



Town Hall Drywall, Inc.

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Hazard Communication Program

Town Hall Drywall

Protect your employees who may
be exposed to hazardous chemicals.
(T8CCR) section 5194

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Hazard Communication Program

Town Hall Drywall

Policy Statement

It is the policy of Town Hall Drywall to reduce employee exposure to hazardous chemicals and the overall incidence of chemical-related injuries and illnesses. All employees who are potentially exposed to hazardous chemicals in their assigned jobs must be fully informed of both the hazardous properties of the chemicals and the protective measures that are available to minimize exposure to these chemicals. This type of information will be made available to employees by means of labels on chemical containers, SDSs, and training. Employees will be informed of any known hazards associated with chemicals to which they may be exposed before their initial assignment, whenever the hazards change, or when new hazardous chemicals are introduced into their respective work areas.

Plan Administration

The Personnel Contact Information table provides the roles and contact information for the administration of the hazard communication program.

Personnel Contact Information

Function	Name/Department	Contact Information
Plan Administrator (office)	Augustine Navarro	anavarro@thdla.com (310)901-2100
Plan Administrator (field)	Dana Lizarraga	dlizarraga@thdla.com (562)213-3195
Emergencies & Spills	Jesus Garcia	jgarcia@thdla.com
Emergencies & Spills	LACO Fire Department Station 10 (310)632-8230	National Response Center 1-(800)424-8802

Plan Administrator

The Hazard Communication (HazCom) Program Administrator or designee is responsible for developing and implementing the HazCom plan, including reviewing and updating it as necessary, and for the following plan elements:

- Properly labeling all containers of hazardous chemicals and for maintaining and updating the labels,
- Maintaining up to date SDSs and ensuring that they are readily accessible in all work areas,
- Training and informing employees about hazardous chemicals in their work areas, *and*
- Ensuring there is an immediate and effective response to emergencies and employee exposures.

Supervisor(s)

The supervisor(s) will:

- Provide additional information to employees about hazardous chemicals and related workplace conditions as it becomes available.
- Forward reports or complaints by employees concerning hazards to management.

Employees

Employees will:

- Use all chemicals in a safe and responsible manner.
- Implement all safe procedures described during training and in other information provided to avoid exposures to hazardous chemicals.

- Report all exposures and spills of hazardous chemicals to a supervisor or to the emergency contact.

Plan Review and Update

This Plan will be periodically evaluated and updated, and updated whenever:

- New chemical hazards are introduced into the workplace.
- There are significant changes in work processes where hazardous chemicals are used.
- A job hazard analysis shows that the plan is not effective.

Plan Availability

Copies of the Plan, including the written training program, are available on request to employees, their designated representatives, and Cal/OSHA representatives.

Copies of the Plan are available in the company's Google Drive account.

Definitions

Cal/OSHA—California Department of Industrial Relations' Division of Occupational Safety and Health.

Chemical—Any element, chemical compound, or mixture of elements and/or compounds.

Hazardous chemical—any chemical that is classified as a physical hazard or a health hazard, a simple asphyxiant (i.e., displaces oxygen in the ambient atmosphere), combustible dust, pyrophoric gas (i.e., gas that will ignite spontaneously in air at 130 degrees Fahrenheit or below), or hazard not otherwise classified.

Safety data sheet (SDS)—a written description of a hazardous chemical or chemical product in a 16-section format that contains comprehensive technical information about a particular substance and explains the risks, precautions, and remedies to exposure related to the chemical.

Labeling

All containers with hazardous chemicals will be labeled. Each container will include either:

- The label shipped with the chemical container; *or*
- A label, tag, or marking with product identifier and combination of words, pictures, or symbols that provide general information regarding the hazards of the chemicals and information about the physical and health hazards of the chemical.

Proposition 65 warnings

Hazardous substance containers from out-of-state chemical manufacturers or distributors (who are not subject to Proposition 65) may not have Proposition 65 hazard warnings. In such cases, additional Proposition 65 warning labels will be affixed to containers. The language in the warning will clearly state that the chemical in question is known to cause cancer, birth defects, or other reproductive harm.

Secondary container warnings

All secondary containers in which a substance has been transferred from the original manufacturer's container will be labeled with either an extra copy of the original manufacturer's label or with alternative labels that contain the same information required on the manufacturer's label.

Stationary process container warnings

Stationary Process Containers

Process Container	Location	Type of Label
Diesel fuel & propane for forklifts	Outside cage in back of building	FLAMMABLE

In-house labeling system

Where in-house labels on containers replace the original labels provided by the chemical supplier, they will include at least the following label elements:

- Pictogram that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical,
- Hazard statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard,
- Signal word (i.e., “Warning” or “Danger”) to indicate the relative level of severity of hazard,
- Precautionary statement for each hazard class and category that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.
- Supplier identification with the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party

The administrator will review the organization’s labeling procedures periodically and will update labels as required.

