



PACIFIC COAST

TREE EXPERTS

Hazard Communication Program

Purpose

Pacific Coast Tree Experts is committed to preventing any injury and/or illness resulting from chemical exposure. The purpose of this program is to make sure that all affected employees understand the information regarding the dangers of all known hazardous chemicals used by PCTE and to protect company employees who may come in contact with hazardous chemicals while performing their job responsibilities.

All employees are required to follow the procedures outlined in this program. Any deviations from this program must be immediately brought to the attention of the Program Administrator.

Scope

PCTE strives to provide all employees with a safe and healthy workplace. This Hazard Communication Program is integrated into our company's written safety and health program, and is a collaborative effort that includes all employees. This safety program affects all company employees who may come in contact with hazardous chemicals while performing their job duties.

Exclusions from this program:

- Any substances which are foods, drugs, cosmetics or tobacco products intended for personal consumption by the employees while in the workplace.
- Any consumer products or foodstuffs packaged for distribution to (and intended for use by) the general public.

Program Responsibilities Management

Management - PCTE management understands the importance of informing employees of the chemical hazards encountered in the workplace. In support of the Program Administrator and Safety Department's efforts, management has committed to providing financial and leadership assistance for the program. Management will also ensure regular and effective communication with employees regarding the program.

Program Administrator - The Program Administrator is responsible for the program's implementation, management and recordkeeping requirements. The Program Administrator will report directly to upper management and be responsible for this policy and program. All safety data sheet (SDS) evaluations, implemented control measures for chemical handling, PPE requirements and training will be coordinated under the direction of the Program Administrator in collaboration with management. The Program Administrator will monitor the results of the program to determine if additional areas of focus are needed. The Program Administrator will also:

- Develop a list of all hazardous chemicals in the workplace
- Obtain SDS for all hazardous chemicals on-site
- Complete a chemical hazard assessment for all hazardous chemicals
- Determine the appropriate PPE for all work tasks involving chemicals
- Obtain and review SDS for new chemicals prior to using the chemical
- Identify where and how all SDS are stored:
 - Central location
 - Chemicals specific to each department
- Ensure annual training is performed and documented
- Provide the contractors with the hazard communication information necessary to safely complete their tasks

- Conduct an annual review of the Hazard Communication Program and document the review using the proper form.

Managers and Supervisors - Managers and supervisors will:

- Be accountable for the health and safety of all employees within their departments and actively support the Hazard Communication Program
- Attend annual training on the program
- Verify that employees in their areas have received appropriate training
- Ensure that recommended controls are implemented and/or used appropriately
- Notify the Program Administrator when new hazardous chemicals are purchased
- Notify the Program Administrator when new employees are hired

Employees - Every employee is responsible for conducting himself/herself in accordance with this policy and program. All employees will:

- Attend hazard communication training as required and apply the knowledge and skills acquired to all work activities
- Become familiar with label information, including pictograms
- Become familiar with the 16 sections of SDS
- Use appropriate PPE for the chemicals and tasks being performed

Hazard Determination and Disclosure

PCTE does not intend to conduct evaluations on hazardous chemical substances purchased from chemical manufacturers and suppliers. Instead, the company relies on the assessments carried out by the chemical manufacturers to fulfill the chemical hazard classification requirements.

Hazardous substances are those chemicals that are designated as hazardous by one of the following: the manufacturer; the Safety Data Sheets; or any similar government list.

Manufacturers and suppliers are required to provide their customers with health and safety information on hazardous substances purchased. This is done through the use of Safety Data Sheets (SDS), which must be provided to the purchaser prior to, or at the time of, shipment.

OSHA has adopted the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) for determining if a chemical is a hazardous chemical.

