

## **EXPRO National Manual for Projects Management**

Volume 11 ,Chapter 2

**Project Hazard Communication Procedure** 

Document No. EPM-KSS-PR-000024 Rev 003



#### **Document Submittal History:**

Revision:	Date:	Reason For Issue
000	27/07/2017	For Use
001	03/12/2017	For Use
002	04/12/2018	For Use
003	09/08/2021	For Use



# THIS NOTICE MUST ACCOMPANY EVERY COPY OF THIS DOCUMENT IMPORTANT NOTICE

This document, ("Document") is the exclusive property of Government Expenditure & Projects Efficiency Authority.

This Document should be read in its entirety including the terms of this Important Notice. The government entities may disclose this Document or extracts of this Document to their respective consultants and/or contractors, provided that such disclosure includes this Important Notice.

Any use or reliance on this Document, or extracts thereof, by any party, including government entities and their respective consultants and/or contractors, is at that third party's sole risk and responsibility. Government Expenditure and Projects Efficiency Authority, to the maximum extent permitted by law, disclaim all liability (including for losses or damages of whatsoever nature claimed on whatsoever basis including negligence or otherwise) to any third party howsoever arising with respect to or in connection with the use of this Document including any liability caused by negligent acts or omissions.

This Document and its contents are valid only for the conditions reported in it and as of the date of this Document.



#### **Table of Contents**

1.0	PURPOSE	5
2.0	SCOPE	5
3.0	DEFINITIONS	5
4.0	REFERENCES	5
5.0	RESPONSIBILITIES	5
5.1 5.2 5.3 5.4 5.5 5.6	Project Manager Construction Manager or Designee HSE Representative or Designee Supervisor Waste Management Supervisor Employees	6 6 6
6.0	RISK ASSESSMENT	<del>(</del>
7.0	REQUIREMENTS	7
7.1 7.2 7.3 7.4 7.5 7.6 7.7 7.8 7.9 7.10 7.11	Hazard Communication Program  Evaluation of Hazardous Materials  Hazardous Materials Inventory and SDSs  7.3.1 New SDSs  7.3.2 Acquiring a Missing SDS  Subcontract Language  Coordination with Owners, Operators, and Contractors  Recordkeeping Requirements  Labeling of Hazardous Materials  7.7.1 Missing and Replacing Labels  7.7.2 Exceptions to Labeling Requirements  Storage of Hazardous Materials  Disposition of Hazardous Materials  Information and Training Requirements  Approved Chemical/Product Index	8 9 10 10 10 10 11 11 11 12 13
8.0	ATTACHMENTS	13
Attac Attac Attac	hment 1 - EPM-KSS-TP-000028 - Project Hazardous Material Evaluation Form Templatehment 2 - EPM-KSS-TP-000012 - Project Approval for Hazardous Material Use Form Templatehment 3 - EPM-KSS-TP-000013 - Hazardous Materials Inventory List Form Templatehment 4 - EPM-KSS-TP-000014 - Multi-Employer Workplace Hazard Communication Interface Formplate	15 16 orm 17
Attac	hment 5 - EPM-KSS-TP-000015 - SDS Archive Record Cover Sheet Templatehment 6 - EPM-KSS-TP-000016 - Waste Product Disposal Request Template	18
Attac	hment 7 - EPM-KSS-TP-000017 - Approved Chemical/Product Index Template	20

#### **Project Hazard Communication Procedure**

#### 1.0 PURPOSE

The purpose of this procedure is to describe the primary elements of a hazard communication program that will allow for the adequate protection of workers from the potential dangers associated with hazardous materials in the workplace and provide guidance for administering an onsite hazardous materials control program.

#### 2.0 SCOPE

The scope of this procedure applies to all works performed under all Government Construction Contracts executed throughout the Kingdom of Saudi Arabia.