Safety Data Sheets (SDSs)

Dana Lizarraga is responsible for maintaining the SDS program and will ensure that procedures are developed to obtain the necessary SDSs, will review incoming SDSs for new or significant health and safety information, and will see that any new information is communicated to affected employees.

SDS Access

SDSs will be readily available to all employees during each work shift. The primary method for accessing SDSs in work areas is printed copies in the warehouse and electronic file on computer.

Access in an Emergency

In an emergency where an employee requires a copy of an SDS and it is not readily available to the employee, he or she will be provided SDS information by telephone, radio, or other means. The copy will be provided to the employee as soon as possible.

Primary Access System

Following are the steps that employees will follow to access an SDS:

1. Open SDS file on computer, or
2. Go downstairs into warehouse to read printed copies

SDS Not Available

If an SDS is not readily available to an employee, or he or she has a problem accessing SDSs, the employee should contact his or her supervisor. The supervisor will ensure that the missing SDS is provided to the employee requesting it by his or her next work shift at the latest unless the company has not received the SDS from the chemical supplier.

If an SDS is not received from the chemical supplier at the time of initial shipment, the Administrator or designee will contact the supplier, in writing, to request the SDS. If an SDS is not received from the supplier within 25 days of the request, the company will contact Cal/OSHA for assistance in obtaining the SDS.

If a supervisor or employee discovers an incomplete SDS or notes that one is missing, the Administrator or designee will request in writing from the manufacturer or importer the missing or incomplete information within 7 working days of the request.

When an employee requests an SDS that is missing, the requester must be notified in writing of the date the written request to the manufacturer or importer was made and the response, if any, received. When the requested SDS arrives, the requesting employee will be notified that it is available or be provided a copy within 15 days after it is received.

Employee Training and Information

Initial Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and this HazCom plan before starting work. Before a new hazardous chemical is introduced into any work area, each employee in the affected work area will be given information and training for the new chemical hazard.

Employees will be trained in the methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, such as monitoring conducted by the organization, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.

Content of training

Each new employee will receive information and training that covers:

- An overview of the hazard communication regulation
- The hazardous chemicals present in the employee's work area
- The physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment
- Steps the organization has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels and SDSs to obtain hazard information
- The location of the SDS file system and written Hazard Communication Plan

Employee rights

Employees will be informed of the right:

- To personally receive information regarding hazardous chemicals to which they may be exposed;
- For their physician or collective bargaining agent to receive information regarding hazardous chemicals to which the employee may be exposed;
- Against discharge or other discrimination due to the employee's exercise of the rights under the Hazardous Substances Information and Training Act.

Training delivery format

The training delivery method(s) and format may include hands-on demonstration, audiovisuals, interactive computer programs, classroom instruction, and individual instruction.

Retraining

Additional training will be provided to employees when new chemicals are introduced into the affected employees' work area. Retraining is not required if the new chemical contains hazards similar to previously existing chemicals for which training has already been conducted.

Training Records

All employees attending hazard communication training sessions must sign a sheet at the end of the session verifying their attendance. The sheet must contain the date of training and the instructor's name.

Multi-Employer Worksite—Contractors and Other Employers

It is the responsibility of Dana Lizarraga to provide other employers and contractors at our worksites with information about hazardous chemicals that their employees may be exposed to on a jobsite and precautionary protective measures for their employees.

It is the responsibility of Dana Lizarraga to obtain information about hazardous chemicals used by other employers or contractors to which employees of this organization may be exposed.

In addition to providing a copy of an SDS to other employers and their employees, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by this organization.

Also, other employers will be informed of the hazard labeling system. Where symbolic or numerical labeling systems are used, the employees of other employers or contractors will be provided with information explaining the labels used for hazardous chemicals to which they may be exposed.

Recordkeeping

The written HazCom plan and list of hazardous chemicals in the workplace must be available on request to employees, their representatives, and Cal/OSHA representatives.

List of Hazardous Chemicals

A list of all known hazardous chemicals used in work areas is attached to this plan. The list includes the name of the chemical, the manufacturer, the work area in which the chemical is used, dates of use, and quantity used. Further information on each chemical may be obtained from the SDSs.

When new chemicals are received at the worksite, the chemical list will be updated within 30 days.

Proposition 65 List of Chemicals

Dana Lizarraga is responsible for obtaining updates of Proposition 65 listed chemicals and providing new information to affected employees. In the case of newly added chemicals to the Proposition 65 list, warning requirements take effect 12 months from the date of listing.

When new Proposition 65 chemicals are received at the worksite, the chemical list will be updated within 30 days.

The hazardous chemical inventory is compiled and maintained by Dana Lizarraga.

List of Hazardous Chemicals