

**COLUMBIA** *Construction Services*<sup>™</sup>

24000 Harper Avenue  
St. Clair Shores, MI 48080-1452

**SAFETY AND LOSS CONTROL  
PROGRAM**

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# **COLUMBIA CONSTRUCTION SERVICES' SAFETY POLICY**

SAFETY AND ACCIDENT PREVENTION IS EVERYONE'S RESPONSIBILITY. EACH EMPLOYEE IS EXPECTED TO FOLLOW ALL COMPANY RULES AND TO PERFORM THEIR WORK IN A SAFE MANNER. EACH SUPERVISOR AND FOREMAN IS RESPONSIBLE FOR SAFETY, IMPLEMENTING **COLUMBIA CONSTRUCTION SERVICES'** SAFETY PROGRAM AND TRAINING EMPLOYEES IN SAFE WORK PROCEDURES. THE SUPERINTENDENT/FOREMAN HAS THE OVERALL RESPONSIBILITY FOR SAFETY AT EACH LOCATION. MR. MARK S. PROVENZANO HAS THE CORPORATE RESPONSIBILITY AND AUTHORITY FOR SAFETY AND ACCIDENT PREVENTION. THE COMPANY'S POLICY IS TO PROVIDE A SAFE AND HEALTHY PLACE OF EMPLOYMENT FOR EVERY EMPLOYEE AND TO ABIDE BY ACCIDENT PREVENTION REGULATIONS SET FORTH BY THE FEDERAL, STATE AND LOCAL GOVERNMENTS.

**COLUMBIA CONSTRUCTION SERVICES™** IS SINCERELY INTERESTED IN THE SAFETY AND WELFARE OF OUR EMPLOYEES. ACCIDENT PREVENTION IS ESSENTIAL IN MAINTAINING AN EFFICIENT OPERATION.

IT IS OUR POLICY THAT OUR SAFETY RULES SHOULD BE STRICTLY OBSERVED AT ALL TIMES. ALTHOUGH THESE RULES ARE CONSIDERED TO BE VERY IMPORTANT, IT IS IMPOSSIBLE TO PUBLISH A RULE TO COVER EVERY CIRCUMSTANCE. IF A RULE THAT MIGHT COVER A SPECIFIC HAZARDOUS CONDITION HAS BEEN OMITTED, IT SHALL BE NO EXCUSE FOR DISREGARD OF COMMON SENSE IN THE PERFORMANCE OF YOUR WORK.

THE POSSESSION OR CONSUMPTION OF ALCOHOL, DRUGS OR ANY CONTROL SUBSTANCE IS AGAINST POLICY AND VIOLATORS ARE SUBJECT TO DISMISSAL. **COLUMBIA CONSTRUCTION SERVICES™** WILL ASSIST AN EMPLOYEE TO FIND A SUITABLE TREATMENT FACILITY IF A PROBLEM IS DISCUSSED WITH THEIR SUPERINTENDENT.

EACH EMPLOYEE IS URGED TO COOPERATE FULLY WITH THIS POLICY. ABUSE OR A DISREGARD OF THIS POLICY IS A VIOLATION OF POLICY AND WILL BE TREATED ACCORDINGLY. REMEMBER, YOUR HELP IN PREVENTING ACCIDENTS AND INJURIES BENEFITS YOU AND YOUR FELLOW EMPLOYEES; WE SHOULD ALL STRIVE FOR A RECORD OF ZERO ACCIDENTS.

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President

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Date

## **ASSIGNMENT OF RESPONSIBILITIES:**

### Company Management

Has overall responsibility for the company's safety program and regularly reaffirms support for loss control activities.

Insures that all employees are informed of top management's commitment to safety and the abidance of all federal, state, and local regulations.

Establishes company safety rules and programs, and provides supervision with the backing, training and funds to implement these rules and programs.

### Safety Coordinator

Responsible for implementation and monitoring the safety program.