1. Chemicals will be assigned by the manufacturer to a chemical hazard class or classes, and a hazard category within each class, based on the properties of the chemical.
2. The lower the number of the hazard category, the more severe the hazard according to the GHS criteria of chemical classification.
3. A Hazardous Chemical is a chemical that has either: a health hazard; a physical hazard; a simple asphyxiant; a combustible dust; a pyrophoric gas or a Hazard Not Otherwise Classified (HNOC).
4. Health Hazard is one that causes any of these effects: acute toxicity; skin corrosion or irritability; serious eye damage I irritation; respiratory or skin sensitization; mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity; aspiration hazard.

5. Physical Hazard is one that poses any of the following effects: explosive; flammable; oxidizer; self-reactive; pyrophoric; self-heating; organic peroxide; corrosive to metals; gas under pressure; flammable gas emitted when reacting with water.

Chemical Inventory List

PCTE maintains a list of the hazardous chemicals currently present in the workplace (see below). This list is periodically reviewed and updated by the Program Administrator. The list is cross-referenced with the SDS and is kept with this program and SDS to serve as an index to help employees identify and locate necessary information.

Chemical Name	Manufacturer	Location Used	SDS (Y/N)
Hydraulic Oil	Various	Shop/Pickup/Job-Site	Y
Diesel Fuel	Various	Shop/Pickup/Job-Site	Y
Unleaded Fuel	Various	Shop/Pickup/Job-Site	Y
Engine Oil	Various	Shop/Pickup/Job-Site	Y
Grease	Various	Shop/Pickup/Job-Site	Y
Saw Chain Bar Lube	Various	Shop/Pickup/Job-Site	Y
Two Stroke Oil	Various	Shop/Pickup/Job-Site	Y
Aerosol Spray Paint	Various	Shop/Pickup/Job-Site	Y
Bas-Oil Red	Becker Underwood	Shop/Pickup/Job-Site	Y
Antifreeze – 50/50	Prestone Products	Shop/Pickup/Job-Site	Y
ABC – Fire Extinguisher	Amerex	Shop/Pickup/Job-Site	Y

Safety Data Sheets (SDSs)

These sheets provide detailed information on each hazardous chemical, including its potentially hazardous effects, its physical and chemical characteristics and recommendations for appropriate protective measures.

The Program Administrator obtains the necessary SDSs for all hazardous materials. SDSs are kept at Corporate Office; and are available to all employees on all shifts who wish to review them or need them for emergency information.

PCTE is mandated by law to maintain copies of the required SDS for each hazardous substance in the work place, and to ensure that these are readily accessible to employees when in their work area(s).

Safety Data Sheets (SDS's) shall be requested from manufacturers and suppliers, and all purchases of any item containing a "Hazardous Substance" must include the SDS with the delivery. Old SDSs will be replaced with new SDSs when they are received. Before they are purchased, PCTE Project Managers should review the SDSs of new products to determine the presence of carcinogenic or other extremely hazardous chemicals.

Any hazardous substance received without the Safety Data Sheets (SDS) will not be utilized until an SDS is available— faxed copies or SDS's downloaded from the web are acceptable. If the vendor has not provided the SDS within 25 working days of the request, the local office of CAL/OSHA shall be notified for assistance as specified in the Law.

Only "designated" employees shall have the authority to make purchases involving "hazardous materials." All "designated" company employees who purchase materials shall ensure that vendors and suppliers are notified of the SDS requirement.

The Program Administrator ensures that Safety Data Sheets and hazardous substance lists are developed, maintained (i.e., status kept current), and posted or filed in the work place for employee use.

The Program Administrator relies upon the manufacturer's determination of hazardous material based on the published Safety Data Sheets (SDS) and designated government lists of hazardous substances.

Employees who require emergency medical treatment after exposure to a chemical should take a copy of the SDS to the medical facility.

The manufacturer, importer or employer preparing the safety data sheet shall ensure that the information recorded accurately reflects the scientific evidence used in making the hazard determination. If the manufacturer, importer, or employer become aware of any significant information regarding the hazards of a substance, or ways to protect against the hazards, this new information shall be added to the safety data sheet within three months. If the substance is not currently being produced or imported, the manufacturer or importer shall add the information to the safety data sheet before the substance is introduced into the workplace again.

