INFORMATION

The purpose of this section is intended to address comprehensively the issue of providing all appropriate employees with effective information, training and the significance of the Hazard Communication/ Globally Harmonized System. It shall be the responsibility of the Hazard Communication/ Globally Harmonized System Coordinator to continually evaluate the "down-stream flow" of information.

All employees will be provided with effective information and training on hazardous chemicals in their work area at the time of initial assignment, and whenever a new chemical hazard is introduced into their work area. In addition chemical-specific information will always be available through labels and Safety Data Sheets.

Employees will be informed of:

1. The requirements of the Hazard Communication/ Globally Harmonized System Standard.
2. Operations in their scope of work where hazardous chemicals are present.
3. The location and availability of the Hazard Communication/ Globally Harmonized System Program, including a list of the hazardous chemicals and safety data sheets.

Employee training will include:

1. Methods and observations that may be used to detect presence or release of a hazardous chemical in the work area.
2. Physical and health effects of the chemicals in the work area.
3. Measures employees can take to protect themselves from hazards, including any specific procedures Steingass Mechanical Contracting, Inc. has implemented to protect employees from exposure.
4. How to interpret labels received on shipped containers.
5. How to interpret in-house labeling systems.
6. How to interpret Safety Data Sheets, including the order of information.
7. How to obtain and use appropriate hazard information.

Steingass Mechanical Contracting, Inc.

Employee Training Statement

The purpose of this training is to gain an understanding of established Steingass Mechanical Contracting, Inc.'s Hazard Communication/ Globally Harmonized System Program. You are accountable for ensuring that you understand by asking questions and seeking clarification during training and day-to-day practical job applications.

This program has been developed to be as workable as possible while accomplishing our safety goals and complying with current OSHA regulations. You are welcome to suggest changes to the procedures through your safety committee. All suggestions will be evaluated based on their workability, impact on safety, and compliance with OSHA regulations.

A. Introduction to the OSHA Standard 1910.1200 and 1926.59 Hazard Communication/ Globally Harmonized System

B. Introduction to the Steingass Mechanical Contracting, Inc.'s Hazard Communication/ Globally Harmonized System

C. How to interpret labels and other forms of warning

D. How to interpret safety data sheets

E. What hazardous chemical categories are in the worksite

F. How and where I would obtain a safety data sheet

Employee Signature: _____

Date: _____