

Chapter 4 HAZARD COMMUNICATION

To enhance our employees' health and safety, Sign Designs, Inc. has developed, implemented, and maintains a hazard communication program as required by the Hazard Communication Regulation (T8 CCR 5194). The hazard communication manager, Production Supervisor, has full authority and responsibility for implementing and maintaining this program. We provide information about the hazardous substances in our workplace, the associated hazards, and the control of these hazards through a comprehensive hazard communication program that includes the elements listed below.

List of hazardous substances

The production manager will prepare and keep current an inventory list of all known hazardous substances present in our workplace. Specific information on each noted hazardous substance can be obtained by reviewing the SDS Sheets.

Proposition 65 list of chemicals

The production manager 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.

Safety data Sheets (SDSs)

Chemical manufacturers are responsible for developing SDSs. The production manager is responsible for obtaining the SDSs for each chemical used, and reviewing them for completeness, and maintaining the data sheet system for Sign Designs, Inc. In the review of incoming data sheets, if new and significant health/safety information becomes available, this new information is passed on **immediately** to the affected employees by additional training sessions, posting of memos, and other means of communication. New SDS copies will be provided within 3 months of the change.

Legible SDS copies for all hazardous substances to which employees of this company may be exposed are kept in the production office under the time clock. SDSs are readily available for review to all employees, their designated representatives, the Assistant Secretary and the Director in their work area and during each work shift. If SDSs are missing or new hazardous substance(s) in use do not have SDSs, or if an SDS is obviously incomplete, please contact the production manager immediately, and a new SDS will be requested from the manufacturer. If we are unable to obtain the SDS from the vendor within 25 calendar days of the request, we will either call our local Cal/OSHA compliance office or write to:

Division of Occupational Safety and Health
Deputy Chief of Health and Engineering Services
P.O. Box 420603
San Francisco, CA 94142-0603

If anyone has a specific question or needs additional information on an SDS, please call the Cal/OSHA Consultation Service at 1-800-963-9424 or the Occupational Health Branch of HESIS at 510-540-3014 (English) or 510-849-5149 (Spanish).

Labels and other forms of warning

Before hazardous substance containers are released to the work area, it is the policy of Sign Designs, Inc. that the production manager will verify that all primary and secondary containers are labeled as follows:

<i>Label Information</i>	<i>Primary Container</i>	<i>Secondary Container</i>
Identity of the hazardous substance(s)	X	X
Applicable hazard warnings	X	X
Name and address of the manufacturer	X	

Each container of hazardous chemicals shall be labeled, tagged or marked with either

- Product identifier
- Signal word
- Hazard statement(s) • Pictogram(s)
- Precautionary statement(s)
- Name, address, and telephone number of the manufacturer, importer, or other responsible party.

OR product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Labels or other forms of warning will be legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift.

Employees are prohibited from removing or defacing labels on incoming containers of hazardous chemicals. The production manager will continuously inspect labels to assure labels are legible and intact.

To address exposures to Proposition 65 Chemicals, the production manager will provide clear and reasonable warnings, in English, to individuals prior to exposure by means of posting signs conspicuously, labeling consumer products, and training employees

If necessary, the production manager will arrange for labels, signs, and other warnings to be printed in other languages in addition to English.

Employee information and training

Sign Designs shall provide employees with effective 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 trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.

Information Employees shall be informed of any operations in their work area where hazardous chemicals are present; and the location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and safety data sheets required by this section.

Training shall include at least:

- 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 employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
- The physical and health hazards of the chemicals in the work area;
- The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and,
- The details of the hazard communication program developed by the employer, including an explanation of the labeling system and the safety data sheet, and how employees can obtain and use the appropriate hazard information.

Employees are to attend a health and safety training session set up by the production manager prior to starting work. Documentation of safety and health training for each employee, including employee name, training dates, type(s) of training, and training providers will be prepared for each training session. This documentation shall be maintained for at least one (1) year. This training session will provide information on the following:

- The requirements of the hazard communication regulation, including the employees' rights under the regulation
- The location and availability of the written communication program, and a listing of chemicals and SDS Sheets
- Any operation in their work area, including non-routine tasks, where hazardous substances or Proposition 65 carcinogens/reproductive toxins are present and exposures are likely to occur
- Methods and observation techniques used to determine the presence or release of hazardous substances by use of observation, visual appearance and odor
- How to read labels and review SDSs to obtain hazard information.
- Physical and health effects of the hazardous substances.
- Symptoms of overexposure
- Measures employees need to put into practice to reduce or prevent exposure to these hazardous substances by engineering controls, work practices, and use of personal protective equipment
- Emergency and first-aid procedures to follow if employees are exposed to hazardous substances
- The location and interpretation, if needed, of warning signs or placards to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace

Employees will receive additional training when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer's work site.

