

HAZARD COMMUNICATION POLICY

FOR MATERIALS AND CHEMICALS

Sierra Bible Church

It is the policy of Sierra Bible Church to provide every employee/volunteer with a safe and healthy place in which to work. To this end, every reasonable effort will be made to comply with regulatory standards governing Health and Safety in the workplace.

The Hazard Communication Standard adopted by State and Federal Occupational Safety and Health Agencies requires employers to inform their employees/volunteers of hazardous chemicals in the workplace. In compliance with this Standard, a Hazard Communication Program has been developed which includes:

- A. A chemical inventory and hazardous materials listing.
- B. A centralized Material Safety Data Sheet file with copies of applicable Material Safety Data Sheets in each building.
- C. Employee/volunteer information and training programs.
- D. Methods of informing contractors about hazards their employees may be exposed to and appropriate protection measures.

It is the responsibility of every employee/volunteer to comply with the provisions of this program. Every level of management is expected to actively support and stand accountable for the implementation of this policy.

Employee/Volunteer Information and Training on Routine Tasks

The initial training is to be general in nature upon hire or start date, and also once a year, and includes the following information:

- A. Location of the written Hazard Communication Policy
 - Church Office
- B. Location of Material Safety Data Sheets (MSDS)
 - White binders on church office workroom counter
 - White binders on shelf in pre-school kitchen by refrigerator
- C. Location of list of Potentially Hazardous Materials and Chemicals on church premises
 - Front page of MSDS binder
- D. General information found in Material Safety Data Sheets
- E. How to read and interpret the labeling system at this location
 - Refer to page 4 of this policy
- F. Personal protective equipment and proper ways to use such equipment
 - Gloves.

Training is to be conducted by the Office Manager or their designate. All training is to be documented at the time of training. This record shall consist of:

- A. Employee/volunteer name and signature.
- B. Date of training.
- C. Type of training.
- D. Person or persons conducting the training.

Method To Inform On-Site Contractors

Before an outside contractor or any of his employees begin work in or on Sierra Bible Church property, a training meeting and/or safety information meeting shall be conducted by the Office Manager or their designate.

This meeting shall include, but not be limited to:

- A. The hazard the contractor's employees may be exposed to while performing his work.
- B. The location of the Material Safety Data Sheets of potentially hazardous materials or chemicals to which the worker may be exposed.
- C. Precautions to take to avoid an injury caused by a potentially hazardous material or chemical.
- D. Determine if contractor will be bringing in any hazardous chemicals themselves. If so, obtain information on their use. This information is to be conveyed to any and all Sierra Bible Church employees working in or around the outside contractor.
- E. The meeting with the contractor shall be documented. This documentation must include:
 - 1. Date of meeting.
 - 2. Persons attending meeting & their signature.
 - 3. Hazards - Sierra Bible Church's policies.
 - 4. Hazards - Outside Contractor's policies.

Labeling

The Hazard Communication Standard requires that each container, chemical or product received from a manufacturer have a label attached with the following information:

- A. Identity - The chemical or common name of the product. This name should also be used on the Material Safety Data Sheet.
- B. Appropriate Hazard Warning - The hazard warning must convey the hazard which the chemical could cause. For example, if the chemicals are inhaled the chemical or product could cause lung damage not just a general health hazard.
- C. The name and address of the chemical manufacturer, importer, or other responsible party.

Under no circumstances are products to be brought in to Sierra Bible Church property unless pre-approved by a pastor or his designate. If a product is found on the premises that does not have a corresponding MSDS on file, or if a product is mislabeled, bring it to the attention of your immediate supervisor and discard the product.

The manufacturer of containers with inadequate or missing labels must be notified. When a manufacturer is notified, document this request - obtain the name of the person contacted, date and any other important data regarding the label(s).

The purpose of the label is to provide an immediate visual warning about the hazard(s) of the chemical in the container. Employee/volunteer shall not use or work with this material without the warning label. Each employee/volunteer shall be trained in general terms on how to read and understand warning labels.

Small containers which an employee/volunteer uses to transport small quantities of the chemical or product which will be used only by that employee during that shift do not need to be labeled. Should this container be transferred to another employee - this container would require a warning label with the same information as on the large container.

Action plan for hazardous spills

1. Call 911.
2. If noxious fumes are present, evacuate, according to posted Emergency Evacuation Maps.

Action plan for ingestion, inhalation or other bodily contact

1. Call 911
2. Wipe off excess product from skin and rinse. *Do not induce vomiting!*
3. Stay with the person who had contact with the product.
4. Call church office. If person with contact with the product is a child, also call parents.
5. Save container to give to emergency responders.