





HAZARD COMMUNICATION PROGRAM	Procedure Number SAF-1.02
	Issue Date December 31, 1985
SAFETY	Revision Date October 31, 2022
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ISSUED BY:  _____ Safety Manager Coosa Pines Mill	APPROVED BY:  _____ General Manager Coosa Pines Mill	<u>10-31-22</u> DATE	<u>10-31-22</u> DATE
INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF:		SAFETY MANAGER	
DISTRIBUTION ALL MANAGERS ALL TEAM LEADERS			

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1.0 PURPOSE

The purpose of this procedure is to ensure that the hazards of all chemicals used at this site are communicated to employees. This information is to be communicated by means of container labeling and other forms of warning, safety data sheets, and employee training.

2.0 OBJECTIVE

The objective of this procedure is to control the occupational illnesses and injuries caused by exposure to hazardous chemicals within the guidelines of OSHA Regulation 29 CFR 1910.1200 (Hazard Communication).

3.0 APPLICABILITY

This procedure applies to all employees and contractors of the Coosa Pines Mill. Strict observance of this procedure is a necessary part of accident and injury prevention.

4.0 RESPONSIBILITY

4.1 Implementation

4.1.1 This Hazard Communication program was developed by the Coosa Pines Mill and encompasses the following four implementation categories. It is the responsibility of the Coosa Pines Mill to perform these four requirements to comply with OSHA Regulation 29 CFR 1910.1200 (Hazard Communication):

- Develop, implement, and maintain a written hazard communication program;
- Ensure that each container of hazardous chemicals in the workplace is appropriately labeled;
- Maintain copies of safety data sheets for each hazardous chemical in the workplace;
- Provide employees with information and training on hazardous chemicals in their work area.

4.2 Continuance

It is the responsibility of the Safety Manager and the Safety Department to ensure the effective continuance of the Hazard Communication Program.

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5.0 REQUIREMENTS

5.1 Written Hazard Communication Program

The Coosa Pines Mill shall develop, implement, and maintain a written hazard communication program which describes how the criteria specified in OSHA Regulation 29 CFR 1910.1200 paragraphs (f), (g), and (h) for labels and other forms of warning, safety data sheets, and employee information and training will be met.

5.2 Labels and Other Forms of Warning

5.2.1 Purchasing shall ensure that chemical manufacturers, importers, and distributors provide labels, tags, or other markings for containers of hazardous chemicals. These labels, tags, or other markings shall meet GHS requirements and include:

- Product Identifier (Identifies the hazardous chemical or ingredient that is in the product)
- Signal Word (Danger (severe) or Warning (less severe) describing the severity of the hazard)
- Hazard Statements (Describes degree of danger and potential symptoms)
- Precautionary Statements (Paragraph of instructions on how users should minimize exposure to reduce the risk of harm from the chemical)
- Supplier Identification (Name, address, phone number of manufacturer, supplier, or importer)
- Pictograms (Hazard symbol with a red border to visually illustrate specific hazards of the chemical)

5.2.2 All missing or defaced labels must be reported immediately to the Safety Department so that appropriate action can be taken to ensure that labels are reapplied.

5.3 Safety Data Sheets

5.3.1 Safety data sheets are available electronically via the Coosa Portal at the Safety Data Sheets link. Employees requiring assistance in obtaining this information can do so by contacting their team leader, union officer, or Safety Department.

5.3.2 Each work area shall ensure that safety data sheets for chemicals used in that area are readily accessible to employees.

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5.3.3 Purchasing shall ensure that each chemical manufacturer, distributor, or importer provide an appropriate safety data sheet prior to their initial shipment of a chemical and each time that a safety data sheet is updated. Upon receipt of the safety data sheet, Purchasing shall forward that information to the Environmental Department for authorization. Once approved, the SDS and a new chemical screening form will be forwarded to the Safety Coordinator for submission to the 3E SDS Library. The Coosa Pines Mill will rely on the accuracy of the safety data sheet provided, and will not conduct additional hazard evaluations.

5.4 Employee Information and Training

5.4.1 Employees shall be provided with information and training on hazardous chemicals in their work area at the time of their initial assignment, periodically thereafter, and whenever a new hazard is introduced into their work area.

5.4.2 Employees shall be informed of:

- OSHA requirements regarding hazard communication;
- Any operations in their work area where hazardous chemicals are present; and
- The location and availability of the written hazard communication program, the list of hazardous chemicals, and the safety data sheets.

5.4.3 Employee training shall include:

- Methods and observations that may be used to detect the presence or release of 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 these hazards, including specific procedures that have been implemented to protect employees from exposure to hazardous chemicals, such as safe work practices, emergency procedures, and personal protective equipment to be used; and
- The details of the hazard communication program, including an explanation of the GHS labeling system and the safety data sheet, and how employees can obtain and use the appropriate hazard information.

5.4.4 Contractor Responsibilities

- It is the responsibility of the Coosa Pines Mill project leader to communicate the requirements of the Hazard Communication Program to

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each contractor. The information provided to the contractor by the project leader shall include:

- The hazardous chemicals which may be present in areas where the contractor's employees could be exposed; and
 - The location and availability of safety data sheets.
- It is the responsibility of each contractor to provide a copy of the safety data sheet a minimum of five (5) working days prior to a hazardous chemical being brought on site. The safety data sheet must be given to the Coosa Pines Mill project leader who will then forward it to the Environmental Department.
 - It is the responsibility of each contractor to provide a complete written report to the Coosa Pines Mill project leader on any accidents or exposures involving a hazardous chemical.

6.0 ATTACHMENTS

6.1 Record of Revisions

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ATTACHMENT 1

RECORD OF REVISIONS

Section	Revision Number	Effective Date	Description Of Changes
ALL	1	04-03-08	Name change due to merger. Change of MSDS provider.
ALL	2	07-01-08	Add references to and align program with the AbitibiBowater electronic MSDS system.
ALL	3	01-13-14	Changed document to align with the United Nations Globally Harmonized System of Classification and Labeling of Chemicals (GHS).
ALL	4	03-10-16	Changed title page for current management signatures.
ALL	5	06-24-16	Changed title page for current management signatures.
3.0 & 5.2.1	6	09-22-16	Updated label components and added contractor responsibility to applicability section.
5.2.1 & 5.3.3	7	8-27-19	Updated label components with brief description of each; Updated SDS Info for addition to the 3E SDS Library.
All	8	10/31/22	General review and update of management signatures.