#### 3.0 DEFINITIONS

Definitions	Description
Hazardous Material	Any material that poses a hazard to humans or the environment
Hazardous Material Inventory	A log of hazardous materials stored and in use onsite, including type, quantity, location, and safety data sheet (SDS) documentation
HSSE	Health Safety Security Environment
HSER	Health Safety and Environmental Representative
Safety Data Sheet (SDS)	A document that states the material's hazardous constituents, chemical and physical properties, health hazards, permissible exposure levels, first-aid procedures, emergency procedures, and the recommended handling and use requirements. The manufacturer must provide an SDS for all potentially hazardous materials.
OSHA	Occupational Safety and Health Administration
JHA	Job Hazard Analysis
PPE	Personal Protective Equipment
WMS	Work Method Statements
STARRT	Safe Task Analysis and Risk Reduction Talk
HCP	Hazard Communication Program

#### 4.0 REFERENCES

- OSHA 29CFR 1910 Subpart H Hazardous Materials
- OSHA 29CFR 1926 Subpart Z Toxic and Hazardous Substances
- OSHA 29CFR 1910 Subpart I Personal Protective Equipment
- EPM-KSS-PR-000002 Project Housekeeping Requirements Procedure
- EPM-KSS-PR-000003 Project Personal Protective Equipment Procedure
- EPM-KSS-PR-000004 Project Fire Prevention and Protection Procedure
- EPM-KSH-PR-000004 Project Respiratory Protective Equipment Procedure
- EPM-KSE-PR-000002 Project Waste Management Procedure

#### 5.0 RESPONSIBILITIES

In addition to the general responsibilities applicable to the implementation of all HSSE Procedures, the following specifically applies to this Procedure. The following responsibilities demonstrate the expectations based on the industry's standard practices:

#### 5.1 Project Manager

The Project Manager is responsible for ensuring the resources and arrangements are available for the implementation and management of this procedure.

#### **Project Hazard Communication Procedure**

#### 5.2 Construction Manager or Designee

- Responsible for chemicals and hazardous materials brought on or into the project/facility, including those brought on/in by subcontractors.
- Ensures that the number and the number of chemicals stored are based on need.
- Ensures that only approved chemicals are brought on site.
- Responsible for the program and has overall authority.
- On advice from the Waste Management Supervisor, approves chemical substances for purchase.

#### 5.3 HSE Representative or Designee

- Maintains the Chemical Inventory List.
- · Maintains the Safety Data Sheet (SDS) book for the Project.
- Provides information about the hazard communication standard.
- Assists the Construction Manager with performing chemical inventory surveys.

**NOTE:** Where there is no fulltime HSE Representative (HSER), the Construction Manager or supervisor assumes these responsibilities.

#### 5.4 Supervisor

- Ensures that all hazardous chemicals are properly labeled, stored, and disposed of in accordance with the SDSs.
- Conducts training of employees in the safe use of hazardous chemicals for routine and non-routine tasks.

#### 5.5 Waste Management Supervisor

- Advises Construction Manager or Designee on approving chemical substances for purchase.
- Provides technical assistance on disposal of chemicals.

#### 5.6 Employees

- Expected to handle chemicals and chemical substances in the proper manner at all times.
- Report any problems/issues/concerns regarding chemicals and/or chemical substances to their supervisor.
- Will sign the Hazard Communication Program (HCP) Training Log indicating they have received the required training under the HCP.

#### 6.0 RISK ASSESSMENT

An integral aspect of the work planning process is the performance of a proper Risk Assessment. Risk Assessments must be conducted at the Planning Stage to identify the hazard risks and determine control measures.

The Risk Assessments that shall be conducted at the Planning Stage are as follows:

- Project Risk Assessment.
- Work Method Statements (WMS)
- Job Hazard Analysis (JHA).
- Safety Task Analysis and Risk Reduction Talk (STARRT)

It is imperative that prior to beginning any work activity, a STARRT briefing occurs to discuss the contents of the WMS/JHA which includes mitigations for any other hazards noted by the crew at the jobsite. The



discussion shall also include job steps, expected hazards associated with the activity, and the mitigation and protection methods that shall be implemented to prevent incidents.

