



Wiskerchen Cheese Inc. Safety

Title: Hazard Communication Program

8.002

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| Issue Date: 8/7/13 | Written By: Leigh Ann Hlavac | Approved By: John Wiskerchen | Revision # 3 | Revision Date: 12/7/20 | Revised By: Denise Wolf | Supersedes: 2/2/16 | Page 1 of 3 |
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Purpose: To notify employees of their right to be informed of and protected from chemicals used or stored in the workplace (Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.1200), and to notify employees of their responsibilities concerning that right.

Scope:

1. Policy Statement
2. An outline of Plant Owner's and Safety Coordinator's responsibility to ensure a successful hazard communication program.
3. Hazard awareness: Description of what constitutes a hazardous chemical.
4. Hazardous Chemical Inventory: How to find and use inventory.
5. Safety Data Sheet (SDS): required content, designation of persons responsible for producing, obtaining, and maintaining SDSs. The location and availability of SDSs.
6. Labeling standards and expectations
7. Employee Training

Policy: It is the policy of Wiskerchen Cheese Inc. to provide a work environment for all employees that is free from hazards that could acutely or chronically affect their health, safety and job performance.

Responsibilities:

Plant Owners and Safety Coordinator: Are responsible for the overall administration of the Hazard Communication Program and ensure that program requirements are implemented, maintained, and overseen.

1. Maintains the chemical inventory list and master file of all SDSs for all departments.
2. Ensures that personnel have received proper hazard communication training.
3. Performs audits of the facility to ensure compliance with the requirements of the hazard communication standard and ensures discrepancies identified in audit findings are corrected.

Department Heads: Assist the plant owners in the administration of the program.

1. Ensure that program requirements are followed within their departments.
2. Ensure that all containers within their departments are correctly labeled. Label any new containers or re-label any containers as needed.
3. Ensure discrepancies identified in audit findings are corrected in their departments.

Employees: Perform duties, which contain chemical hazards, in a responsible manner.

1. Inform department heads of improperly or unlabeled containers.
2. Do not remove or deface existing container labels.
3. Handle materials according to the manufacturer's instructions.
4. Participate in required training sessions.
5. Report all leaks and/or spills of hazardous materials to your department head.
6. Report all exposures to your department head.



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7. Only trained employees may combine or transport chemicals.

Hazard Awareness

Employees are made aware of the chemical hazards in their work environment through several different methods: Hazardous Chemical Inventory, Safety Data Sheets (SDS), Hazard Warning Labels, Training and the Hazard Communication Program.

A hazardous chemical is one that causes either a physical hazard or health hazard to an employee. Physical hazards include, but are not limited to: Combustible Liquids, Flammables, Compressed Gas, Explosives and Water-Reactive Chemicals.

Health hazards include chemicals that produce reactions in the body, either acutely or chronically, which cause an employee to become ill. Chemicals can enter the body in three ways; skin contact, inhalation or ingestion. Although not exclusive, health hazards can be broken down into seven categories.

1. Carcinogen – agent which causes cancer.
2. Corrosive – destroys or alters tissue with a chemical action.
3. Toxic – substance that is harmful and can cause illness.
4. Highly Toxic – serious injury or death can occur with small amount of contact or absorption.
5. Irritant – a non-corrosive chemical which causes inflammation.
6. Sensitizer – can cause an allergic reaction.
7. Target Organ Effects – chemicals which attack specific organs, i.e. neurotoxins.

Hazardous Chemical Inventory and SDS

A list of all hazardous chemicals used or stored in the facility is available to all employees. This list is used as a table of contents for the SDSs in the facility. The QA lab keeps a list of current chemicals with their SDS's that are used for food contact and environmental cleaning. A Break Room Inventory and SDS, located in the front employee break room, contain all chemicals that are currently used or stored in the plant. The Safety Coordinator is responsible for updating all SDS.

SDS, which are written by the chemical manufacturer, and distributed with the chemical, are required to provide employees with a specific set of information about each particular chemical:

- How to use, handle and store the chemical safely.
- General information about the chemical; name, trade name, the manufacturer's name and contact information, emergency telephone number, and the DOT (Department of Transportation) shipping name.
- Ingredients; specifically, PEL - Permissible Exposure Limits, how much of the chemical can safely be in the air, and/or TLV – Threshold Limit Value, how much of the chemical employees can be safely exposed to over an extended period of time.
- The chemical's physical characteristics; boiling point, appearance, odor, pH, flash point, information about how to extinguish a fire, type of extinguisher to use, how much of the chemical evaporates at room temperature (Percent Volatile).



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- Health Hazard Data; is the chemical a carcinogen, primary route of exposure, first aid and emergency procedures, any medical conditions which may become aggravated by exposure.
- Reactivity data; what, if any materials or conditions can cause a reaction.
- Environmental Impact; what to do in the event of a spill or leak.
- What PPE is required or suggested to use.
- Special Precautions; any other useful/helpful precautions or information relevant to the chemical.

Labeling:

The hazard communication standard requires that containers of hazardous chemicals be labeled. The labels provide employees with information such as the identity of the chemical, as well as the chemical’s associated physical and health hazards. To ensure compliance, labels shall list the following information:

1. Name, Address and Telephone Number of the chemical manufacturer.
2. Product Identifier is how the hazardous chemical is identified.
3. Signal Word(s) are used to indicate the relative level of severity of the hazard and alert the reader to a potential hazard on the label
4. Hazard Statement(s) describe the nature of the hazard(s) of a chemical, including where appropriate, the degree of hazard
5. Precautionary Statements(s) describe recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to the hazardous chemical or improper storage or handling.
6. Pictogram(s) are graphic symbols used to communicate specific information about the hazards of a chemical.

Chemicals may be transferred from their original container to smaller or more manageable containers ONLY if the secondary container is labeled appropriately with the previously mentioned criteria.

Employee Training:

Upon initial employment, and annually thereafter, all employees receive Hazard Communication Training. Training will include; review of the Hazard Communication Program, chemical use and application. All training is to be documented.

Approved By: _____

Date: _____