Reviews and maintains current copy of all applicable Federal, State, and local safety and health regulations.

Implements and monitors safety training programs and provides safety materials as needed.

Assists site supervision in accident investigation and recommends controls to prevent a reoccurrence.

Assures proper notification in the event of an accident.

### Supervisors / Foremen

Responsible for the safety of their employees and oversees the compliance with the safety program and applicable state, federal, and local regulations.

Arranges for prompt medical attention in case of an injury and provides a through written investigative report with recommendations to prevent a reoccurrence.

### Employees

Responsible for learning and abiding by the rules and regulations which are applicable to their assigned tasks.

Perform their functions in the safest possible manner and encourage co-workers to do likewise.

## **EMPLOYEE PLACEMENT:**

An Employee Questionnaire will be completed on each applicant for employment prior to placing on the payroll. (Form 1)

The applicant will be interviewed by a **COLUMBIA CONSTRUCTION SERVICES'** supervisor that is familiar with the physical and mental requirements for the job. Areas that include prior employment, health record, prior job injuries, and illness will be discussed to assist in determining applicant's capabilities for performing the job. Notes on the discussion can be recorded on the back of the Employee Questionnaire.

Where possible to do so, telephone reference checks will be made with at least two prior employers.

On employees that will drive a company vehicle or drive their own vehicle and pull the company trailer, a current, valid driver's license is required. The driver's license number and expiration date will be recorded in the employee's file.

A Motor Vehicle Record (MVR) check will be made on the employees described above at the time of employment and at least every two years thereafter. When the MVR shows accidents or violations, the employee's supervisor will counsel this employee to promote a better driving record.

### **INDOCTRINATION & TRAINING:**

When a new employee is hired, indoctrination training of the employee will be done by the Superintendent to cover such area as: company safety rules and procedures, personal protective equipment that is required on the job, what the company expects from the employee, and **COLUMBIA CONSTRUCTION SERVICES'** Hazard Communication Program to outline any exposures and how to protect against an exposure potential. The same type of training will be completed at any time that new materials used in the operations offer any new exposure potential.

New Employees - The Job Superintendent is responsible for training a new employee in job expectations, safety rules and procedures, personal protective equipment required on the job and the Company's Hazard Communication Program. When the later training is completed, the Superintendent will give the employee a copy of the employee handout on Hazard Communication then complete the Hazard Communication Training Certificate, and send to the office to be retained.

### **ACCIDENT REPORTING AND DISCUSSIONS:**

An employee should report any accident or injury, regardless of how minor, to the Job Superintendent.

All inquiries concerning an incident/accident/injury/property damage should be referred to the Superintendent. The employee should make no comments, provide no details, or express any opinion as to the cause of the incident, who was at fault, responsibility for, or any intent of the company regarding the incident

The Superintendent will investigate any personal injury accident, property damage claim or vehicle accident associated with the job and will complete an Accident Investigation Report. The purpose of this investigation is to assist in preventing this type of mishap in the future. The employee will cooperate fully with the Superintendent in this investigation.

## **ACCIDENT INVESTIGATION**

Every personal injury accident or illness, property damage, and vehicle accident will be investigated by the Superintendent or the Supervisor in charge of the operation. The investigation will be recorded on the ACCIDENT INVESTIGATION REPORT. Every report will be reviewed by Mr. Mark S. Provenzano. Personal injury or illness will be recorded on OSHA Log 200. The completed Accident Investigation Reports will be review during the monthly Supervisory Safety Meetings.

## **PERSONAL PROTECTIVE EQUIPMENT:**

Hard Hats –All employees are required to wear a hard hat on every job site at all times.

Eye Protection - All employees are required to wear safety glasses on the job site at all times.

Fall Protection – All employees exposed to falls over 10ft are required to be trained and use proper fall protection.

Hand Protection - All employees involved in operations exposing hands to cuts, chemicals, burns, etc. are required to wear gloves.