If circumstances change by way of the environment, other work crews are in the area, additional hazards are now present, change of methodology of the task etc..... another STARRT briefing shall occur.

The Hierarchy of control shall be used to reduce the likelihood of an incident occurring.

- *Elimination* (Remove the Hazard)
- **Substitution/Isolation** (Replacing material, process or hazard with a lower risk one/ separate people from the hazard (such as suitable guarding, distance, etc.)
- Engineering Controls (Redesign or replacement of plant and equipment)
- Administration Controls (Procedures, training, signage)
- PPE- PERSONAL PROTECTIVE EQUIPMENT

No work is to commence until the above has been implemented and signed by the relevant Supervisor in charge.

#### 7.0 REQUIREMENTS

Each Project HSE Execution Plan shall include a Hazardous Material Control and Communication Procedure based on this Procedure. The procedure shall describe project/facility-specific actions to be undertaken to manage hazardous materials properly, prevent incidents, and reduce waste generation onsite. The procedure shall describe:

- Written Hazard Communication Program.
- Evaluation and Approval of New Hazardous Materials.
- Hazardous Materials/SDS Inventory.
- Multiple Employer Work Sites.
- Receipt of Hazardous Materials.
- Storage of Hazardous Materials.
- Disposition of Hazardous Materials.
- Training.
- Recordkeeping.
- Audits/Assessments.

Onsite implementation of such a procedure may be summarized as follows:

- Onsite personnel are provided with information and training on the Hazard Communication Program. New employees and those changing work assignments are given training as they arrive on site or before commencing the new assignment.
- An authorized request is made to obtain a new hazardous material for use on site.
- The HSER evaluates and either approves the material for use or recommends a less hazardous alternative. The HSER conveys this information to the Construction Manager.
- The hazardous material is ordered and a request for the SDS is included as part of the requisition.
- The SDS arrives on site prior to, or along with, the ordered material.
- The hazardous material is checked for proper containerization and labeling and is moved to a
  designated storage area.
- A copy of the SDS is forwarded to the HSER for recordkeeping and inclusion on the Project's Hazardous Materials Inventory.
- Onsite personnel working with the new hazardous material are given additional training (as needed)
  on any new hazards associated with the material. Additional training may be given to other
  employees working in the area where the hazardous material is stored or in use.

#### 7.1 Hazard Communication Program



The evaluation of hazardous materials for human health hazards and the communication of those hazards to employees shall be required for all Projects/Facilities.

All workplaces where employees are exposed to hazardous materials must have a Written Plan that describes how the requirements of the Hazard Communication Program will be implemented. This Project-specific Hazard Communication Program for onsite workers shall be developed as part of the Project's HSE training program (see Section 7.10) and shall comprise the following:

- Written plan, in accordance with this Procedure.
- Communication to employees regarding:
  - Employee's right to know about hazards to which they are or may be exposed.
  - How to identify hazardous materials.
  - o Understanding their associated hazards.
  - o Location of hazardous materials on site.
  - o Safe work practices with regards to handling and use of hazardous materials.
- Access to onsite information on hazardous materials.
- Updates to information and training for employees initially assigned to new work areas or when new hazardous materials are introduced to the work area, specific to work tasks at hand.

All onsite personnel, including managers, contractors, and subcontractors, shall be required to comply with the Hazard Communication Program.

#### 7.2 Evaluation of Hazardous Materials

All chemicals and hazardous materials to be brought on site must be evaluated for hazard potential, possible substitutes, and use, handling, and storage requirements.

Using information provided by the Procurement Manager, the onsite HSER shall evaluate each new hazardous material prior to its being procured. In performing the evaluation, the HSER shall utilize available information such as vendor catalogs, project drawings and documentation, customer specifications, current online and/or hard copy SDS, and other available references.

