DiBuduo DeFendis
INSURANCE BROKERS, LLC

Barton Overhead Door, Inc.

Hazard Communication Program

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Hazard Communication Program
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Barton Overhead Door, Inc.
Hazard Communication Program

I. Objective

The objective of this program is to set forth policies and procedures concerning Hazard Communication which will enhance the safety and well-being of Barton Overhead Door, Inc. employees. Furthermore, execution of this program is designed to help Barton Overhead Door, Inc. comply with the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard.

II. Assignment of Responsibility

The Responsible Person are the Hazard Communication Officers and are responsible for insuring that responsible persons noted herein adhere to this program and report properly. (It is encouraged that an alternate or back-up Hazard Communication Officer be assigned in case the primary is not available.)

III. Program

The following items are to be followed to insure compliance with the OSHA Hazard Communication Standard and the safety of our employees.

A. Hazardous Chemical List

A list of the hazardous materials and chemicals used in the course of the Barton Overhead Door, Inc. activities will be maintained and updated by The Responsible Person. This list is to include all substances that require a Safety Data Sheet (SDS).

One copy of this list will be kept in the front of each SDS book and one copy will be kept on file with the Hazard Communication Officer. For each chemical used in the workplace, an SDS sheet must be available on that jobsite.

B. SDSs

The Responsible Person will keep all SDSs in an organized fashion and will place them in the break area for all employees to view at will. A duplicate set of SDS information will be maintained by the Hazard Communication Officer.

SDS books and the Hazardous Chemical List will be maintained and kept up to date by The Responsible Person. As obsolete SDSs are replaced by updated copies, they will be retained for 30 years.

The Responsible Person will verify quarterly that SDSs correctly reflect chemical reformulations, improvements, or updates.

If a hazardous chemical or substance is received without a proper SDS, the receiving person will immediately notify the Hazard Communication Officer. The Responsible Person will immediately contact the manufacturer or distributor of the product. If the manufacturer or distributor is unable to produce an SDS, the Hazard Communication Officer will return the product to the supplier.

(Note: Material Safety Data Sheets (MSDSs) cannot be used after June 1, 2015.)

C. Labeling and Pictograms

Each container of a hazardous chemical must be properly labeled with the identity of the hazardous material, the appropriate hazard warnings, pictogram(s), signal word(s), and the name and address of the manufacturer. Appropriate labels must be on all containers, regardless of size. Containers must

be approved and recommended for storage and/or dispensing of the particular hazardous chemicals contained in them.

Worn and torn labels must be replaced. It is the responsibility of employees to report inappropriate labels to their supervisor. It is the responsibility of the Hazard Communication Officer to ensure that appropriate labels are in place and that replacement labels are available.

Portable containers of hazardous materials do not require labeling if the materials are transferred from labeled containers and are intended for immediate use by the employee who performs the transfer. Portable containers not immediately used will be emptied and cleaned when necessary.

D. Training

All full- and part-time employees, new hires, and contractors of Barton Overhead Door, Inc. are required to be trained on the following:

1. label elements;
2. pictograms;
3. SDS format to facilitate recognition and understanding of the product, its required personal protective equipment (PPE) , and first aid requirements;
4. the chemicals they will be exposed to;
5. locations of SDSs; and
6. chemicals in supply lines within the site.

(Note: If required, Department of Transportation (DOT) pictograms and identification placards should also be included in this training.)

Each affected employee working for or associated with Barton Overhead Door, Inc. is required to review the training material with the Hazard Communication Officer and sign the acknowledgment form, which will be placed in the employee's file. This training is to be done during the new employee orientation process before the new employee assumes status as an active employee. Employees will receive training on any new hazardous chemical/material introduced into the workplace before the chemical/material is used or when changes are made to the program.

E. Storage

All storage areas for hazardous substances will be secured, properly ventilated, and identified by signs.

