	PACIFIC COAST TREE EXPERTS Safety Management System	Doc No:	HAZCOM
		Initial Issue Date:	5/14/2024
HAZARD COMMUNICATION PROGRAM		Revision Date:	2/11/2025
		Revision No.:	1
		Next Review Date:	2/11/2026
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Page: Page 1 of 4

Purpose

At Pacific Coast Tree Experts (PCTE), our goal is to protect employees from injury or illness caused by chemical exposure in the course of line clearance and tree care operations. This Hazard Communication Program (HCP) ensures that all personnel understand how to identify, handle, and respond to hazardous substances they may encounter, such as fuels, lubricants, and spray products used during ground and aerial operations.

This program follows the requirements of the California Code of Regulations (CCR) Title 8, Section 5194, and supports our company-wide Injury and Illness Prevention Program (IIPP).

Scope

This program applies to all employees who may work with or around hazardous substances at the shop, in vehicles, or on job sites. Examples include:

- Fuels (gasoline, diesel, 2-stroke mix)
- Lubricants (chain oil, grease)
- Cleaning products or degreasers
- Aerosol paint or marking sprays
- Antifreeze and hydraulic fluid

Roles & Responsibilities

Management:

- Ensure all required safety programs are in place and up to date
- Support and fund safety training and materials
- Ensure consistent communication of chemical safety expectations


Program Administrator:

- Maintain chemical inventory and obtain SDSs
- Ensure SDSs are available and accessible
- Review new chemical products before use
- Coordinate and document training
- Ensure proper labeling of containers
- Review this program annually or after major changes

Supervisors:

- Approve chemical purchases and ensure SDSs are requested at the time of order
- Ensure containers are labeled properly before distribution
- Confirm employees receive appropriate training
- Notify the Program Administrator when new chemicals are introduced or employees are hired

Employees:

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- Follow procedures for safe handling of chemicals
- Review SDSs when necessary
- Use proper PPE

Report unlabeled containers, spills, or concerns to a supervisor immediately

Safety Data Sheets (SDS) Access

An SDS is required for each hazardous chemical in use. SDSs include vital safety information such as health effects, required PPE, first-aid procedures, and flammability.

Access Points - Central Office: Physical binder and digital copies maintained by Program Administrator

SDSs must be accessible during all work hours. If exposure occurs, the SDS should accompany the worker to the medical provider.

Chemical Inventory

A chemical inventory list is maintained and updated regularly. Each item must have an SDS on file. Examples include:

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


Container Labeling & Transfer Procedures

All containers must be labeled according to GHS standards and include:

- Product identifier
- Signal word (e.g., Danger, Warning)
- Hazard statements
- Pictograms
- Precautionary statements

Secondary Containers (e.g., spray bottles) must also be labeled with:

- Full product name

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- Hazard class (e.g., Flammable, Irritant)
- Signal word or pictogram

Handwritten labels are acceptable if legible and securely affixed. **Exception:** *If a chemical is transferred for immediate use by the same employee, labeling is not required.*

Labeling of storage cabinets (e.g., Flammables, Corrosives) is required. Unlabeled or poorly labeled containers must not be used.

Training Requirements

Employees receive training at hire, annually, and whenever a new hazardous chemical is introduced.

Training Covers:

- Purpose and location of the Hazard Communication Program
- GHS labels and SDS comprehension
- Hazard types (health, physical, environmental)
- PPE usage
- Spill and exposure response

All training is documented and maintained by the Program Administrator for a minimum of one year.

Emergency Response

Small Spills:

- Cleaned by employees using PPE and spill kits
- Must follow SDS guidance and be reported to supervisor

Major Spills:


- Evacuate area and alert others
- Notify supervisor immediately
- Contact a third-party emergency spill response contractor

Exposure:

- Seek medical attention immediately with the SDS in hand

Non-Routine Tasks

Supervisors must provide specific hazard information, PPE, and instructions before employees begin non-routine tasks involving chemical exposure (e.g., fuel tank draining, cleaning chemical residues).

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Program Review

The Program Administrator reviews and updates this program annually or when new chemicals, hazards, or regulatory changes arise.

Revision History

Date Revised	Revised By	Description of Change
2024-05-14	Program Administrator	Initial creation of master version for Cal/OSHA compliance
2025-02-11	Program Administrator	Annual review completed – no changes necessary

Management Acknowledgment

This Hazard Communication Program has been reviewed and approved by Pacific Coast Tree Experts management. It reflects our company's commitment to chemical safety and regulatory compliance under Cal/OSHA Title 8, CCR §5194.

Approved By: Javier Pinedo Date: 02/11/2025

Signature: 