

# CUSTOM ARCHITECTURAL WOODWORK, INC.

## HAZARD COMMUNICATION STANDARD

### WHAT IS A HAZ-COM?

Haz-Com is another word for Hazard Communication Standard.

Haz-Com = "Right to Know"

Haz-Com is your right, as an employee to know what hazardous materials are in your work area and what dangers they pose.

We have two work areas: The paint department and all other manufacturing areas.

### WHAT IS A MSDS?

MSDS = Material Safety Data Sheet

MSDS contains vital information about hazardous materials in the following manner:

1. Identity. Name of chemical.
2. Hazardous Ingredients. All substances which make up the particular material.
3. Physical/Chemical Characteristics. Additional information about the material's appearance and odor, boiling point, vapor pressure, vapor density, solubility in water, melting point, and evaporation rate.
4. Fire and Explosion Hazards. Explains when material might catch fire or explode and what to do about these potential hazards.
5. Reactivity. Explains when the materials can burn or explode if exposed to air, water or mixed with others substances and what to do about these potential hazards.
6. Health Hazards. Explain how the material could harm you and what to do. It will explain symptoms and first-aid procedures.
7. Precautions for Safe Handling and Use. Explain how to handle material safely. How to store, move and use material. Also what to do in the event of spill or leak.
8. Control Measures. Explain what personal protective equipment to use when working with material, safe work procedures and how to clean up after working with and before eating to avoid harm to you.

Hazardous materials in the paint department are listed in a notebook in the paint department. Each material used in the paint department has a Material Safety Data Sheet or MSDS. Hazardous materials in manufacturing areas are listed in a notebook which is hanging under the First Aid Kit. Each material used in the paint department has a

Material Safety Data Sheet or MSDS. These notebooks also contain a copy of our Hazard Communication Program, which will be provided to you individually and always available to you for review.

MSDS are available to you at all times. Additional copies of all MSDS are located in the office. Should you wish to have a copy of an MSDS for review or for your records, ask, they are always available to you.

## **LABELING AND OTHER FORMS OF WARNING:**

Each material used in our facility will be properly labeled by the manufacturer. Do not use materials in non-marked containers.

## **OSHA REQUIREMENTS:**

OSHA requires that you be informed of hazardous materials in your work area, what they are and where you can find information about them. That each material is properly labeled. That we provide to you a written Hazard Communication program, which is in your Employee Policies & Procedures manual. And, lastly, training.

## **PROTECTING YOURSELF**

1. pay attention to warning signs.
2. Read all labels carefully before using any material.
3. Get additional information when in doubt.
4. Ask whenever you have any questions about handling or working with hazardous materials.
5. Use protective equipment requirements according to the PPE section of the Employee Policies & Procedures Manual.
6. Keep work areas and tools clean.
7. Keep work clothes clean and make sure they are in good condition.
8. Never wear clothes or safety equipment that has been contaminated by hazardous materials.
9. Remove contact lenses when entering work areas where chemicals vapor may be present.
10. Wash according to instructions if any hazardous material splashes on you.
11. Always wash before applying lotion and before putting rubber gloves.
12. Never smoke, eat or drink around hazardous materials.

## **OVEREXPOSURE:**

Make yourself aware of sign or overexposure. Overexposed to hazardous materials can: make you feel dizzy, sick to your stomach, irritate eyes, nose and throat, give you skin rashes, causes you feel nervous, agitated or sluggish.

If you feel any of these symptoms while working with or near hazardous materials, notify someone immediately.