In addition, hazardous material evaluations will be based on applicable legal requirements for management of the material and for training of personnel, recognized Safety and Health Standards, and information provided in the SDS. A sample evaluation form is provided in Attachment 1.

An integral part of each evaluation is an assessment to determine if the use of approved alternative materials (when applicable) will reduce the risk of exposure or harm to personnel or to the environment. This assessment should consider the hazards and costs associated with disposal of waste materials generated during use of the product being evaluated. Hazardous materials that pose a significant risk to employees should be avoided whenever possible. When identifying alternative materials, the HSER will coordinate with the Project Engineer and/or other qualified site personnel in selecting the appropriate hazardous materials to procure.

Once an evaluation is complete, an approval form is used to document the request, approval, and requirements for use of that material. A sample approval form is provided in Attachment 2.

When a hazardous material is rejected for use onsite, the reason(s) for the rejection and supporting documentation (such as the evaluation information) will be immediately conveyed to the Procurement Manager.

#### **Project Hazard Communication Procedure**

#### 7.3 Hazardous Materials Inventory and SDSs

The Hazardous Materials Inventory is the master list of all potentially hazardous materials on site. The list serves as an index to the SDS book and as a tool for updating the training program. The Hazardous Materials Inventory list will contain the following information:

- Product name.
- Manufacturer/supplier.
- Location stored.
- · Quantity on hand.
- Annual usage.
- SDS received (yes or no).

A Hazardous Material Inventory (see Attachment 3 for example format) shall be developed and maintained by the HSER for all hazardous materials received, stored, or used on site. The Project Engineer and Procurement Manager, will regularly review the Hazardous Materials Inventory list with the HSER to verify that the amount of hazardous materials stored and in use on the project site is the appropriate quantity needed to meet project requirements.

The Hazardous Material Inventory List will be updated each time a potentially hazardous chemical is brought on site. As guidance, the following list contains hazardous substances that are generic to the construction industry. This list shall be updated/modified to include the materials for a specific site.

Generic Construction Materials		
Acetone	Grout	
Bonding agents	Paint	
Cement additives/mixtures	Pickling solution	
Compressed air and gases Pipe glue		
Ероху	Pipe dope	
Fuel	Pitch (tar)	
Fiberglass	Solvents	
Flushing mediums	Testing solutions	
Flux	Thinners	
Form oil	Weld rods	
Grease and oil	Wire pulling compound	

SDSs (or equivalent information) are required for each hazardous material onsite. SDSs for hazardous materials that are no longer being stored or used onsite shall be filed and retained for the proper period (see country-specific requirements).

SDSs shall be kept in a designated location onsite, logically organized and available to employees during all work shifts and/or in reasonable proximity to the work location. Electronic SDS databases that meet the requirements of this section may be used, as long as employees are trained in and are provided with, the means to retrieve the SDS information.

Hazardous materials that are observed during inventory inspections without the proper SDS shall be tagged "Do Not Use" by the HSER, and stored separately from products in use until such time that an SDS for that material is provided or the material is removed from the site.

#### 7.3.1 New SDSs

SDSs must be received prior to, or at the time of receipt of the first shipment of any potentially hazardous chemical from a supplier.

When SDSs are received with subsequent shipments of potentially hazardous chemicals, they will be reviewed for completeness and for new or updated information.

#### **Project Hazard Communication Procedure**

If the SDS has been updated, the new SDS will replace the older SDS in the book. All old SDSs shall be archived.

#### 7.3.2 Acquiring a Missing SDS

If a potentially hazardous chemical is without a SDS, that chemical will be placed on hold, appropriately stored in a quarantine area, and not used until the SDS has been obtained.

#### 7.4 Subcontract Language

All subcontracts will contain a clause requiring submittal/review of SDSs for all hazardous materials. The SDSs will be listed as a deliverable in the Contract language. Subcontracts will also state that the subcontractors are bound by the requirements of the Hazardous Material Control and Communication Program.

