



**Niehaus**

**Construction Services, Inc.**

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***HAZARD***

***COMMUNICATION***

***PROGRAM***

***29 CFR 1926.59***

# **HAZARD COMMUNICATION PROGRAM**

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### **APPENDICES -**

**CHEMICAL INVENTORY FORM  
CONTRACTOR/EMPLOYEE MSDS REQUEST FORM**



*Under the Occupational Safety and Health Act and other applicable laws, responsibility for employee safety training, maintenance of safety programs, inspections of jobsites and equipment and other safety practices rest solely on each individual employer.*

*The recommendations contained herein are intended to assist in the development of individual company programs and the promotion of safe work practices. However, these recommendations are not intended to be an exhaustive treatment of each specific subject, and should not be interpreted as precluding other procedures which would enhance safe construction operations and practices. Each contractor is free, acting in its own discretion and its own perception of business self-interest, to reject or adopt these recommendations in whole or in part.*

*The Associated General Contractors of St. Louis, its officers and employees, and the St. Louis Construction Training and Advancement Foundation, its Trustees and contributors, assume no liability in connection with respect to the recommendations and suggestions contained herein, and make no warranty as to the accuracy or completeness of the recommendations and other materials contained herein. The AGC and CTAF make no representation that following these recommendations will assure compliance with any law, rule, or regulation.*



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Employee Right To Know  
CFR 29 1926.59

It is the responsibility of this company's Safety Director to maintain this program. The Safety Director for this company is also charged with the duty of training all employees in the contents of this program.

This program includes guidelines on identification of chemical hazards and the preparation and proper use of container labels, placards and other devices.

### A) CHEMICAL INVENTORY

The main office of this company will maintain a master file of all hazardous chemicals and products we have and are currently using. Each jobsite will maintain their own hazardous chemical listing and associated MSDS's.

### B) CONTAINER LABELING

All chemicals/hazardous products will be stored in their original or approved containers with a proper label attached, except for small quantities for immediate use. Any product that is received without proper labeling will be given to the jobsite Safety/Training Coordinator for proper labeling or disposal.

Workers may dispense chemicals from original containers intended for immediate use. Any chemical left after work, must be returned to it's original container for storage. No unmarked containers of any size are to be left in the work area unattended.

This company will rely on manufacturer applied labels whenever possible, and will ensure that these labels are maintained. Containers that are not labeled or on which the manufacturer's label has been removed will be relabeled.

### **C) MATERIAL SAFETY DATA SHEETS (MSDS)**

It is the right of any employee working with hazardous chemicals to request a copy of the Material Safety Data Sheet (MSDS) for the product in use. Requests should be made to the Project Manager or Superintendent. MSDS's should be available on the site to provide immediate reference to chemical safety information.

In an emergency situation, MSDS information may be obtained at the main office of this company by calling (314) 533-8434.

### **D) RESPONSIBLE PERSON**

The jobsite Safety/Training Coordinator **shall** ensure that this chemical inventory is kept current and that each product in use on the jobsite by our employees is properly labeled, a MSDS is on file, and the employees trained in the proper use of the product. He/She is also responsible for the training of new employees in the proper use of the hazardous products and any necessary protective equipment required.

### **E) EMPLOYEE TRAINING**

Employees will be trained to work safely with hazardous chemicals. Employee training will include:

Methods that may be used to detect a release of a hazardous chemical(s) in the workplace.

Physical and health hazards associated with chemicals.

Protective measures to be taken.

Safe work practices, emergency response and use of personnel protective equipment.

Information on the Hazard Communication Standard including labeling and warning systems and an explanation of Material Safety Data Sheets.

Location of the Chemical Inventory and Material Safety Data Sheets.

This training may either be accomplished verbally by the jobsite Safety/Training Coordinator, by use of audio/video media or an outside source, such as the "Operation Safesite" training services.

## **F) HAZARDS OF NON-ROUTINE TASKS**

Supervisors will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals the employee had not worked with before.

For tasks which involve a chemical that is new to the employee, or a work practice that is unfamiliar to the employee, it is the responsibility of the:

EMPLOYEE- shall make the supervisor aware that he/she is unfamiliar with the chemical or work practice, and that additional instructions are needed

SUPERVISOR- shall ensure complete understanding of all safety precautions for any chemicals intended to be used, as well as the employee trained in the use of PPE, any new chemical or work procedure when changed.

Review of safe work procedures and use of required PPE will be conducted prior to the start of such tasks. Where necessary, areas will be posted to indicate the nature of the hazard involved.

## **G) INFORMING OTHER CONTRACTORS**

Other onsite contractors are required to abide by this Hazard Communication Standard and its provisions.

Information on hazardous chemicals known to be present will be exchanged with other contractors. Contractors will be responsible for providing information to their employees.

Our jobsite Safety/Training Coordinator will ensure that copies of any MSDS's we use, or our Hazard Communication Standard, are provided to all Contractors onsite.

## **H) EMERGENCY RESPONSE**

Any incident of over exposure or spill of a hazardous chemical/substance must be reported to a company representative at once.

The Foreman or immediate supervisor will be responsible for insuring that proper emergency response actions are taken in leak/spill situations. Material Safety Data Sheets (MSDS's) for the product will be consulted for additional guidance in the case of over exposure or the case of spill/leak of a hazardous substance.

In the case of a medical emergency the MSDS is to accompany the injured employee to aid medical personnel when treatment is received.



# *Material Safety Data Sheet (MSDS) Contractor/Employee Request*

**Employee's Name:**

**Request Date:**

**Employee's Title:**

**Department:**

**Employee's Supervisor:**

**Title:**

**THE SUBSTANCE OR SUBSTANCES FOR  
WHICH I REQUEST A COPY OF THE  
MATERIAL SAFETY DATA SHEET IS (ARE):**

**Employee's Signature:**

**Supervisor's Signature:**

## ***REQUEST STATUS:***

***REQUESTED COPIES RECEIVED***

*SIGNATURE*

*DATE*

***REQUESTED COPY(S) UNAVAILABLE***

*SIGNATURE*

*DATE*

***THE UNAVAILABLE COPIES OF THE MATERIAL SAFETY DATA SHEET HAVE  
BEEN REQUESTED FROM AND WILL BE FURNISHED BY THE SUPPLIER:***

***COMPLIANCE OFFICER***

*DATE*