Hazardous non-routine tasks

Periodically, our employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, affected employees will be given information by their supervisor on hazards to which they may be exposed during such an activity.

This information will cover:

- Specific hazards
- Measures that Sign Designs, Inc. has taken to reduce the risk of these hazards, such as providing ventilation, ensuring the presence of another employee, providing a respiratory protection program, and establishing emergency procedures
- Required protective/safety measures

Sign Designs, Inc. uses no chemical or gas carrying pipes other than normal utility services.

Occasional Substance Inventory

HAZARDOUS MATERIAL	SDS	WORK AREA	SHORT AND LONG-TERM EFFECTS	PPE
Acetone	Yes	Paint, Letter Fab, Plex	Irritation of the throat, headache, weakness in the legs and a feeling of drunkenness.	Eye Protection, Gloves, Ventilation, Respirators
Acrylic	Yes	Paint	Irritation of the skin, eyes and respiratory tract coughing, wheezing, laryngitis, shortness of breath, headache nausea and vomiting.	Eye Protection, Gloves, Ventilation, Respirators
Aliphatic Hydrocarbon	Yes	Paint	Developmental.	Eye Protection, Gloves, Ventilation, Respirators
Aliphatic Petroleum Distillate	Yes	Paint	Overexposure may result in headache, dizziness, fatigue, nausea, convulsions, and loss of consciousness. Anorexia and nervousness.	Eye Protection, Gloves, Ventilation, Respirators
Argon/Neon	Yes	Paint, Letter Fab	Disturbed respiration, abnormal fatigue, emotional upsets, nausea, vomiting and inability to move freely	Eye Protection, Gloves, Ventilation, Respirators
Aromatic Petroleum Distillate	Yes	Paint	Lung disease	Eye Protection, Gloves, Ventilation, Respirators
Benzene	Yes	Paint, Letter Fab, Plex	May cause acute Leukemia.	Eye Protection, Gloves, Ventilation, Respirators
Butyl Benzyl Phthalate	Yes	Paint, Letter Fab,	No known effects.	Eye Protection, Gloves, Ventilation, Respirators
Calcium Carbonate	Yes	Paint	This is an antacid, side effects if overdose are: vomiting, fatigue, and loss of appetite.	Eye Protection, Gloves, Ventilation, Respirators
Chromium	Yes	Metal, Letter Fab	Developmental, and cancerous.	Eye Protection, Gloves, Ventilation, Respirators
Ethanol	Yes	Plex	Can cause loss of motor nerve control shallow respiration and, in extreme cases, unconsciousness and even death.	Eye Protection, Gloves, Ventilation, Respirators