#### 7.5 Coordination with Owners, Operators, and Contractors

Whenever outside employees are to work in an area where hazardous materials are present, the relevant parties will be advised of these hazards and provided with information so that they may adequately train and protect their employees. These personnel will be given full access to the Hazardous Material Inventory and SDS database in order to review any necessary information.

The HSER will obtain and review the necessary information when the Contractor or its subcontractors' personnel are likely to be exposed to another employer's hazardous materials. Coordination activities will be documented on a "Multi-Employer Workplace Hazard Communication Interface Form" (Attachment 4).

#### 7.6 Recordkeeping Requirements

The following program records are to be retained as long as the Project/Facility program is active:

- Copy of the written Hazard Communication Program.
- Multi-Employer Workplace Hazard Communication Interface Form.
- Written approval of chemical use.
- SDS Archive Record Cover Sheet (Attachment 5).
- Current Chemical Inventory List.
- Copy of training records.

By January 31 of each year, the HSER (or designee) will perform an annual physical inventory of all hazardous materials on site and will compare this to the written Hazardous Material Inventory List to ensure accuracy. Materials no longer stored or used on site must be deleted from the list.

After completion of this review, the updated Hazardous Materials Inventory List will replace the outdated version in the SDS book. A copy of the outdated list may be retained in a separate file for reference purposes only.

**NOTE**: Upon project/facility closure, these records will be forwarded to the document control center in the home office.

#### 7.7 Labeling of Hazardous Materials

The purpose of a label is to identify the material and convey hazard information to the user of the material.

A label is any written, printed, or graphic display on or affixed to a product container, which contains information in a standardized format.

Labels on hazardous material containers must meet at least the following criteria:

#### **Project Hazard Communication Procedure**

- Identity of the hazardous material.
- Be legible, in English (and in the national language, where applicable), and prominently displayed
  on the container.
- Identify the name of the material as it appears on the associated SDS to enable employees to easily locate the relevant SDS.
- Contain appropriate hazard warnings to help employees protect themselves.
- Name and address of the manufacturer, importer, or other person responsible for the hazardous material and from whom more information about the material can be obtained.

A worker may transfer chemicals from a bulk container to a portable container for immediate use during their shift only. Appropriate labels must be attached to the portable container. The temporary container may not be used for storage of the material beyond the time of the worker's shift.

#### 7.7.1 Missing and Replacing Labels

If a label is missing from a container, the cognizant supervisory personnel will isolate the container to prevent its use and contact the HSER for the appropriate steps to take to identify the material. Once the material is accurately identified, labels must be obtained and placed on the container prior to its use.

The HSER will obtain new labels and place them on containers under the following conditions:

- Original labels become illegible, dirty, or defaced.
- Original labels are damaged, torn, or affected by weather.
- The contents of the container degrade the original label.

#### 7.7.2 Exceptions to Labeling Requirements

Pipes and piping systems, engines, fuel tanks, and operating systems in vehicles are not considered containers and therefore are not strictly required to comply with these same labeling requirements. However, employees must be informed and trained about the hazards of the materials used in such systems.

Individual stationary containers (e.g., storage tanks) shall have signs, placards, or other appropriate signage attached to them that contain the same information as a manufacture's original label.

#### 7.8 Storage of Hazardous Materials

Hazardous materials must be stored in a manner that adequately protects both human health and the environment from unintended exposure to the primary hazards associated with the materials. These primary hazards may include explosion, fire, reactivity, toxicity or any combination of these hazards.

Storage areas for hazardous materials will be reviewed and approved by the HSER prior to receipt of the materials at the site. Criteria for the location of suitable storage areas include:

- Located away from high traffic areas on site and reasonably protected from the potential for vehicle/equipment damage by guardrails, fences, or other structural controls.
- Provided with a means to control access to the materials so that only authorized (e.g., trained) personnel may remove and use the materials.
- Located away from fence line locations immediately adjacent to environmentally sensitive resources (e.g., wetlands, streams, archeological sites).
- Provided with adequate secondary containment in the form of an impermeable surface surround by curbing or equivalent means to minimize the release of accidentally spilled product to the environment.
- Provided with a means of segregating combustible and flammable materials form oxidizing agents and other sources of ignition (see EPM-KSS-PR-000004 Project Fire Prevention and Protection Procedure.