F. Non-Routine Tasks

Before any non-routine task is performed, employees shall be advised and/or they must contact The Responsible Person for special precautions to follow and The Responsible Person shall inform any other personnel who could be exposed.

If a non-routine task is necessary, The Responsible Person will provide the affected employees with information about the activity as it relates to the specific chemicals expected to be encountered:

1. specific chemical name(s) and hazard(s);
2. personal protective equipment required and safety measures to be taken;
3. measures that have been taken to lessen the hazards including ventilation, respirators; and
4. emergency procedures.

The Responsible Person will contact each contractor before work starts to gather and disseminate any information concerning chemical hazards the contractor is bringing into the workplace.

G. Program Compliance

Any direct or intentional violation or non-compliance with this program may result in the termination of the person or persons involved in accordance with company policy.

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ATTACHMENT A

Acknowledgement of Receipt of Hazard Communication Training

My signature below acknowledges I have received training concerning Hazard Communications. I understand that this training fulfills the employee training requirement of the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard.

The jobsite and classroom training included the following:

1. Understanding the purpose and scope of the OSHA Hazard Communication Standard.
2. Explanation of the existence of federal, state and local right-to-know laws.
3. Definition of the classification "hazardous chemical."
4. Explanation of situations and elements that must be present for a material to be considered a health hazard.
5. Explanation and interpretation of labels, what is required on all containers, and the Hazard Materials Identification System (HMIS).
6. Understanding and interpretation of Safety Data Sheets and pictogram(s).
7. My responsibilities as an employee of Barton Overhead Door, Inc.
8. Policies and procedures to follow in case of exposure.

Employee Signature _____

Date of Training _____

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ATTACHMENT B

LIST OF HAZARDOUS CHEMICALS AND INDEX OF SDSs

NAME OF COMPANY ______________________________

HAZARDOUS CHEMICAL	OPERATION/AREA USED	SDS ON FILE

ATTACHMENT C

Format of SDS's

Section 1, Identification includes product identifier; manufacturer or distributor name, a d dress, phone number; emergency phone number; re commended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemic al; required la bel elements.

Section 3, Composition/ information on ingredients include information on chemical ingredients; trade secret claims.

Section 4, First- aid measures includes important symptoms/ effects, a cute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemic al hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage list precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/ personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity list chemic al stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numeric al measures of toxicity.

Section 12, Ecologic al information* Section 13, Disposal considerations* Section 14, Transport information*
Section 15, Regulatory information*

