



*"Creating Life Opportunities"*

## Policy and Procedure # 275

### Hazard Communication Program

Approval: \_\_\_\_\_ Effective Date: 5/8/24

#### POLICY:

To ensure that information about the dangers of all hazardous chemicals and materials used by EFI are known by all affected employees, the following procedure has been established.

All employees of EFI will be informed about potential hazards that may be encountered while performing job duties. The Safety Committee will maintain a Material Safety Data Sheet (MSDS) book, located and stored in the mail distribution room in the Kimbel Building.

Due to the nature of providing services in individual homes, we cannot control the chemicals purchased or used by our clients. MSDS information will be primarily for chemicals and materials used in the Kimbel Building. Employees working in client homes are encouraged to help our clients establish and follow safe chemical use in their own homes, using the policy only as a guideline.

#### PROCEDURE:

##### 1. CONTAINER LABELING:

- A. The Safety Chairperson will verify that all containers will be clearly labeled as to the contents, note the appropriate hazard warning and list the name and address of the manufacturer.
  1. Typically this information is provided on the manufacturer's label; if not, contact the manufacturer directly for the needed information.
    - a. Examples of products which need labels are: secondary gas cans and paint cans with paint covering the manufacturer's label.
- B. The Safety Chairperson of each work site will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels that have the identity and the appropriate hazard warning.
- C. The Safety Committee will review the company labeling procedures and update as required.

##### 2. MATERIAL SAFETY DATA SHEETS (MSDS)

- A. The Safety Committee is responsible for establishing and monitoring the company MSDS program and will review incoming MSDS forms for new or significant health and safety information. They will see that any new information is passed on to affected employees.
- B. The MSDS book for all hazardous chemicals in use will be kept in the Kimbel Building distribution room.

##### 3. EMPLOYEE TRAINING AND INFORMATION



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- A. The Human Resources Director or designee will be responsible for employee training. They will ensure that all program elements specified below are carried out.
  - 1. An overview of the requirements contained in the Hazard Communication Standard.
  - 2. Hazardous chemicals present in his / her work site.
  - 3. Physical and health risks of the hazardous chemicals.
  - 4. The symptoms of overexposure.
  - 5. How to determine the presence or release of hazardous chemicals in the work area.
  - 6. How to reduce or prevent exposure to hazardous chemicals through the use of control procedures, work practices and personal protective equipment.
  - 7. Steps the company has taken to reduce or prevent exposure to hazardous chemicals.