

	PACIFIC COAST TREE EXPERTS Safety Management System			Doc No:	HAZCOM
				Initial Issue Date	5/14/2024
				Revision Date:	8/10/2026
				Revision No.	3
HAZARD COMMUNICATION PROGRAM				Next Review Date:	8/10/2027
				Page:	Page 1 of 5
Preparation: Safety Mgr		Authority: President		Issuing Dept: Safety	

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:

 PACIFIC COAST TREE EXPERTS	PACIFIC COAST TREE EXPERTS Safety Management System		Doc No:	HAZCOM
			Initial Issue Date	5/14/2024
			Revision Date:	8/10/2026
HAZARD COMMUNICATION PROGRAM			Revision No.	3
			Next Review Date:	8/10/2027
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Page:	Page 2 of 5

- 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 to SDSs: A physical master SDS binder is maintained at the Central Office. Electronic SDSs are also made available to field employees through company-approved electronic access. Employees must be able to immediately access required SDS information during each work shift. Supervisors shall ensure SDS access is available before work begins and that an alternate method is available when electronic access is unavailable.

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

Multi-Employer Worksites

When PCTE employees work at a multi-employer worksite, PCTE will communicate applicable chemical hazards to other employers whose employees may be exposed to hazardous chemicals introduced or used by PCTE.

PCTE will provide or make available:

- Access to applicable Safety Data Sheets;
- Information regarding precautionary measures necessary during normal operations and foreseeable emergencies; and
- Information regarding the workplace labeling system used by PCTE.

PCTE supervisors shall also obtain applicable hazard information from other employers when their chemicals or operations may expose PCTE employees.

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

 PACIFIC COAST TREE EXPERTS	PACIFIC COAST TREE EXPERTS Safety Management System		Doc No:	HAZCOM
			Initial Issue Date	5/14/2024
			Revision Date:	8/10/2026
	HAZARD COMMUNICATION PROGRAM		Revision No.	3
Preparation: Safety Mgr		Authority: President	Issuing Dept: Safety	Page: Page 3 of 5
			Next Review Date:	8/10/2027

ABC – Fire Extinguisher	Amerex	Shop/Pickup/Job-Site	Y
-------------------------	--------	----------------------	---

Container Labeling & Transfer Procedures

Original containers shall retain the manufacturer's label and the label shall not be removed or defaced.

Workplace or secondary containers shall be labeled with either:

- The applicable information from the manufacturer's original label; **or**
- The product identifier and words, pictures, symbols, or a combination thereof that provide employees with general information regarding the hazards of the chemical.

Labels shall be legible, prominently displayed, and maintained in good condition.

A portable container does not require a label when the chemical is transferred from a labeled container for the immediate use of the employee who performs the transfer. The container shall not be left unattended, stored for later use, or transferred to another employee without being properly labeled.

Training Requirements

Employees shall receive effective Hazard Communication training before their initial assignment, annually as required by PCTE policy, and whenever a new chemical hazard is introduced into their work area.

Training Covers:

- Requirements and purpose of the Hazard Communication Program.
- Operations and work areas where hazardous chemicals may be present.
- Location and availability of the written program, chemical inventory, and SDSs.
- Understanding GHS labels, pictograms, signal words, hazard statements, and Safety Data Sheets.
- Methods used to detect a chemical release, including leaks, odors, visible vapors, damaged containers, or other warning signs.
- Physical and health hazards of chemicals employees may encounter.
- Measures employees can take to protect themselves, including safe work practices, PPE, and emergency procedures.
- Procedures for spills, exposures, and other chemical emergencies.
- Employee rights to obtain information about hazardous chemicals and to exercise those rights without retaliation.

When PCTE receives a new or revised SDS containing information indicating significantly increased hazards or additional protective measures, affected employees will be informed of the new information in a timely manner and no later than 30 days after receipt.

Emergency Response

Incidental/Small Spills:

- ☒ Only trained employees may clean up small incidental spills that can be safely controlled at the point of release.
- ☒ Employees shall follow the applicable SDS, use required PPE and spill-control materials, and notify their supervisor.

	PACIFIC COAST TREE EXPERTS Safety Management System			Doc No:	HAZCOM
				Initial Issue Date	5/14/2024
				Revision Date:	8/10/2026
				Revision No.	3
HAZARD COMMUNICATION PROGRAM				Next Review Date:	8/10/2027
				Page:	Page 4 of 5
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety			

- ☒ Employees shall not attempt cleanup when the chemical is unknown or when there is a risk of fire, explosion, dangerous vapor, significant exposure, or other uncontrolled hazard.

Major or Uncontrolled Releases:

- ☒ Stop work, warn others, and evacuate the affected area.
- ☒ Immediately notify the supervisor and contact emergency services and/or the designated hazardous-material response contractor as appropriate.
- ☒ Employees who are not specifically trained and authorized for hazardous-material emergency response shall not attempt to control or clean up the release.

Chemical Exposure:

- ☒ Follow the first-aid procedures identified in the SDS.
- ☒ Immediately notify the supervisor.
- ☒ Obtain emergency medical assistance when necessary and provide the applicable SDS to medical personnel.

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).

Before employees perform work involving or near unlabeled pipes that may contain hazardous chemicals, the supervisor shall identify the contents and communicate the applicable hazards, protective measures, and emergency procedures to affected employees.

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 – no changes necessary
2026-01-14	Program Administrator	Annual review completed
2026-08-10	Program Administrator	Revised SDS access, chemical inventory, workplace labeling, multi-employer communication, employee training, spill response, and non-routine task procedures.

 PACIFIC COAST TREE EXPERTS	PACIFIC COAST TREE EXPERTS Safety Management System		Doc No:	HAZCOM
			Initial Issue Date	5/14/2024
			Revision Date:	8/10/2026
HAZARD COMMUNICATION PROGRAM			Revision No.	3
			Next Review Date:	8/10/2027
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Page:	Page 5 of 5

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: 08/10/2026

Signature: 