#### **Project Hazard Communication Procedure**

- Provided with a means of preventing water reactive and pyrophoric materials from coming in contact with accumulated water.
- The HSER may review additional guidance information on the location, design, and maintenance
  of hazardous materials storage areas as contained in governmental regulations, permits.

#### 7.9 Disposition of Hazardous Materials

Decisions regarding the final disposition of onsite hazardous materials should be made at the earliest opportunity, ideally prior to the ordering of the materials.

Source reduction through accurate inventory control (e.g., purchasing only the amount of material needed for the task(s) and using up all that is purchased) will eliminate the need to address final disposition as well as the costs and potential liabilities associated with it.

Good housekeeping practices both in storage and use also go a long way toward minimizing waste generated from hazardous materials. It is critical that all workers understand the significant costs and potential liabilities associated with disposal of hazardous wastes and the importance of managing hazardous materials so as to reduce waste generation.

If source reduction is not feasible, the HSER, working with procurement, will investigate opportunities to return unused materials to the manufacturer either directly or through the subcontractor who used the materials.

Wastes generated from certain hazardous materials (e.g., oils, antifreeze, degreasers, solvents) are routinely recycled in many parts of the world. The HSER, in consultation with procurement, should identify opportunities for recycling early in the site mobilization.

The final legal/authorized option for disposition of hazardous materials is through a licensed treatment, storage, and disposal facility. This should be used as a last resort not only because of the high costs, but also for the increased detailed recordkeeping and the potential for long-term liability. The options for disposal of hazardous waste are typically highly regulated and therefore require very site-specific information. A generic form for documenting the need to dispose of hazardous wastes off site is presented in Attachment 6 (Waste Product Disposal Request).

#### 7.10 Information and Training Requirements

Information and training will be provided to employees as follows:

- Initial information and training, in conjunction with other site-specific training, whenever a new employee arrives on site.
- Initially, when new employees are first assigned to a work area where they may be exposed to hazardous materials under normal working conditions or in a foreseeable emergency.
- Additionally, when a new hazard is introduced into the employees' work area. Examples of new hazards are:
  - A new material will be used.
  - A previously used material will now be used in a different manner that poses a new hazard.

The following general information will be given to all employees:

- Requirements of this Procedure.
- Location and availability of the written Hazardous Material Control and Communication Program, the Hazardous Materials Inventory List, and SDSs.
- Operating in their work areas where hazardous materials are used.
- The person(s) to contact for further information.
- Hazardous materials and states of matter (e.g., liquid, solid, gas).
- Chemical, physical, and health hazards.
- Routes of entry (e.g., inhalation, ingestion, absorption).



- Exposure limits and ways to control exposure.
- Personal protective equipment and engineering controls.
- Labeling requirements.
- SDSs, their contents and use.

Personnel who work with hazardous chemicals for routine and non-routine tasks will receive at least the following additional training:

- Hazard analysis of the work to be performed.
- Hazardous constituents and properties in the materials to be used.
- How to detect the presence or release of hazardous materials.
- The environmental or medical monitoring being conducted to detect hazardous materials and to measure the employee's exposure to them.
- How to read and understand SDSs and labels.
- What to do if a label or SDS is missing.
- What engineering controls are being used.
- Safe work practices.
- Protection from the hazards of the chemicals they encounter.
- Actions to take in case of an emergency.
- The person(s) to contact for further information.

A question and answer period will always be included in each information and training session. Employees and visitors will be encouraged to participate by asking questions or requesting further information.

