

Written Safety Plan

1-A-4Pb

Hazard Communication

Program

I. PURPOSE:

The purpose of this plan is to inform Beartooth Electric Cooperative employees that our company is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using Material Safety Data Sheets (MSDSs), by ensuring that containers are labeled, and by providing you with training.

This program applies to all work operations in our cooperative where you may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The program director is the Line Superintendent, who acts as the representative of the General Manager, who has overall responsibility for the program. The Line Superintendent will review and update the program, as necessary. Copies of the written program may be obtained from the Line Superintendent.

II. OBJECTIVE:

Under this program, you will be informed of:

- √ The contents of the hazard communication standard,
- √ The hazardous properties of chemicals with which you work,
- √ Safe handling procedures,
- √ Measures to take to protect you from these chemicals.

III. HAZARD DETERMINATION:

The hazard determination for all purchased chemicals which we have will be derived from the information furnished us by the manufacturer. We will depend on suppliers and manufacturers to furnish accurate information.

IV. LIST OF HAZARDOUS CHEMICALS:

The Line Superintendent has made and keeps a list of all hazardous chemicals used, stored, or produced at any Beartooth Electric Cooperative plant, and will update the list as necessary. Our list of chemicals identifies all the chemicals used in our work process areas. A separate list is available at our Columbus outpost and is posted there. Each list also identifies the corresponding MSDS for each chemical. A master list of these chemicals will be maintained by, and is available from the Line Superintendent for review at any time.

V. MATERIAL SAFETY DATA SHEETS:

MSDSs provide you with specific information on the chemicals you may be exposed to. The Line Superintendent will maintain binders that contain MSDSs on every substance on the list of hazardous chemicals. They must be available to all employees at any time. Employees shall be reminded at their safety meetings of the location of the MSDS binders and their purpose.

The MSDS will be a fully complete OSHA form 174 or equivalent. The Line Superintendent is responsible for acquiring and updating MSDSs. He will contact the chemical manufacturer or supplier if additional research is necessary or if an MSDS has not been supplied with an initial shipment. A telephone call and another letter will be sent within 60 days if the information is not received. At the end of 90 days, OSHA will be notified that we have not been able to obtain an MSDS. In instances where a MSDS is not available from a supplier or manufacturer, the cooperative will use the information available about the chemical and the associated hazards for the necessary training.

VI. LABELS AND OTHER FORMS OF WARNING:

The Line Superintendent will ensure that all hazardous chemicals in the facility are properly labeled and updated, as necessary. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer or supplier. The Line Superintendent will refer to the corresponding MSDS to assist you in verifying label information. Containers that are shipped from Beartooth Electric Cooperative will be checked by the Purchasing Agent to make sure all containers are properly labeled and the shipment will include the corresponding MSDS.

The manufactures labels will be utilized on all large containers, single use containers, and barrels. Labels for in-plant containers will be stenciled or fixed onto the container. If you transfer chemicals from a labeled container to a portable container that is intended only for your immediate use, no labels are required on the portable container. The labels will be reviewed and updated upon notification that a significant change has been discovered. If an illegible or

unlabeled container is found by an employee, they are to report it to the Line Superintendent immediately.

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VII. TRAINING:

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard (1910.1200) and the safe use of those hazardous chemicals by the Line Superintendent or their immediate supervisor. A program that uses both audiovisual materials and classroom type training has been prepared for this purpose. Whenever a new hazard is introduced or a new or transferred employee is introduced to existing hazards, additional training shall be provided. Regular safety meetings will also be used to review the information presented in the initial training. Supervisors will also be trained regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices.

The training plan will emphasize these items:

- A. Summary of the standard (1910.1200) and this written program.
- B. Chemical and physical properties of hazardous materials and methods that can be used to detect the presence or release of chemicals.
- C. Physical hazards of chemicals such as potential for fire, explosion, etc.
- D. Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals, and any medical condition known to be aggravated by exposure to the chemical.
- E. Procedures to protect against hazards such as personal protective equipment required, proper use, and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response.
- F. Work procedures to follow to assure protection when cleaning hazardous chemical spills or leaks.
- G. Where MSDSs are located, how to read and interpret the information on both labels and MSDSs, and how employees may obtain additional hazard information.

The Line Superintendent will review our employee training program and advise the General Manager on training and retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace, but it will be company policy to provide training regularly in safety meetings to ensure the programs effectiveness. As part of the assessment of the training program, the Line Superintendent will obtain input from the employees regarding the training they have received, and their suggestions for improving it.

VIII. ON-SITE CONTRACTORS:

The Line Superintendent, upon notification by the responsible supervisor, will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedure to be used. In addition, the Line Superintendent will notify these individuals of the location and availability of MSDSs. Each contractor bringing chemicals on-site must provide us with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

IX. SPILL CONTAINMENT:

The Line Superintendent as well as the immediate area supervisor is responsible for the containment of any hazardous material spill in this facility. Equipment required will be kept in a designated and marked area. This equipment will be checked periodically by the Line Superintendent and replaced as needed. This equipment shall include any personal protective equipment, absorbent material, containers, broom, and a dust pan. Appropriate disposal of hazardous materials will be responsibility of the Line Superintendent. All appropriate employees will be trained on the proper use of the spill containment equipment.

The following Hazard Analysis, Risk Assessment and Spill Management Protocol (H.A.R.A.S.M.) are incorporated into this Program (see attachment 1).

X. APPROVED:



President – Beartooth Electric Cooperative



Secretary – Beartooth Electric Cooperative

Approved: August 13, 2004
Reviewed February 24, 2010