

## **MSDS Responsibility**

The Safety and Health Manager is responsible for acquiring and updating MSDS's. The Safety and Health Manager will contact the chemical manufacturer or vendor if additional research is necessary or if an MSDS has not been supplied with an initial shipment. The form on page 13 will be used to request hazardous information.

### Labels and Other Forms of Warning

The Safety and Health Manager will insure that all hazardous chemicals in the work place are properly labeled and updated as necessary. Labels should list at least the chemicals identity, hazard warnings, and name, address of the manufacturer, importer, or other responsible party. The Safety and Health Manager will refer to the corresponding MSDS to assist each employee in verifying label information. Labels are required on portable containers.

### Non-Routine Tasks

When employees are required to perform hazardous, non routine tasks ( e.g. cleaning tanks, entering confined spaces, etc.), a special training session will be conducted to inform them of the hazards to which they may come in contact with, and the precautions to take to reduce and avoid exposure or danger.

### Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazardous Communication Standard and the safe use of these hazardous chemicals by the Safety and Health Manager. Whenever a new hazard is introduced, additional training will be conducted to address the new hazard and protective measures to be taken.

The training plan will emphasize these components:

Summary of the standard and this written program.

Chemical and physical properties of hazardous materials (e.g. flash point, reactivity etc.) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).

Physical hazards of chemicals (e.g. potential for fire, explosion, etc.), health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.

Procedures to protect against hazards (e.g. personal protective equipment required, proper use and maintenance, work practices, methods to assure the proper use and handling techniques, and procedures for emergency response).

Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.

Where MSDS's are located, how to read and interpret information on both labels and MSDS's and how employees may obtain additional hazard information.

### Contractor Employees

The Safety and Health Manager will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on Lightning Electric Inc. premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, these individuals will be notified of the location of all MSDS's. Each contractor that brings chemical onto Lightning Electric inc. premises must provide Lightning Electric Inc. with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

### Identification of Workplace Hazards:

Periodic, scheduled inspections will occur as a routine part of Lightning Electric Inc. business. The Safety and Health Manager will insure these inspections occur. The Safety Inspection Checklist (a copy of which are on pages 15-17) will be used for that purpose.

Employees who wish to remain anonymous may report unsafe conditions or hazards by submitting a Safety Suggestion Form (pg. 6) to the Safety and Health Manager, or their immediate supervisor, without identifying themselves.

Employees must report immediately any unsafe condition or unsafe practice. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition. Failure to report any obvious unsafe situation may result in disciplinary action, up to and including termination.

The Safety and Health Manager will insure that Material Safety Data Sheets are present, up to date, and accessible at the appropriate locations. In addition, the Safety and Health Manager will assure that employees are trained in the Hazard Communication Program before beginning work or changing job functions, and will continuously monitor the work site to assure employees follow safe work practices.

**MATERIAL SAFETY DATA SHEET REQUEST FORM** (click to download)