**HAZARD COMMUNICATION PROGRAM**

**GENERAL**

The following written hazard communication program has been established for BCI General Contractors, Inc. This program, a listing of hazardous chemicals, and material safety data sheets (MSDS), will be available at 73 Bonaventura Drive, San Jose, CA (the SJ shop for BCI General Contractors, Inc.) for review by all employees.

**POLICY**

Education and training will be provided for all employees who may be or potentially may be exposed to hazardous chemicals in the work place. The training will be conducted prior to first exposure to the chemical (during new employee orientation training) and whenever a new hazardous chemical is introduced into the work place. All employees will be informed of the location on the written hazard communication program, chemical listing and MSDS’s.

**CONTAINER LABELING**

Steve Jones, Project Manager for BCI General Contractors, Inc. with the help of specifically assigned employees will verify that all containers received for and used by this company are clearly labeled as to the contents the appropriate hazard warnings. No containers will be released for use until the above data is verified.

Existing labels on incoming containers of hazardous chemicals will not be removed or defaced, unless the container is immediately marked with the required information. DOT shipping labels on containers will not be removed until all residues have been removed from the container.

All employees who transfer hazardous chemicals into potable containers (such as bottles, spray bottles, parts cleaning cans, etc.) will ensure the containers are appropriately labeled and the contents identified.

**LIST OF HAZARDOUS CHEMICALS**

A list, which identified current hazardous chemicals present in the work place, will be maintained, updated and periodically reviewed. The list is cross-referenced to the MSDS’s. It is kept with the program and MSDSs, and serves as an index to aid employees in identifying and locating necessary information.

**MATERIAL SAFETY DATA SHEETS**

It is the responsibility of Steve Jones, Project Manager for BCI General Contractors, Inc. with the help of specifically assigned employees (including those whose job it is to pick up the materials from the suppliers) to obtain necessary MSDSs for hazardous materials so a comprehensive MSDS file can be maintained. MSDS will be maintained in current status.

Copies of the MSDSs for all hazardous chemicals to which employees may be exposed will be kept at 73 Bonaventura Drive, San Jose, CA (SJ office of BCI General Contractors, Inc.) and will be readily available for review to all employees during each work shift.

Subcontractors working on the jobsite are required to bring copies or all MSDSs for hazardous materials, that they are bringing on the jobsite, to the employer’s office or job site trailer so the information is accessible to all employees. It is preferable to have each subcontractor bring their hazard communication program and MSDS’s in a binder labeled with the Contractor’s name and identified as a hazardous communication program. Upon leaving the jobsite and the removal of all hazardous materials, they may take their information with them. The acquisition of this information is to be tracked by the BCI Supervisor/Project Manager on the site.

A recommendation is for employees to take a copy of the applicable MSDS’s to the medical facility if emergency treatment is necessary due to exposure.

**INFORMATION AND TRAINING**

Employees with be provided information on the training, requirements, and operations in their work area where hazardous chemicals are present, and the location of the written hazard communication program, chemical listing, and material safety data sheets.

Training will occur on date of hire as part of the new hire orientation and will be updated as new materials are introduced. Information and training will cover categories of hazards (flammability) or specific chemicals. Chemical-specific information must always be available through labels and MSDSs. All training attendance will be documented and signed off by the employee and trainer.

**Employee Training will include:**

* Methods and observations that are in place or may be used to detect the presence or release of a hazardous chemical in the work area;
* The physical and health hazards of the chemicals in the work area;
* The measures employees can take to protect themselves from the hazards, such as in place work practices, emergency procedures, and personal protective equipment to be used;
* Details of the hazard communication program, include the labeling system;
* Material safety data sheets, and how employees can obtain and use the appropriate hazard information;
* If an employee is instructed to use a hazardous material for which he/she has not been trained, it will be the employee’s responsibility to inform the employer prior to handling such material; so proper training can be given;

**NON-ROUTINE HAZARDOUS TASKS**

Since many tasks are not done on a routine basis (for example, boiler cleanout or replacing hazardous chemical piping), they will be handled through specific per-task actions and training. Before performing non-routine tasks, the supervisor in charge will review applicable MSDSs; instruct employees in the associated hazard and recommended first aid treatment; and assure all essential personal protective and emergency equipment is available and operational. He or she will notify all other employees working in this area that non-routine tasks are scheduled or being performed.

**SUBCONTRACTORS AND OTHER EMPLOYEES**

Any contractors working in the company’s facilities or jobsite will be informed of the written hazardous material program and where to locate MSDSs. It will be the responsibility of that employer to properly train his employees in the avoidance or emergency procedures for these materials.