HAZARD COMMUNICATION PROGRAM

This Hazard Communication Program, developed by EverGlow NA, Inc. (aka EverGlow), has been prepared to comply with the requirements of the Federal OSHA standard 1926.59, and to ensure that information necessary for the safe use, handling, and storage of hazardous chemicals is provided and made available to all employees.

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

A. Chemical Inventory:
   1. EverGlow NA, Inc at 1122 Industrial Drive, Suite 112, Matthews NC 28105.
   2. Hazardous chemicals brought onto the worksite by EverGlow NA Inc, will be included on the hazardous chemical inventory list.

B. Container Labeling:
   1. All chemicals on site will be stored in their original or approved containers with a proper label attached, except small quantities for immediate use.
   2. Workers may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed, must be returned to the original container, or after cleaning tolls, return to re-cycle drum for proper handling.
   3. No unmarked containers of any size are to be left in the work area unattended
   4. EverGlow will rely on manufacturers' 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.
   5. EverGlow will ensure that each container is labeled with the identity of the hazardous chemical contained and the appropriate hazard warnings.

C. Material Safety Data Sheets (MSDS):
   1. Employees working with a hazardous chemical may request a copy of the material safety data sheet (MSDS). Requests for MSDS sheets should be made to the on-site Project Manager or Charles V. Barlow in the EverGlow office.
   2. MSDS should be available and standard chemical reference may also be available on site to provide immediate reference to chemical safety information.
   3. An emergency procedure to gain access to MSDS information will be established.

D. Employee Training:
   Employees will be trained to work safely with hazardous chemicals. Employee training will include:
   1. Methods that may be used to detect a release of hazardous chemical(s) in the workplace.
   2. Physical and health hazards associated with chemicals.
   3. Protective measures to be taken.
   4. Safe work practices, emergency responses, and use of personal protective equipment.

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5. Information on the Hazard Communication Standard including labeling and warning systems, and an explanation of MSDS sheets.

E. Personal Protective Equipment (PPE):
   1. Required PPE is available from our warehouse. Any employee found in violation of the PPE requirements may be subject to disciplinary action up to and including discharge.

F. Emergency Response:
   1. Any incident of over exposure or spill of a hazardous chemical/substance must be reported to either Ron Crawford or Charles V. Barlow at once.
   2. The EverGlow Project Manager, or his designate, will be responsible for ensuring that proper emergency response actions are taken in leak/spill situations.

G. Hazards of Non-Routine Tasks:
   1. The EverGlow Project Manager, or his designate, will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.
   2. 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.

H. Informing Other Employers:
   1. Other onsite employers are required to adhere to the provisions of this Hazard Communication Program.
   2. Information on hazardous chemicals known to be present will be exchanged with other employers. Employers will be responsible for providing necessary information to their employees.
   3. Other on site employers will be provided with a copy of the EverGlow Hazard Communication Program.

I. Posting:
   1. EverGlow has posted information for employees at this job site on the Hazard Communication Program. This information can be found with the Project Manager or his designate.

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CHEMICALS – ROUTE OF ENTRY

The National Institute of Occupational Safety and Health has identified over eighty-five thousand hazardous chemicals. A hazardous chemical has been defined as any substance that presents a health or physical hazard. You can be exposed to harmful chemicals through breathing, eating, and skin, or eye contact. The way a chemical enters your body is called the route of entry. Even substances that are not listed as hazardous can have harmful effects. The effect often depends on the route of entry, and quantity absorbed by the body. Caution should be used when handling all substances.

A. Inhalation or breathing in of chemicals in an important route of entry to remember. Chemical dusts and chemical fumes, when inhaled can cause irritation or injury to the nose, mouth, or lungs. Some chemical vapors, gases, or even solid particles (dust/fumes) can damage the lungs when inhaled. Once the chemicals are in the lungs, the chemicals then enter your bloodstream, and your body, then circulates the chemical to your internal organs. As a result of your inhaling chemicals, certain "target" organs can be damaged, destroyed, poisoned. Your nervous system can become depressed. Breathing some toxic chemical can result in paralysis of your breathing center. Common sense tells you that if you smell a chemical, you are probably breathing it in. But no all chemicals can be smelled; often they have no odor or taste.

B. Absorption is the process of the chemical entering your body through the skin. This is very important since skin contact is one of the most frequent forms of entry in the construction industry. Normally, you skin is an excellent barrier for keeping contaminants from entering your body. But if your skin is cut or broken, if your skin's protective oils or cell structure are damaged, or if chemicals you are using aren't stopped by healthy skin, then acids, alkalis, solvents, paints, or even small amounts of solids, can enter the body through these openings.

C. Ingestion or swallowing toxic or hazardous chemical materials is the least common method of entering the body. Except in those jobs where highly toxic materials such as lead, arsenic, or mercury are present, the swallowing of chemicals are rare. When chemicals are present, it is a good idea not to eat or smoke in those areas. Meals, breaks, and smoking should take place in a separate area, and only after a thorough washing of your hands and face. If you snack or use tobacco products during the day, you should be especially aware of the potential for ingesting/swallowing chemicals.

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SOLVENTS/THINNERS

Associated Terms: Acetone, toluene, alcohol, mineral spirits, hexane, methyl ethyl ketone, xylene

Solvents are widely used in the construction industry and particularly in the painting segment. They are used for a variety of purposes, clean up, and indirectly in materials like adhesives, and sealants.