Rubber Boots - Employees involved in operations exposing the feet/legs to such hazards as concrete burns during placing uncured concrete are required to wear rubber boots in good condition.

Other - Specific jobs may cause the need for other personal protective equipment. When this occurs, the employee is expected to utilize this equipment. It is the Job Superintendent's responsibility to see that equipment in use be appropriate and in good condition.

## **SAFETY RULES AND PROCEDURES:**

The safety rules and procedures are developed to assist in achieving job safety by having no employee accidents. Some of the rules are OSHA requirements. For these reason, every employee is expected to abide by the safety rules and procedures at all times.

### **GENERAL:**

Employees must follow the safety policy, rules and procedures established by **COLUMBIA CONSTRUCTION SERVICES™**. Violations may result in disciplinary action, which could include termination.

Employees should report any equipment or condition considered to be unsafe, as well as what they consider to be unsafe work practices. This type of information should be reported to the Superintendent or to the person in charge of the job.

Be courteous. Avoid distracting others as distractions may cause or contribute to accidents. Do not engage in horseplay on the job.

When lifting, bend your knees, grasp the load firmly, and then raise the load with your legs, keeping the back as straight as possible. Don't twist body with a load, move your feet. **GET HELP for HEAVY LOADS.**

When in doubt about the safety of a situation that is out of the norm, contact the Superintendent to find the proper procedure.

Good housekeeping practices improve the safety for everyone. When you create clutter, clean it up. When clutter is left in the work area by someone else, clean it up and report this to the Superintendent.

The possession or consumption of alcohol, drugs or any control substance is against policy and violators are subject to dismissal.

## **SAFETY MEETINGS AND TRAINING**

The Job Superintendent is responsible for providing indoctrination and safety training for all new employees. This training will include: company safety rules and procedures, required personal protective equipment and the **COLUMBIA CONSTRUCTION SERVICES's** Hazard Communication Program. Employees will be provided with a copy of the Safety Rules and Procedures and the employee handout on the Hazard Communication Program.

Job Site Safety Meetings - The Superintendent will conduct an on-the-job safety meeting each Monday. The meeting should last no longer than fifteen minutes. Topics for the meetings should be timely and may include: accidents/injuries/near misses and what needs to be done to prevent accidents from reoccurring; review of safety rules not being followed; proper use and care of personal protective equipment; input from employees on how job safety can be improved; new products/methods being used; safer methods to utilize on the job; and other appropriate topics. The Superintendent will record the meeting as to topics discussed, date, and attendance by obtaining employee signatures. The original should be sent to the main office with a copy retained with the job documents. All employees are expected to attend and participate in the weekly job safety meetings. Areas that concern safety on the job should be brought forward during these meetings

Supervisory Safety Meetings - Top management will plan and arrange for meetings to be held once each month. Top management and all supervisors will attend and participate in this meeting to review jobsite accidents, near misses, required training, unsafe conditions/acts noted on safety inspections, etc.

### **VEHICLE OPERATIONS:**

Employees driving company vehicles, their personal vehicle on company business must have a current driver's license and an acceptable driving record. Employees driving their personal vehicle on company business must provide proof of liability insurance to **COLUMBIA CONSTRUCTION SERVICES™**.

When driving a company vehicle or their personal vehicle on company business, all traffic laws must be obeyed and driver and any passengers in the front seat must wear a seat belt.

### **SAFETY INSPECTIONS:**

The Job Superintendent will complete an inspection from a safety standpoint at the start of each new job and on Monday morning of on-going jobs. Areas to check would include, but should not be limited to, proper tools on the job site to do the job safely, any unusual hazards, such as stumbling hazards or fall exposure, any overhead objects that could fall on, any special personal protective equipment needed or special procedures due to job location, areas-operations known to have contributed to employee accidents in the past, and other items that may be peculiar to the job or location. The results of each internal inspection will be recorded on the **JOB SITE INSPECTION FORM**.