Ethelene Glycol and Propylene Glycol	Yes	Paint	Drowsiness, slurred speech may be fatal, effects seen were coma, delirium, convulsive seizures and loss of reflexes, can be fatal.	Eye Protection, Gloves, Ventilation, Respirators
Ethybenzene	Yes	Paint	Throat irritation and chest constriction, irritation of the eyes, and neurological effects such as dizziness.	Eye Protection, Gloves, Ventilation, Respirators
Helium	Yes	Metal, Paint, Letter Fab, Neon, Plex	Dizzy and lightheaded.	Eye Protection, Gloves, Ventilation, Respirators
Isohexene	Yes	Metal	Respiratory tract irritation, skin irritation, eye irritation, central nervous system depression.	Eye Protection, Gloves, Ventilation, Respirators
Magnesium Carbonate	Yes	Paint	Central nervous system depression.	Eye Protection, Gloves, Ventilation, Respirators
Mercury	Yes	Neon	Chills, metallic taste, mouth sores, swollen gums, nausea, vomiting, abdominal pain, diarrhea, headache, weakness, confusion, shortness of breath, cough, chest tightness, bronchitis, pneumonia and kidney damage.	Eye Protection, Gloves, Ventilation, Respirators
Methanol	Yes	Letter Fab, Plex	Irritation, rash	Eye Protection, Gloves, Ventilation, Respirators
Methyl Ethyl Keytone	Yes	Letter Fab	Irritation of the eyes, skin and nose, headaches, dizziness and vomiting	Eye Protection, Gloves, Ventilation, Respirators
Methyl Methacrylate Monomer	Yes	Plex	Irritation, Allergic Reaction.	Eye Protection, Gloves, Ventilation, Respirators
Methylenechloride	Yes	Paint	Headaches, dizziness, nausea, and memory loss, minimal chance of cancer.	Eye Protection, Gloves, Ventilation, Respirators
N-Hexane	Yes	Metal-Belt Dressing	Numbness in the extremities, muscular weakness, blurred vision, headache, and fatigue.	Eye Protection, Gloves, Ventilation, Respirators
Nickle	Yes	Metal, Letter Fab	Damage to the lungs and kidneys, may cause cancer.	Eye Protection, Gloves, Ventilation, Respirators
Propane	Yes	Yard	Nausea, vomiting, irregular heart beat, suffocating, convulsions, coma.	Eye Protection, Gloves, Ventilation, Respirators
Silica	Yes	Paint	Can cause silicosis (lung disease) shortness of breath and coughing.	Eye Protection, Gloves, Ventilation, Respirators
Talc	Yes	Paint	May cause fever, moderate pain, or cancer.	Eye Protection, Gloves, Ventilation, Respirators

Titanium Dioxide	Yes	Letter Fab, Plex	No known effects.	Eye Protection, Gloves, Ventilation, Respirators
Toulene	Yes	Letter Fab, Paint	Causes changes in Liver and kidneys, erosion of the nose, degeneration of respiratory tract skin. Chronic abuse causes damage to the brain in the cerebral area and causes brain stem atrophy. Causes reproductive toxicity.	Eye Protection, Gloves, Ventilation, Respirators
Trichloroethylene	Yes	Plex	May cause chemical burns to tissue choking, coughing, dizziness, weakness, or swelling of the throat and lungs.	Eye Protection, Gloves, Ventilation, Respirators
Trichloroethylene	Yes	Paint	Chronic, long-term exposure to welding fumes may lead to serious pulmonary function problems.	Eye Protection, Gloves, Ventilation, Respirators
Xylene	Yes	Letter Fab, Paint	Can cause irritation of the skin, eyes, nose, and throat; difficulty in breathing; problems with the lungs; delayed reaction time; memory difficulties; stomach discomfort; and possibly changes in the liver and kidneys.	Eye Protection, Gloves, Ventilation, Respirators
Zinc Oxide	Yes	Paint	Risk of premature aging, even early failure, of varistors exposed to swells.	Eye Protection, Gloves, Ventilation, Respirators

Note: Each paint has different chemical ingredients. A complete library of SDS sheets are on-hand for each type of paint. There are no Prop 65 Chemicals in these paints. Employees MUST review the SDS sheets for proper usage and protection prior to using the product.

Informing contractors

To ensure that outside contractors work safely in our facility and to protect our employees from chemicals used by outside contractors, the production manager is responsible for giving and receiving the following information from contractors:

- hazardous substances, including Proposition 65 chemicals, to which they may be exposed while on the job site as well as substances they will be bringing into the workplace. (To this end, we will provide contractors with information on our labeling system and access to SDSs.)
- Precautions and protective measures the employees may take to minimize the possibility of exposure

