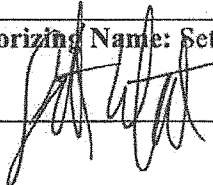


## Administrative and Service Environment (ASE)

Access Alaska, Inc. Policy and Procedures Manual  Organization-Wide	<b>SUBJECT: Hazard Communications</b>		
	<b>Applicable to:</b> All Access Alaska Sites	<b>Version:</b> v.1	<b>Total Pages:</b> 1 of 3
	<b>Policy location:</b>		
	<b>BOD Approval Date:</b> 8/21/19	<b>BOD Authorizing Name:</b> Seth Whitten <b>Signature:</b> 	
	<b>Replaces policy signed:</b> n/a <b>Effective Date:</b>		

### Purpose:

To ensure that information about the dangers of all hazardous chemicals is known by all affected employees, the following hazardous information policy and procedure has been established. Under this policy, you will be informed of the contents of the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

### Policy:

This policy applies to all work operations where staff or employees of Access Alaska, Inc. may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All departments of Access Alaska, Inc. will follow the policy and procedures set forth in the Hazard Communication Policy & Procedures.

Copies of the Hazard Communication Policy & Procedure are available in the Access Alaska, Inc. Policy & Procedures online database for review by any interested employee.

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

It is the policy of Access Alaska to safeguard the health and safety of its personnel, and the individuals and families it serves by providing information related to all hazardous chemicals for all employees, consumers, and visitors. This policy covers the use and storage of hazardous chemicals, and it applies to employees, contracted employees, volunteers and non-employee visitors of Access Alaska.

### Legal and Other References:

Access Alaska's Consumer Intervention Policy and Procedures, Access Alaska's IL and CDPCS Safety Protocols, and Access Alaska's Critical Incident Reporting Policy and Procedures

**Related COA Standards:** ASE 4, ASE 6, ASE 7

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**Procedure:**

<b>Hazard Communications</b>	<b>Version: DRAFT</b>	Effective Date:
	Authorizing Name: Signature:	

1. Staff will verify that all cleaning products or chemicals received for use will be clearly labeled with the
  - a. 1) Product identifier
  - b. 2) Signal word
  - c. 3) Hazard statement(s)
  - d. 4) Pictogram(s)
  - e. 5) Precautionary statement(s)
  - f. 6) Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.
2. Department managers are responsible for establishing and monitoring the material safety data sheets (SDS). Department managers will ensure that procedures are developed to obtain the necessary SDS and/or and will review incoming SDSs for new or significant health and safety information. Department managers will see that any new information is communicated to affected employees.
  - a. Copies of SDS for all hazardous chemicals can be found online at <http://www.ehso.com/msds.php>
  - b. SDS will be readily available to all employees through smart phone access or in print at Access Alaska, Inc. offices.
3. The Southcentral Operations Manager, in collaboration with department directors is responsible for the Hazard Communication Policy & Procedures and will ensure that all policy requirements are maintained.

4. All staff who work with or are potentially exposed to hazardous chemicals will receive training on the Hazard Communication Policy & Procedures prior to starting work. In addition, the following elements will also be included in the initial training:
  - a. An overview of the OSHA hazard communication standard
  - b. Any operations in their work area where hazardous chemicals are present;
  - c. 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.
  - d. 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.);
  - e. 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;
  - f. 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,
  - g. The details of the hazard communication program developed by the employer, including an explanation of the labels received on shipped containers and the workplace labeling system used by their employer; the safety data sheet, including the order of information and how employees can obtain and use the appropriate hazard information.
5. All staff required to perform non-routine tasks that are deemed hazardous will be given information by their department manager regarding the possibility of encountering hazardous chemicals when performing the non-routine task. This information includes:
  - a. Specific chemical hazards
  - b. Protective and safety measures staff should use
  - c. Steps Access Alaska, Inc. is taking to reduce the hazards
6. It is the responsibility of the local office manager or designee to provide staff and employees of contractors with information and suggested precautions regarding hazardous chemicals that their employees may be exposed to when working in areas owned or leased by Access Alaska, Inc.
  - a. Employees and staff of contractors will be provided SDS's for hazardous chemicals upon request.
7. A list of all known hazardous chemicals used by staff of Access Alaska, Inc. is attached to this policy & procedure. This list includes the trade name of the chemical ("Formula 409" or "Clorox bleach", for example) and the work area in which the chemical is used. Further information can be found on the SDS, which can be located at <http://www.ehso.com/msds.php>