# **COLUMBIA CONSTRUCTION SERVICES’ HAZARD COMMUNICATION PROGRAM**

## GENERAL INFORMATION

In order to comply with 29 CFR 1926.59, Hazard Communication, the following written Hazard Communication Program has been established by **COLUMBIA CONSTRUCTION SERVICES™**. All work units of the company are included within this program. The written program will be available in the office, located at 24000 Harper Avenue, St. Clair Shores, MI 48080-1452 and through a superintendent for review by any interested employee. Mr. Mark S. Provenzano or the Safety Coordinator is responsible for the implementation and ongoing compliance with the program.

## EMPLOYEE TRAINING AND INFORMATION

The Job Superintendent is responsible for the employee training program. He will ensure that all elements specified below are carried out.

Prior to starting work each new employee of **COLUMBIA CONSTRUCTION SERVICES™** will attend a health and safety orientation and will receive information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Chemicals present in their workplace operations
- Location and availability of our written hazard communication program,
- Physical and health effects of the hazardous chemicals.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- Steps **COLUMBIA CONSTRUCTION SERVICES™** has taken to lessen or prevent exposure to these chemicals.
- Emergency procedures to follow if they are exposed to these chemicals.
- How to read labels and review MSDS's to obtain appropriate hazard information.

After attending appropriate training, each employee will sign a form to verify that they received and understood the training, procedures and policies within **COLUMBIA CONSTRUCTION SERVICES’** Hazard Communication Program

Prior to a new chemical hazard being introduced into any section of this company, each employee of that section will be given information as outlined above. Mr. Mark S. Provenzano and/or the Job Superintendent is responsible for ensuring that MSDS on the new chemicals are available.

## Written Hazard Communication Program

It is the policy of **COLUMBIA CONSTRUCTION SERVICES™**, that the first consideration in the performance of work shall be the protection of the safety and health of all employees. The company has developed this Hazard Communication Program to ensure that all employees receive adequate information relevant to the possible hazards that may be involved with the various hazardous substances used in the company's operations and processes. The following program outlines how we will accomplish this objective.

### SCOPE

This policy covers all potential workplace exposures involving hazardous substances as defined by federal, state and local regulations.

### HAZARD DETERMINATION

The company does not intend to evaluate any of the hazardous substances purchased from suppliers and/or manufacturers but have chosen to rely upon the evaluation performed by the suppliers or by the manufacturers of the substances to satisfy the requirements for hazard determination.

### CONTAINER LABELING

No container or hazardous substances will be released for use unless the container is correctly labeled and the label is legible.

All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders, reaction vessels, storage tanks, or the like will be checked by the receiving department to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be quarantined until a new label has been installed.

The label must contain the chemical name of the contents, the appropriate hazard warnings, and the name and address of the manufacturer, and any other information required.

All secondary containers shall be labeled. The information must include details of all chemicals that are in the referenced container.

### MATERIAL SAFETY DATA SHEETS (MSDS)

Each location must maintain a master MSDS file as well as a department-specific file. These Material Safety Data Sheets are available to all employees, at all times, upon request.

The Safety Committee or a designee will be responsible for reviewing all incoming MSDSs for new and significant health/safety information (the company will ensure that any new information is passed on to the employees involved).

The Safety Coordinator or designee will review all incoming MSDSs for completeness. If any MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer or distributor. OSHA is to be notified if the manufacturer or distributor will not supply the MSDS or if it is not received after 30 days from request. Any new information will be passed on to employees involved.

New materials will not be introduced into the work area until an MSDS has been received.

The purchasing department will make it an ongoing part of its function to obtain MSDSs for all new materials when they are first ordered.

The safety coordinator or his or her designee shall coordinate with appropriate departments to make sure all MSDSs are obtained, distributed and communicated.

