



## HEALTH AND SAFETY MANUAL

### HAZARD COMMUNICATION

#### PURPOSE

The purpose of this program is to ensure that all employees are informed about the chemical hazards they may encounter on the job, understand the risks, and know how to protect themselves while performing their everyday job tasks.

#### SCOPE

This program applies to:

- All employees, supervisors, and subcontractors.
- All operations involving exposure to chemicals, including:
  - Pavement sealants, paints, solvents, and adhesives
  - Concrete additives and curing compounds
  - Turf sand and soil amendments
  - Dust, debris, and fumes from milling and pavement work
  - Welding, welding fumes, or coatings used maintenance

#### RESPONSIBILITIES

##### Management

- Ensure compliance with OSHA HazCom standard (1910.1200).
- Maintain an up-to-date **Chemical Inventory**.
- Provide resources for training, PPE, and labeling.
- Make Safety Data Sheets (SDS) accessible to all employees.

##### Supervisors

- Identify chemicals used in each task.
- Ensure chemicals are properly labeled and stored.
- Monitor employees for proper PPE use and safe handling practices.

##### Employees

- Attend HazCom training sessions.
- Use chemicals only as instructed.
- Wear required PPE.
- Report spills, leaks, or unsafe conditions immediately.

#### HAZARDOUS CHEMICAL INVENTORY

- Maintain a current list of all hazardous chemicals used on site.



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- Include **product name, manufacturer, hazards, SDS location, and tasks associated** with each chemical.
- Examples:
  - **Sealcoat & Pavement Spray:** Solvents, coal tar, asphalt emulsions
  - **Concrete & Cement:** Portland cement, admixtures
  - **Paints & Coatings:** Traffic paints, primers, thinners
  - **Turf Treatments:** Fertilizers, herbicides, pesticides
  - **Milling/Pavement Dust:** Silica dust, asphalt particulates

### SAFETY DATA SHEETS (SDS)

- Maintain an SDS for each hazardous chemical on site.
- SDS must be **accessible to all employees** (hard copy in job trailer or digital access).
- SDS contain:
  - Chemical identity
  - Hazard identification
  - Composition/information on ingredients
  - First-aid measures
  - Firefighting measures
  - Handling and storage instructions
  - Exposure controls and PPE
  - Physical and chemical properties
  - Stability and reactivity
  - Toxicological information

### LABELING REQUIREMENTS

- All chemical containers must have **OSHA-compliant labels** including:
  - Product identifier
  - Signal word (Danger/Warning)
  - Hazard statements
  - Precautionary statements
  - Supplier identification
- Secondary containers (e.g., spray bottles) must be **labeled** with the chemical name and hazard information.

### EMPLOYEE TRAINING

- **Initial Training:** Before handling any hazardous chemical.
- **Annual Refresher Training:** To review hazards, PPE, and safe practices.
- Training topics include:
  - Understanding labels and SDS
  - Chemical-specific hazards (solvents, cement, fertilizers, paints)
  - Proper storage and handling



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- Spill response and emergency procedures
- PPE selection and use

### EXPOSURE CONTROL & PPE

- **Engineering Controls:**
  - Ventilation during sealcoating, painting, and milling
  - Dust suppression systems
- **Administrative Controls:**
  - Task rotation to limit chemical exposure
  - Restricted access to high-hazard areas
- **PPE:**
  - Gloves resistant to chemicals
  - Safety goggles or face shields
  - Respirators when handling fumes, dust, or solvents
  - High-visibility clothing for road or turf projects

### SAFE HANDLING & STORAGE

- Store chemicals in **well-ventilated areas**, away from heat or ignition sources.
- Segregate incompatible chemicals (e.g., oxidizers vs. flammables).
- Use secondary containment for liquids.
- Do not eat, drink, or smoke in areas where chemicals are used.

### SPILL RESPONSE & EMERGENCY PROCEDURES

- Spill kits available for each chemical type.
- Procedures include:
  - Evacuate the area if necessary
  - Contain the spill using absorbent materials
  - Notify supervisor immediately
  - Dispose of waste according to local, state, and federal regulations

### RECORDKEEPING

- Maintain records of:
  - Chemical inventory
  - SDS availability
  - Employee training (sign-in sheets, attendance, refresher dates)
  - Spill and exposure incidents
- Keep all records for **at least 30 years**, per OSHA retention guidelines.



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#### PROGRAM REVIEW & CONTINUOUS IMPROVEMENT

- Review and update the HazCom program **annually** or when:
  - New chemicals are introduced
  - OSHA updates standards
  - An incident or near-miss occurs
- Conduct periodic audits to ensure labels, SDS, and training are current.