Visitors will be provided with the same general topics of information as employees. If visitors are to enter areas where hazardous materials are used, they will be fully advised of the potential hazards and given the opportunity to review the SDSs.

Training for employees will be documented using a training roster. Training for visitors will be documented using a site orientation form. The HSER will maintain all original training records.

#### 7.11 Approved Chemical/Product Index

Attachment 7 contains an example list of common chemicals and/or products that may or may not be approved for use at a given site. This list may be useful for developing a site-specific list.

#### 8.0 ATTACHMENTS

- 1. EPM-KSS-TP-000028 Project Hazardous Material Evaluation Form Template
- 2. EPM-KSS-TP-000012 Project Approval for Hazardous Material Use Form Template
- 3. EPM-KSS-TP-000013 Hazardous Materials Inventory List Form Template
- 4. EPM-KSS-TP-000014 Multi-Employer Workplace Hazard Communication Interface Form Template
- 5. EPM-KSS-TP-000015 SDS Archive Record Cover Sheet Template
- 6. EPM-KSS-TP-000016 Waste Product Disposal Request Template
- 7. EPM-KSS-TP-000017 Approved Chemical/Product Index Template



## Attachment 1 - EPM-KSS-TP-000028 - Project Hazardous Material Evaluation Form Template

Refere	ence No:	Date:				
Projec	t Name:	Product Name:				
Locati	on:	Manufacturer:				
1)	Describe how material shall be used and a	description of t	he surrounding er	nvironment:		
2)	Number of employees involved:					
3)	Duration of task:					
4)	Will the substance/agent have the potential the manner used above?	to be consider	ed a physical or h	ealth hazard in		
	Yes No					
5)	Is the substance/agent		V	No		
	Physical (e.g. radiation, noise)		Yes	No		
	Mechanical (e.g., weld fume)					
	Chemical (e.g., fume, gases, acids)					
6)	Possible exposures:		_	_		
	Routes of entry	Low	Medium	High		
	Inhalation					
	Ingestion					
	Injection					
	Absorption					
7)	Control Evaluation:			Van Na		
	Are safer substances available?		]	Yes No		
	Can you use a substance in less harmful form?		<b>–</b> –			



## Attachment 2 - EPM-KSS-TP-000012 - Project Approval for Hazardous Material Use Form Template

#### PRODUCT NAME

The HSE Representative and Site Management personnel have reviewed the SDS for the requested material and arrived at the following conclusion(s):

- The material may be used provided all the requirements of the Hazard Communication Program and the SDS are followed.
- The material is unacceptable for use on site due to its hazardous properties. An alternate material should be identified.
- No suitable alternates are available, the materials may be used, under the following conditions:
  - o Exposure must be maintained to 10 percent of the allowable limits as identified on the SDS
  - The appropriate engineering controls and required personal protective equipment must be used

Safety & Health Supervisor	Date
Concur:	
Procurement Manager	Date



# Attachment 3 - EPM-KSS-TP-000013 - Hazardous Materials Inventory List Form Template

PRODUCT NAME	NAME OF MANUFACTURER/ SUPPLIER	LOCATION STORED	QUANTITY ON HAND (GAL/LBS) FT³*	ANNUAL USAGE (GAL/LBS) FT3*	MSDS ON FILE & ISSUE DATE YES/NO DATE
			P		
			1110		
		9)n			

GAL = LIQUIDS LBS = SOLIDS FT<sup>3</sup> = GASES



## Attachment 4 - EPM-KSS-TP-000014 - Multi-Employer Workplace Hazard Communication Interface Form Template

**INSTRUCTIONS:** Complete all sections and obtain supporting signatures. Use back of the form for more information, if required.

This checklist has been completed to document the steps taken to:

- Inform owners, operators, subcontractors, or other contractors of potential hazards from hazardous materials while working in shared workplaces.
- Gather information about the potential hazards associated with hazardous materials used by owners, operators, subcontractors, or others while working in shared workplaces.