### LIST OF HAZARDOUS SUBSTANCES

Each company should compile, annually review, and update as necessary a complete inventory of all substances present in that facility. The name of those materials determined to be hazardous are defined in applicable federal and state standards.

### EMPLOYEE INFORMATION AND TRAINING

All employees will attend an orientation meeting for information and training on the following items prior to starting work with hazardous substances; (Training CHECKLIST is to be completed and kept on file.)

An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.

Information on where hazardous substances are present in their work areas.

Information regarding the use of hazardous substances in their specific work areas.

The location and availability of the written Hazard Communication Program. A copy of the program will be given to all employees during the orientation meeting. Subsequent to this, the program will be available from managers and also from the office.

The physical and health aspects of the substances in use.

Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.

The controls, work practices and personal protective equipment that are available for protection against possible exposure.

Emergency and first aid procedures to follow if employees are exposed to hazardous substances.

How to read labels and material safety data sheets to obtain the appropriate hazard information.

Refresher training shall be conducted annually.

It is most important that all of our employees understand the information given in the orientation meetings. Questions regarding this information should be directed to the Safety Coordinator.

When new substances are introduced into the workplace the department manager will review the above items with you as they are related to the new materials. The department manager will relay all the above information to new employees who will be working with hazardous substances, prior to their starting work. An Acknowledgment Statement is to be completed by each employee receiving this information and training. These are to be kept on file in the human resources department.

NON-ROUTINE TASKS

Infrequently, employees may be required to perform non-routine tasks that involve the use of hazardous substances. Prior to starting work on such projects, each involved employee will be given information by his or her supervisor about hazards to which they may be exposed during such an activity.

This information will include:

The specific hazards.

Protective/safety measures that must be utilized.

The measures the company has taken to lessen the hazards, including special ventilation, respirators, and the presence of another employee, air sample readings, and emergency procedures.

PLAN ADMINISTRATION

This Hazard Communication program will be monitored by the Safety Coordinator.

Questions regarding this program should be directed to the Safety Coordinator.

Signature \_\_\_\_\_

\*Title \_\_\_\_\_

Date \_\_\_\_\_

\*This document must be approved and signed by the senior executive on site.

## MSDS INFORMATION

OSHA rules outline the content, but not the exact form, of every Material Safety Data Sheet. Here is what OSHA requires each data sheet to contain:

- **IDENTITY.** The data sheet must contain the name of the chemicals found on the label. In addition, subject to deletion of legitimate trade secrets, it must give the chemical and common name of the substance. If the substance is a mixture and has not been tested as such, the data sheet must give the name of each hazardous constituent.
- **CHARACTERISTICS.** The data sheet must recite the physical and chemical characteristics of the chemical, such as vapor pressure, flash point, etc.
- **PHYSICAL HAZARDS.** Any potential for fire, explosion or reaction must be included in the data sheet.
- **HEALTH HAZARDS.** Signs and symptoms of exposure must be entered, as must all medical conditions that are likely to be aggravated by exposure.
- **ROUTES OF ENTRY.** The data sheet must specify whether the chemical typically enters the system by ingestion, inhalation, dermal exposure or some other route.
- **EXPOSURE LIMITS.** If OSHA has established an exposure limit for the chemical, or if a Threshold Limit Value has been established by the American Conference of Governmental Industrial Hygienists, these must be entered on the data sheet, as must any exposure limit used by the authority preparing the data sheet.
- **CARCINOGENS.** The data sheet must indicate whether the chemical is listed as a carcinogen by the National Toxicology Program, by OSHA, or by the International Agency for Research in Cancer.
- **USE AND HANDLING.** The data sheet must recite any general applicable precautions for safe handling and use that are known to the firm preparing the data sheet, including hygiene practices, protective measures during repair and maintenance of contaminated equipment and procedures for clean-up of spills and leaks. Industrial chemical consumers often might add site-specific procedures to the more general information offered by the chemical manufacturer.
- **EXPOSURE CONTROLS.** The data sheet must include a description of special procedures to be employed in emergencies, as well as a description of appropriate first aid.
- **DATES.** The sheet must bear the date of its preparation or of its latest revision.
- **INFORMATION SOURCE.** Finally, the sheet must recite the name, address and telephone number of the person who prepared the data sheet or of some other person who can provide additional information relating to the chemical, such as citations to scientific literature or specialized emergency procedures.