Container Labeling

The chemical manufacturer, importer or supplier is responsible for labeling the chemical containers received by PCTE. Employees receiving chemical shipments are responsible for ensuring the chemical containers are labeled. If the chemical containers are not labeled or if the label is damaged, contact the Program Administrator. The Program Administrator is responsible for reviewing the receiving process and confirming the proper labels are on all chemical containers. Chemicals transferred to secondary containers in the workplace must also be appropriately labeled.

The procedures for proper labeling of all containers are as follows:

- Inspect incoming containers to ensure they have legible labels.
- Manufacturer chemical labels should never be removed or defaced until the chemical is completely used; Empty containers that are saved for reuse must have the original label removed or marked out and obliterated; Empty containers that are used for waste or chemical products must have a new label affixed or have the information written directly on the container.
- Secondary containers must be labeled with the chemical name and hazard when the substance is transferred from the primary container to a secondary container.
- All chemical storage areas such as cabinets, shelves and refrigerators must be labeled to identify the hazardous nature of the chemicals stored within the area (e.g., flammables, corrosives, oxidizers, etc.). All signs should be legible and conspicuously placed.

PCTE will use labels identical to those supplied by the manufacturer, importer or supplier for all secondary containers used. No containers or chemicals will be used if not properly labeled. If there is a question about the accuracy of the label or if a container is not labeled, contact the Program Administrator immediately.

Employee Training

PCTE provides employees with information on any operations in their work area(s) where hazardous chemicals are present, the location of the written Hazard Communication Program, chemical listings and the location of SDS. Training will be provided on the job prior to first exposure to a hazardous material, and will cover the specific chemicals the employee is exposed to and their associated hazards. Chemical-specific information will always be available through labels and SDS. Attendance at all training is mandatory. Refresher training will be conducted at least annually. Employee training will cover the following items:

- Any operation in their work area(s) where hazardous chemicals are present
- The location and availability of the written Hazard Communication Program, including the required list(s) of hazardous chemicals, labels and SDS
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area(s) (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.)
- Describe the labeling system, including the labels with the signal words, hazard statements, precautionary statements and pictograms.
- The physical and health hazards of the chemicals in the work area(s) and where this information can be found on the chemical label and SDS
- The measures employees should take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures and personal protective equipment to be used
- The details of the Hazard Communication Program, including an explanation of the SDS, and how employees can obtain and use the hazard information
- The periodic requirement for employees to perform non-routine tasks that may involve hazardous materials and the information given to them before starting work by their supervisor regarding the potential exposure hazards

Training will also be provided on an as-needed basis when new hazards are introduced into the workplace, when new hazards are discovered, and/or when new information on a SDS has been revised. All training will be documented on the employee training form and retained by the Program Administrator.

Periodic Program Review

All hazard communication procedures and training are reviewed by the Program Administrator annually. Annual inspections are documented and maintained by the Program Administrator.

Record Retention

Documentation of safety and health training required by Cal/OSHA T8 CCR 3203 (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

PACIFIC COAST TREE EXPERTS
Global Harmonized System (GHS)
Pictograms for Hazardous Chemicals

GHS Labels



Oxidizers - Can burn without air, or can intensify fire in combustible materials.



Explosives - May explode if exposed to fire, heat, shock, friction.



Corrosives - May cause skin burns and permanent eye damage.



Gases Under Pressure - Gas released may be very cold. Gas container may explode if heated.



Flammable if exposed to ignition sources, sparks, heat. Some substances may give off flammable gases.



Toxic to aquatic organisms and may cause long lasting effects in the environment.



Toxic material which may cause life threatening effects even in small amounts and with short exposure.



May cause serious and prolonged health effects on short or long term exposure.



Irritant - May cause irritation (redness, rash) or less serious toxicity