



Camacho Equipment & Janitorial Supply, Inc.  
7776W 200N  
Greenfield, IN 46140

# Written Hazard Communication Program

This plan outlines measures to eliminate or minimize employee exposure to chemicals. Employees who have occupational exposure must follow the procedures and work practices in this plan. Employees can review this plan at any time during their work shift. It is located in the SDS book.

**1. Policy.** To ensure that information about the dangers of all hazardous chemicals used by Camacho Equipment & Janitorial Supply, Inc. is known by all affected employees, the following written hazard communication program is hereby established. Under this program, you will be informed of the contents of the OSHA Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures necessary to protect yourself from these chemicals.

This program applies to all work operations where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units will participate in the Hazard Communication Program. Copies of the Written Hazard Communication Program are available in the office for review.

The Program Manager is the hazard communication program coordinator with overall responsibility for the program, including reviewing and updating this plan as necessary.

**2. Container Labeling.** The On-Site Employee will ensure:

- a. All containers of hazardous chemical products received for use are labeled with the identity of the hazardous chemical, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party.
- b. Ensure that all secondary or portable containers into which chemical products are transferred are labeled with the identity of the solution and the appropriate hazard warning.
- c. Review the company labeling procedures periodically and update labels as required.

We use the following color coding system: Red and Green colors indicate dilution of Envirox H2 Orange 2 117 product. Red – Heavy duty solution, Green – Light Duty solution.

**3. Safety Data Sheets (SDS).** The Program Manager is responsible for establishing and monitoring the company SDS's. He will ensure that procedures are developed to obtain the necessary SDS and will review incoming SDS for new or significant health and safety information. He will communicate any new information to all employees after the new information is received and reviewed.

If an SDS is not received with the initial shipment of a product that is labeled as hazardous, the Program Manager will obtain the appropriate SDS and include it in all SDS booklets as soon as possible.

Copies of SDS for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept at the site and will be readily available to all employees during each work shift. SDS shall also be maintained on the web site at [www.camachojanitorial.com](http://www.camachojanitorial.com).

**4. Employee Training and Information.** The Program Manager is responsible for the Employee Information and Training Program and will ensure that all program elements are carried out. Everyone who works with or is potentially exposed to hazardous chemicals will receive information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new physical or health hazard the employees have not previously been notified is introduced into their work area.

The information and training program addresses the following elements:

- The requirements of the OSHA Hazard Communication Standard.
- Any operations in work areas where hazardous chemicals are present.
- The location, availability and details of this program.
- How to detect the presence or release of hazardous chemicals in the work area.
- The physical and health hazards of the chemicals in the work area.
- The measures employees can take to protect themselves from these hazards.

- An explanation of how to read labels and SDS to obtain hazard information.
- Location of the SDS and how employees can obtain and use the information.

Training will be presented with explanation, demonstration, and practice in an informal group setting allowing for random questions.

**5. Hazardous Non-routine Tasks.** Periodically, employees may be required to perform non-routine tasks that are hazardous. Prior to starting work on such projects, each affected employee will be given information about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use to reduce or prevent exposure, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

**6. Informing Other Employers/Contractors.** It is the responsibility of other employers and contractors to provide information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of our customer to obtain information about hazardous chemicals used by other contractors to which employees of this company may be exposed.

Other employers and contractors will be provided with SDS for hazardous chemicals used by this company when requested. In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to hazards as a result of the operations performed by this company. Also, other employers will be informed of the color coding system used by Camacho Equipment & Janitorial Supply, Inc.

**7. List of Hazardous Chemicals.** A list of all known hazardous chemicals used by our employees is identified in Attachment 1, List of Hazardous Chemicals, Hazard Communication Program. This list uses the trade or brand name of the product consistent with the identity of the product listed on the SDS. Additional information on each chemical product may be obtained from the SDS located at the 'Right to Know' center.

This list will be updated within twenty four hours when a new chemical product is received. To ensure any new chemical product is added in a timely manner, the Program Manager will review all new products and secure the SDS on receipt.

**8. Availability of the Written Hazard Communication Program.** A copy of this Written Hazard Communication Program, including the list of hazardous chemicals is provided to employees upon hire/starting work at the job site.

## **Attachment 1, Safety Data Sheet (SDS) Index, Hazard Communication Program**

Envirox H2Orange2 117  
Envirox Mineral Shock Cleaner  
Clinging Bowl Cleaner