## MANAGER TRAINING OF EMPLOYEE CHECKLIST

Has the employee been informed of and trained in the following:

	<b>YES</b>	<b>NO</b>
1. <u>Information:</u> Has the employee been informed of the following?		
The requirements of this section.	_____	_____
Any operation in the work area where hazardous substances are present.	_____	_____
The location of the written Hazard Communication Program.	_____	_____
Availability of the written program.	_____	_____
Location and availability of hazardous substances list(s).	_____	_____
Location and availability of Material Safety Data Sheets.	_____	_____
2. <u>Training:</u> Has the employee been trained in the following?		
Methods and observations that may be used to detect the presence or release of hazardous substances in the work areas.	_____	_____
The physical and health hazards of the substances in the work areas.	_____	_____
How employees can protect themselves from these hazards.	_____	_____
Procedures the employer has implemented for employee protection.	_____	_____
Appropriate work practices.	_____	_____
Emergency procedures.	_____	_____
Personal protective equipment to be used.	_____	_____
Explanation of labeling systems.	_____	_____
Explanation of material safety data sheets.	_____	_____
How employees can obtain and use appropriate hazard information.	_____	_____
Personal hygiene when working with substances.	_____	_____
General first aid for contact with hazardous substances.	_____	_____

\_\_\_\_\_  
Employee Signature, Date

\_\_\_\_\_  
Manager's Signature, Date

**REQUEST FOR MATERIAL SAFETY DATA SHEETS**

Date of Request \_\_\_\_\_  
Department \_\_\_\_\_  
To \_\_\_\_\_  
From \_\_\_\_\_

I hereby request that I be given the Material Safety Data Sheets on the following hazardous substance(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Received \_\_\_\_\_  
Acknowledge \_\_\_\_\_ (Requesting Employee)  
Department Manager \_\_\_\_\_  
Date \_\_\_\_\_

cc: Corporate Safety Department

# PROGRAM/TRAINING DOCUMENT

## TRAINING ACKNOWLEDGMENT

I have received information on the Hazard Communication Standard 29 CFR 1910.1200 or the appropriate state standard and understand how to interpret and to use the labeling systems and Material Safety Data Sheets (MSDSs) that are in use and accessible to me in my work area. I agree to observe and follow the safe work practices as presented to me in the training sessions I attended on \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The above named employee has been informed and instructed by \_\_\_\_\_ work practices, chemical hazards recognition, interpretation and use of chemical labels, MSDSs, the CFR 29, 1910.1200 (e) or appropriate state standard and the location at which these items are accessible to the employee.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

## EXPLANATION OF TERMS USED ON MATERIAL SAFETY DATA SHEETS

### SECTION I

**Chemical Name and Synonyms**—The product identification. The chemical or generic name of single elements and compounds.

**Trade Names and Synonyms**—The name under which the product is marketed and the common commercial name of the product.

**Chemical Family**—Refers to a grouping of chemicals that behave and react with other chemicals in a similar manner.

**Formula**—The chemical formula or single elements or compounds.

**CAS Number**—The Chemical Abstracts Service number, if applicable.

**EPA**—The code number assigned by the Environmental Protection Agency, if applicable.

**DOT Classification**—The appropriate classification as determined by the regulations of the Office of Hazard Material, Department of Transportation.

### SECTION II

**Hazardous Ingredients**—The major components as well as any minor one(s) having potential for harm that are considered when evaluating the product.