Dry skin and dermatitis can be caused by frequent exposure to the solvents heptane, hexane, and mineral spirits. Overexposure to these solvents can cause depression to the central nervous system, stupor, and/or loss of equilibrium. Finger and toe nerve problems can be cause by exposure to N-hexane.

Overexposure to alcohol solvents like ethanol and methanol can irritate the respiratory system and the eyes, cause nausea and vomiting, headache and drowsiness. Ingestion of methanol can cause blindness.

In general, solvents are flammable. Spark arrestors should be used with portable containers, when storing or transporting. As with other flammables, be aware of the location of the firefighting equipment, and alarms when dispersing solvents. Be sure to use bonding clamp to bond and ground containers. Keep away from open flame and other spark producing activity (such as welding).

Read all labels and follow the direction in the MSDS for the specific solvents you use on the job, know the health warning symptoms, handling and storage directions, the personal protective equipment needed, emergency procedures for fire, leaks or spills and the correct disposal of waste.

In general, if solvents get into the eyes, flush with clean running water for 15 minutes and seek medical attention. If there is skin contact, was the area and seek medical help.

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ADHESIVES/SEALANTS

Associated terms: Acrylic caulking, epoxy, floor adhesives, plastic pipe cement, silicone sealant, super glue, urethane sealant, white glue.

A hazard warning of some type is always on the label of adhesives and sealants. Because of their common use, on and off the job, these warnings are often ignored. These materials can be toxic because of their chemically reactive ingredients or because of the solvent base contained in them for the ease of application.

Adhesives or sealants often contain solvents which can be flammable. Some types of adhesives, like white or wood glue can be an eye or skin irritant. Care should be taken to protect eyes and skin. Storage away from sources of ignition is recommended. "Super Glues" contain cyan acrylic ester, which can cause skin and eye irritation. Epoxy contains epoxy amine resins and polyamide hardeners which can cause skin sensitization, and respiratory tract irritation. Overexposure to epoxy can result in dizziness, drowsiness, nausea, and vomiting.

In cases of prolonged or extremely high exposure, there can be kidney or liver damage. Be sure that the areas where adhesives and sealants are well-ventilated (during application as well as "curing"). Follow all precautions if they must be used in confined spaces. Because of the nature of adhesives and sealants, spills, and leaks must be cleaned up immediately, before hardening occurs (which will make it more difficult to clean up).

Protect yourself from these chemicals by reading and following labels. Wear gloves, use eye protection, and avoid breathing the vapors or mist. Practice good personal hygiene, wash hands and face thoroughly before eating, drinking, and smoking.

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LABELING

The best way to determine the hazards of the produced wastes is to look at the labels and MSDS (material safety data sheets) of the products you use. The label on your container or product is one of your most valuable sources of information. Generally, a container label will supply the following information.

1. The trade name and chemical name of the product;
2. The hazardous components in the product;
3. The manufacturer's name and address;
4. Warning, caution, or anger statements about the hazard associated with the product.
5. First aid procedures for the stated hazards;
6. Instruction for the safe use and handling of the product; and
7. Emergency Contact information.

Read the label of each product or material before you use or handle it. Always read the labels if you have any doubt as to the safe handling practices or health and physical hazards of the material.

If you transport any containers to your jobsite daily, containing thinners, etc., make sure it is labeled properly and sealed correctly while transporting.

Containers typically have the original labeling on the retail container. EverGlow has a color-coded labeling system for solvents and thinners taken to the jobsite in a portable container (safety can).

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MATERIAL SAFETY DATA SHEET (MSDS)

The material safety data sheet is your guide to workplace safety. This basic hazard communication tool gives details on chemical land physical dangers, safety procedures, and emergency response techniques. Everything that's known about the chemical is here. And your employer must have one for every chemical in your workplace.

The MSDS covers:

1. Identity: Who makes it, their address, emergency phone number and data prepared.
2. Hazardous ingredients: You'll find the substance's hazardous parts, chemical ID, and common names.
3. Physical and chemical characteristics: Boiling point, vapor pressure, melting point, evaporation rate, water solubility, and appearance and odor under normal conditions.
4. Physical hazards: Fire and explosion, and ways to handle those hazards, such as firefighting equipment and procedures.
5. Reactivity: Tells you whether the substance is stable – You'll learn which substances and situations to keep away form so it won't react.
6. Health hazards: This section will tell you how the chemical could enter the body, for instance – inhaling, through the skin, or swallowing. Health hazards also covers signs and symptoms of exposure, such as – eye irritation, nausea, dizziness, skin rashes, headache, existing medical conditions that could be aggravated by exposure. You'll find out what type of personal protective equipment to use when handling that particular product.
7. Precautions for safe handling and use: What to do if the substance spills or leaks, how to dispose of the substance, equipment and procedures needed for cleaning up spills and leaks.
8. Instructions how to properly handle and store the substance.

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EMPLOYEE TRAINING

OSHA's HazCom Standard requires that training be provided to employees regarding the hazards associated with the chemicals that the employee may be exposed to in the workplace. Training is provided during the new employee orientation session, and whenever a new potentially hazardous chemical is introduced in the work area.

Training must include:

1. Requirements of the HazCom Standard.
2. Workplace chemical inventory.
3. Potential hazards of chemicals.
4. Location and availability of written HazCom Program.
5. Location and availability of written chemical inventory list.
6. Location and availability of written MSDS.

This training is for all employees - full-time, part-time, temporary, etc.

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