

Feldman Lumber Company

Hazard Communication Program

The purpose of this program is to inform interested persons, including employees, that Feldman Lumber 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 (MSDS), and by providing our employees with training and information availability.

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

The safety and health coordinator, Joseph Pecoraro, is the program coordinator, acting as the representative of Feldman Lumber Company, who has overall responsibility for the program. He will review and update the program, as necessary. Copies of the written program may be obtained from the *Employee Information E-folder* or from the Inventory Control Office at 1281 Metropolitan Avenue.

All information on the Feldman Lumber Hazard Communication Plan, the OSHA Hazard Communication Standard, applicable MSDS sheets, and chemical information lists are available in the *Employee Information E-folder* or in the Inventory Control Office. Under this program, our employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals at the Feldman facility, safe handling procedures and measures to take to protect themselves from these chemicals.

Every year, in February, all customers will be notified by mail that MSDS are available for download directly from Feldman Lumber Company's internet website. The notification will inform customers that, upon request, Joseph Pecoraro will fax or mail MSDS to them.

If after reading this program, you find that improvements can be made, please contact Joseph Pecoraro or any member of the Feldman Lumber Safety Committee. We encourage all suggestions because we are committed to the success of our written Hazard Communication Program. We strive for clear understanding, safe behavior, and involvement in the program from every level of the Feldman Lumber Company.

Hazard Evaluation Procedures

Our chemical inventory is a list of hazardous chemicals known to be present in our workplace. Anyone who comes into contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. That is why it is so important that hazardous chemicals are identified, whether they are found in a 5 gallon can or generated in work operations (for example, sawdust in the millwork area). The hazardous chemicals on the list can cover a variety of physical forms including liquids, solids, gases, vapors, fumes, and mists.

Joseph Pecoraro updates the inventory as necessary.

Feldman Lumber Company does not manufacture any chemicals and, therefore, does not make any hazard determinations. We do not generate any MSDS sheets. We distribute material in closed containers, and would be exposed to hazardous chemicals only in the event of a catastrophic accident. The employees working in the mechanic shop are exposed to the various lubricants and spray cleaners that are typical to the mechanical field. They do not use, mix or store chemicals in open containers.

Feldman Lumber Company does not use "in-plant containers", nor do we re-label containers.

The chemical inventory which is compiled at Feldman Lumber merely serves as a list of every chemical for which an MSDS must be maintained.

Material Safety Data Sheets (MSDS)

The MSDS at Feldman Lumber Company are fact sheets for chemicals which pose a physical or health hazard in the workplace. MSDS sheets provide our employees with specific information on the chemicals in the materials that we store and ship.

Joseph Pecoraro is responsible for obtaining/maintaining the MSDS sheets at our facility. He will contact the manufacturer or vendor if additional research is necessary. He will be notified before any new procurements requiring an MSDS arrive at Feldman Lumber Company, and will make sure that the information is placed in the appropriate e-folder category. If the MSDS is not received at the time of the initial shipment, Joseph Pecoraro will ask the employee who initiated the purchase order to obtain the MSDS sheet.

No alternatives to MSDS sheets are used in this workplace to indicate hazardous materials.

Once at year Kenny Feldman will mail a letter to all customers, notifying them that they may download copies of our MSDS sheets through the Feldman Lumber website. They may seek additional information by contacting Joseph Pecoraro.

Training

Joseph Pecoraro will train all employees at Feldman Lumber Company regarding the Hazard Communication Standard and the response to a hazardous material exposure. This training will occur upon hire, or whenever a new product containing chemicals is introduced.

Information and training is a critical part of the hazard communication program. Feldman Lumber trains employees to read and understand the information on labels and MSDS sheets, determine how the information can be obtained and used in their own work areas, and understand the risks of exposure as well as the ways to protect themselves. As part of the assessment of the training program, Joseph Pecoraro asks for input from employees regarding the training they have received, and their suggestions for improving it. In this way, we hope to reduce any incidence of illnesses and injuries which might result from an accident.