**TLV**—Threshold Limit Value (TLV) indicates the permissible exposure concentration, a limit established by a government regulatory agency, or an estimate if none has been established.

### SECTION III

#### **Physical Data**

**Boiling Point (°F)**—The temperature in degrees fahrenheit at which the substances will boil.

**Vapor Pressure**—The pressure of saturated vapor above the liquid expressed in mm Hg at 20°C.

**Vapor Density**—The relative density or weight of a vapor or gas (with no air present) compared with an equal volume of air at ambient temperature.

**Solubility in Water**—The solubility of a material by weight in water at room temperature. The terms negligible, less than 0.1 percent, 0.1 to 1 percent; moderate 1 to 10 percent, applicable 10 percent or greater.

**Appearance and Odor**—The general characterization of the material, i.e., powder, colorless liquid, aromatic odor, etc.

**Specific Gravity (H<sub>2</sub>O=1)**—The ratio of the weight of a volume of the material to its weight of an equal volume of water.

**Percent, Volatile by Volume (%)**—The percent by volume of the material that is considered volatile. (The tendency or ability of a liquid to vaporize.)

**Evaporation Rate**—The ratios of the time required to evaporate a measured volume of a liquid to the time required to evaporate the same volume of a reference liquid (ethyl ether) under ideal test conditions. The higher the ratio, the slower the evaporation rate.

### SECTION IV

**Flash Point (Method Used)**—The temperature in degrees fahrenheit at which a liquid will give off enough flammable vapor to ignite in the presence of a source of ignition.

### SECTION V

**Conditions to Avoid**—Conditions that, if they exist with the substance present, could cause it to become unstable.

**Incompatibility (Materials to Avoid)**—Materials that will react with the substance.

**Hazardous Decomposition Products**—Refers to that reaction that takes place at a rate that releases large amounts of energy. Indicates whether or not it may occur and under what storage conditions.

## SECTION VI

**Health Hazard Data**—Possible health hazards as derived from human observation, animal studies or from the results of studies with similar products.

**Threshold Limit Value (TLV)**—The value for airborne toxic material that are to be used as guides in the control of health hazards and represent concentrations to which nearly all workers may be exposed eight hours per day over extended periods of time without adverse effects.

**Effects of Overexposure**—The effects on or to an individual who has been exposed beyond the specified limits.

**Emergency and First-Aid Procedures**—Gives first-aid and emergency procedures in case of eye and/or skin contact, ingestion and inhalation.

## SECTION VII

**Stability**—Whether the substance is stable or unstable, an unstable substance is one that will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shock, pressure, or temperature.

A copy of the form you may want to use to list your hazardous substances by work area follows this page. This information would be based on the initial survey and subsequent hazard determination.

## SECTION VIII

**Spill or Leak Procedures**—Steps to be taken if material is released or spilled. Method and materials to use to clean up or contain.

**Waste Disposal Method**—Method and type of disposal site to use.

## SECTION IX

### **Special Protection Information**

**Respiratory Protection**—Specific type should be specified, i.e., dust mask, NIOSH-approved cartridge respirator with organic-vapor cartridge.

**Ventilation**—Type of ventilation recommended, i.e., local exhaust, mechanical, etc.

**Protective Gloves**—Refers to the glove that should be worn when handling the product, i.e., cotton, rubber.

**Eye Protection**—Refers to the type of eye protection that is to be worn when handling or around the product.

**Flammable Limits**—The range of gas or vapor concentration (percent by volume in air) that will burn or explode if an ignition source is present. (LeI) means the lower explosive limits and (UeI) the upper explosive limits given in percent.

**Extinguishing Media**—Specifies the fire-fighting agent(s) that should be used to extinguish fires.

**Special Fire-Fighting Procedures/Unusual Fire and Explosion Hazards**—Refer to special procedures required if unusual fire or explosion hazards are involved.



# **MATERIAL SAFETY DATA SHEETS**