Topic	Comments
Description of work	Activity:
	Duration:
Hazardous chemicals or materials in	
Location of Hazardous Material Inventory List and SDS's	
Site evacuation and emergency procedures reviewed	
Other information	
	Description of work  Hazardous chemicals or materials in use  Location of Hazardous Material Inventory List and SDS's  Site evacuation and emergency procedures reviewed

I have been presented the above information, I understand it, and accept responsibility for informing my employees of the potential hazards at this facility.

COMPANY	
Signature	
Title	
DATE	



### Attachment 5 - EPM-KSS-TP-000015 - SDS Archive Record Cover Sheet Template

The material listed on the Safety Data Sheet(s) (SDS) is no longer used on site and the SDS(s) is (are) no longer required on site.

<ul> <li>An updated SDS has been received for this product and</li> </ul>	I this version of the SDS is obsolete.
Please code the SDS(s) into the record system as "SDS record	copy,"
HSE Representative	Date
SIT	



#### Attachment 6 - EPM-KSS-TP-000016 - Waste Product Disposal Request Template

	Waste Product Disposal Request (Upon completion of this form, forward to Procurement)
Date:	Product Name (Attach SDS):
Approximate Quan (solid, liquid, powder	to be Disposed (gallons, pounds, etc.) & General Characteristics of material etc.):
Type of Container	duct is Currently In:
Approximate Locat	Product is Currently Stored:
Condition of Produ	WIND TO THE PARTY OF THE PARTY
Stored/maintain	per product recommendation, is within expiration date, and is reusable.
Waste product,	eds to be disposed of.
Other:	
Additional Commer	
Contact Person for	rther Information:
Name:	Position: Phone No.
Form Initiated By:	
Name:	Position: Phone No.



### Attachment 7 - EPM-KSS-TP-000017 - Approved Chemical/Product Index **Template**

Product/Chemical Name

1,1,1-Trichloroethane 400 Insecticide 8254 Tram

Abrasive Wheel Adhesive No. 571

Ace Aluminum Mobile Home Roof Coating

Acetylene (gas) Air, Compressed Ajax Alcohol-Free Towelettes Alconox Detergent

All Purpose Absorbent All Purpose Cleaner All Purpose Tractor and Hydraulic Oil

Ammonium (Glass Cleaner) Ammonium Sulfate

Amphibikote X155-5 Anode Cleaning Solution B Aqua-Gel II

Aquamet E Aguamet M Aquamet T Argon (Gas) Auto Engine Oil

Baby Fresh Wipes Bar and Chain Oil Bentonite Bonding Adhesive Borax Soap Boric Acid Solid Brake Fluid Brillo Bowl Cleaner Brillo Pinosan SW207 Bromocresol Green

Bromocresol Purple Buff-Eez Buffer pH4 Buffer pH4 Red Buffer pH 4.01 Buffer pH7 Buffer pH 7.0-8.0 Buffer pH10 -C-

Calcined Alumina A-2 Calcium Chloride

Carburetor, Choke and Throttle Body Cleaner

Carbon Monoxide (Cal Gas) Carbon Steel Scrap-ReSi/FeMn Charcoal, activated Chain and Cable Lube

Citric Orange Hand Cleaner Cleaner Sanitizer II

Manufacturer(s)

Parks Corp. James Varley & Sons EZ Products

El Chem Gibson Homas Co. Various Various Ajax

Various

Various

Excel International

Dayton NAPA Various Various Karnak Corp. Orion Research, Inc.

Ideal Alco Chemical Co. Alco Chemical Co. Alco Chemical Co. Various Various

Scott Various Roctest Goodyear Envir, Chem. Unk Various Purex Ind. Purex Ind. Various Various NAPA

Fisher Scientific Fisher Scientific Fisher Scientific Fisher Scientific Fisher Scientific VWR Scientific

Alcoa Chemical Various Various Various

Durasteel Abrasive Co. Witco Co. NAPA NAPA SMA #34337