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

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

ATTACHMENT D

Pictograms

Health Hazards



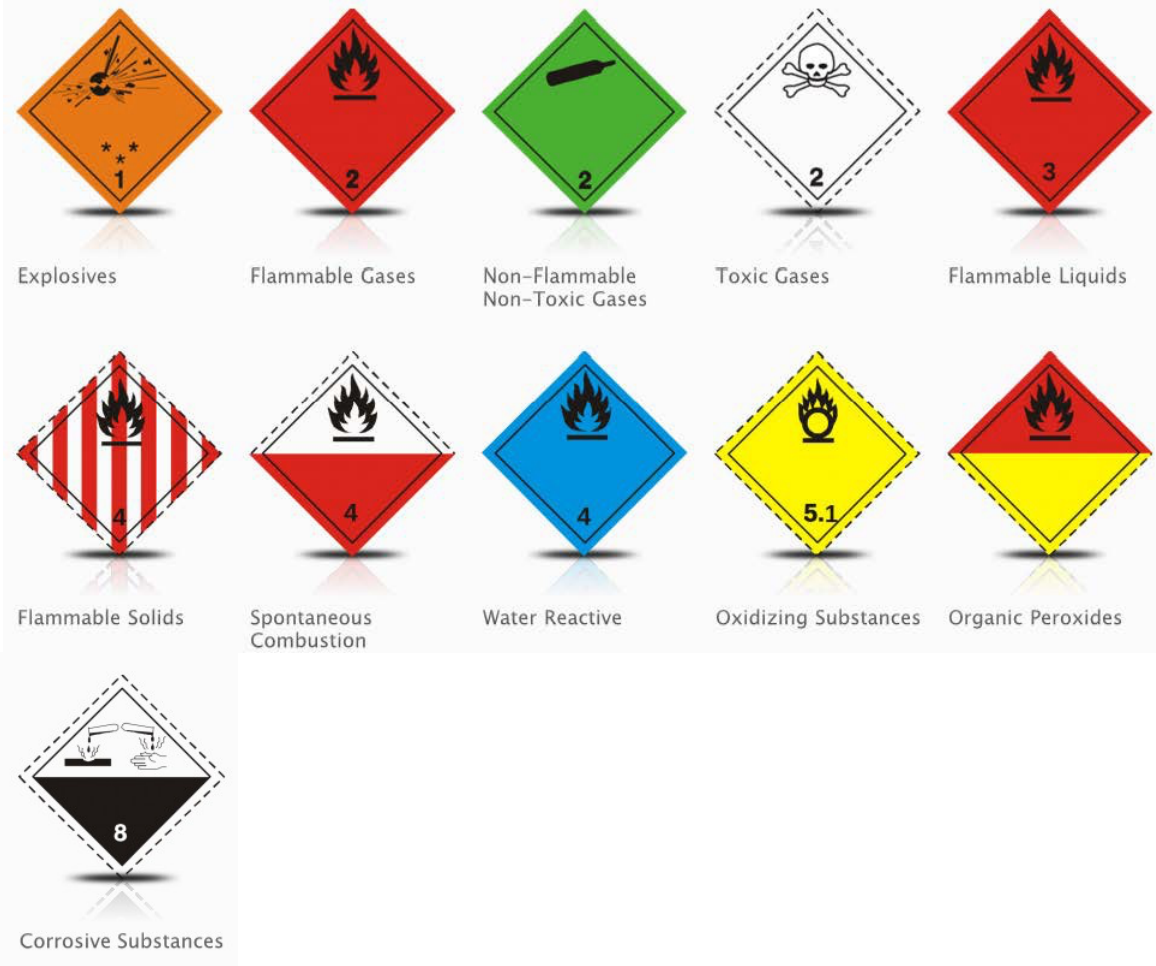
Environmental Hazards



Physical Hazards



Transportation Hazards



ATTACHMENT E

SAMPLE LABEL

PRODUCT IDENTIFIER

CODE

Product Name

SUPPLIER IDENTIFICATION

Company Name

Street Address

City State

Postal Code Country

Emergency Phone Number

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measure against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or carbon dioxide (CO_2) fire extinguisher to extinguish.

First Aid

If exposed call Poison Center.

If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS



SIGNAL WORD

Danger

HAZARD STATEMENT

Highly flammable liquid and vapor.
May cause liver and kidney damage.

SUPPLEMENTAL INFORMATION

Directions for use

Fill weight: Lot Number
Gross weight: Fill Date:
Expiration Date:

ATTACHMENT F

OSHA Resources

The following items can be downloaded from the OSHA website at https://www.osha.gov/pls/publications/publication.html or ordered from OSHA by calling (800) 321-6742

Hazard Communication: Hazard Communication Wallet Card
OSHA 3658 - 2013

Hazard Communication Standard: December 1st, 2013 Training Requirements for the Revised Standard Fact Sheet
OSHA FS-3642 - 2013

Hazard Communication Standard: Labels and Pictograms- Brief

OSHA BR-3636 - 2013

Hazard Communication Safety Data Sheets
OSHA 3493 – 2012

Hazard Communication Standard Pictograms
OSHA 3491 - 2012

Hazard Communication Standard: Safety Data Sheets – Brief
OSHA BR-3514 - 2013

Hazard Communication: Steps to an Effective Hazard Communication Program for Employers That Use Hazardous Chemicals Fact Sheet
OSHA FS-3696 – 2014