

# HAZARD COMMUNICATIONS

This Code of Safe Practices is designed to help employees work safely with potentially hazardous materials that they may use. This program outlines procedures for Department Heads and Supervisors to make employees aware of the chemical hazards that they may encounter and how to protect themselves from them.

- Supervisors shall see that employees understand proper handling and disposal of hazardous products they use.
- Observe and comply with all Warning Signs that you encounter (i.e., DANGER - NO SMOKING, etc.).
- Read, understand, and obey Warning Labels that are attached to containers of products containing hazardous chemicals.
- Check to see that all containers being used to store hazardous chemicals, including those filled from the original container are labeled with the same safety information that is available on the manufacturer's label.
- Alert your supervisor when you discover unlabeled containers. Do not use the contents of the container.
- *Safety Data Sheets* (SDS):
  - You can request a copy of an SDS for any product by calling the 3E Company at (800) 451-8346, an SDS management company for this Production.
- Always wear the appropriate eye, skin, body, and respiratory personal protective equipment (PPE) required to protect you from potential workplace hazards. If unsure of the type of PPE to use, ask your supervisor, Production Safety Representative, or follow the directions on the container or SDS.
- Store chemicals in approved areas (i.e., flammable materials in flammable cabinets, acids in acid cabinets, etc.).
  - Incompatible materials like flammable and oxidizing materials or inorganic acids and certain combustible materials can react violently if allowed to mix.
  - Always store these incompatible materials separately. SDS's or the original container should be consulted for specific incompatibility information.
- Notify your supervisor before mixing together any hazardous materials for the first time.
  - Conduct all mixing operations following the directions found on the product's warning label, the manufacturer's mixing instructions, or on the SDS.
- Call local emergency personnel (911) whenever there is a large spill involving potentially hazardous or unknown chemical products.
- In the event of a spill, attempt to contain the spread of the hazardous material only if it is safe to do so.
- Regularly inspect hazardous material containers for leaks or signs of deterioration. Notify your supervisor of containers in poor condition or those exceeding shelf life.
- Check the ventilation requirements for a chemical product before using it in a space with low ventilation.
- Contact the Production Safety Representative if you have any questions or concerns about materials or chemicals present in your workplace.