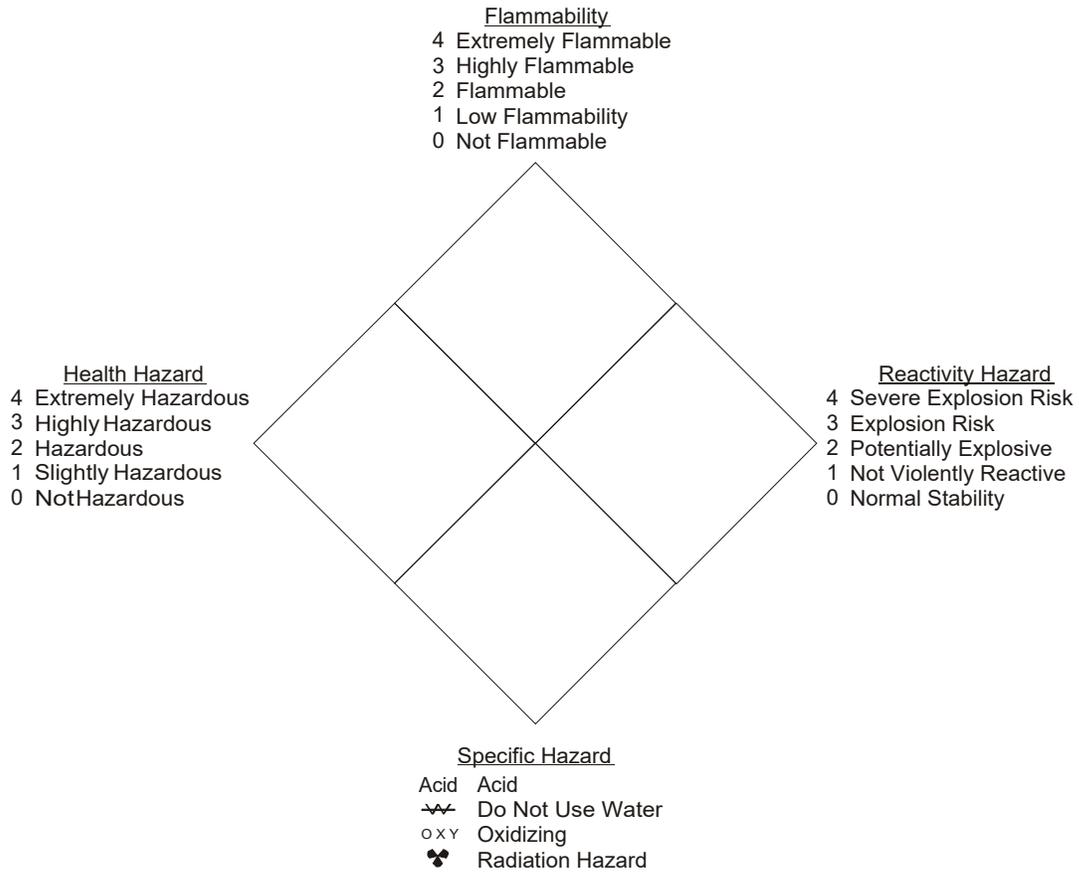
Installation and Service Crews

Sign Designs, Inc. installation and service crews may carry some hazardous substances for work on the job site that may expose employees of other employer(s) to certain hazards. Employees are to properly store chemicals in locked bins on trucks.

A copy of this plan and any SDS sheet for chemicals being carried will be located on each truck, and available for review by other employers. The on-site supervisor must inform the other employer prior to the use of any hazardous substance, and instruct the other employer on protective measures needed and the labeling system.

Sign Designs, Inc. shall make the written hazard communication program available, upon request, to employees, their designated representatives, the Assistant Secretary and the Director, in accordance with the requirements of 29 CFR 1910.1020 (e). If anyone has questions about this plan please contact the President. Our plan will be maintained by the production manager to ensure that the policies are carried out and the plan is effective.

Hazardous Materials Labeling



OUR PROCEDURES FOR IDENTIFYING AND EVALUATING WORK PLACE HAZARDS:

- D. Management and employees are encouraged to communicate any unsafe act, condition or hazard involving the company, it's management and employees.

- E. All employees are encouraged to communicate any unsafe act, condition or hazard, anonymously or otherwise, through verbal communication, written communication and / or communicating the condition by depositing the written information in the "Employee Suggestion Box". No employee will be reprimanded or penalized for notifying the company, it's management, or any employee of an unsafe act, condition or hazard.

- F. Job Hazard Analysis:
 - 1. Our company will endeavor to provide a procedural guide to identify each individual work station / operation, describe the function of that work station / operation, identify the safety risk involved in that work station/operation, the probable cause of injuries resulting in safety risk and the preventative measures that should be taken when working with each work station / operation.
 - 2. Each employee will be familiarized with the work station / operation procedural guide and encouraged to make recommendations for the improvement of the guide.
 - 3. Workstation/Operation Procedural Guide: Please refer to the work station / operation safe procedural guides for this company that follows.

- G. Schedule and Periodic Inspections:
 - 1. All premises, equipment and operations will be visually inspected and observed by all employees for continuing safe operations.
 - 2. Employees, as designated by the Safety Director, will complete a written safety checklist on no less than a monthly basis and more frequently where so designated for each work station / operation.
 - 3. Periodic inspections will be made by management where conditions, losses or other needs dictate.