West Shore ESD
Written Hazard Communication Program

General
The following hazard communication program has been established for West Shore ESD.
This program will be available for review by all employees. The Director of Business is the District's
Designated Person for administering the MIOSHA Hazard Communication Program.

Hazard Classification
Chemical manufacturers or importers shall evaluate chemicals they produced or import to classify the
chemicals in accordance with the revised Hazard Communication Standard.

Effective June 1, 2015 - For each chemical, the chemical manufacturer or importer shall determine the
hazard classes, and where appropriate, the category of each class that apply to the chemical being
classified. This information will be placed in the Material Safety Data Sheet/Safety Data Sheet
(MSDS/SDS) and on the product label. West Shore ESD will rely on MSDS/SDSs obtained from
product suppliers to determine which chemicals are classified as hazardous for employees.

Labeling
A. The West Shore ESD Lead Maintenance person will be responsible for seeing that all
containers entering the workplace from a manufacturer, importer or distributor are properly
labeled.

B. All labels shall be checked for:

<table>
<thead>
<tr>
<th>Current requirements:</th>
<th>Requirements effective June 1, 2015:</th>
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<tbody>
<tr>
<td>1. Identity of the material.</td>
<td>1. Product identifier;</td>
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<tr>
<td>2. Appropriate hazard warning for the material</td>
<td>2. Signal word;</td>
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<tr>
<td>3. Name and address of the responsible party. (Only if the container is received</td>
<td>3. Hazard statement(s);</td>
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<td>from the manufacturer, distributor, or importer.)</td>
<td>4. Pictogram(s);</td>
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<td>5. Precautionary statement(s); and,</td>
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<td></td>
<td>6. Name, address, and telephone number</td>
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<td></td>
<td>of the chemical manufacturer,</td>
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<td></td>
<td>importer, or other responsible party.</td>
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</table>

C. The Lead Maintenance person and each Employee shall be responsible for ensuring that all
secondary containers used in their work area are labeled with the appropriate product identifier
and provide employees with the specific information regarding the physical and health hazards of
the hazardous chemical.

Note: Workplace labeling. The employer shall ensure that each container of hazardous chemicals in the
workplace is labeled, tagged or marked with either:

The information specified for labels on shipped containers; OR, product identifier and words, pictures,
symbols, or combination thereof, which provide at least general information regarding the hazards of the
chemicals, and which, in conjunction with the other information immediately available to employees
under the hazard communication program, will provide employees with the specific information
regarding the physical and health hazards of the hazardous chemical.

Authority: P.A. 154 of 1974
Safety Data Sheets (SDS)

Changes to MSDS/SDS format effective June 1, 2015 - Chemical manufacturers or importers shall ensure that MSDS/SDSs for their products include the following Sections in order:

Section 1, Identification;
Section 2, Hazard(s) identification;
Section 3, Composition/information on ingredients;
Section 4, First-aid measures;
Section 5, Fire-fighting measures;
Section 6, Accidental release measures;
Section 7, Handling and storage;
Section 8, Exposure controls/personal protection;
Section 9, Physical and chemical properties;
Section 10, Stability and reactivity;
Section 11, Toxicological information.
Section 12, Ecological information;
Section 13, Disposal considerations;
Section 14, Transport information;
Section 15, Regulatory information; and
Section 16, Other information, including date of preparation or last revision.

A. The Director of Business and the District’s Lead Maintenance person will be responsible for compiling and maintaining the master MSDS/SDS file. The file will be kept in/at the main office located at: 2130 W. US-10, Ludington, MI 49431.

B. Additional copies of MSDS/SDSs for employee use are located in/at the building’s main office, located at: 2130 West US-10, Ludington, MI 49431. #231.757.3716.

C. MSDS/SDSs will be available for review to all employees during each work shift. Copies will be available upon request to the Lead Maintenance person or the Director of Business.

D. Posters identifying the person responsible for maintaining MSDS/SDSs and where the MSDS/SDSs are located are posted in the staff lounge or designated MIOSHA Bulletin Board. Posters notifying employees when new or revised MSDS/SDSs are received will be located in the same location(s).

E. If a required MSDS/SDS is not received, the District’s Lead Maintenance person shall contact the supplier, in writing, to request the MSDS/SDS. If an MSDS/SDS is not received after two such requests, the Lead Maintenance person shall contact the MIOSHA’s Construction Safety and Health Division at (517) 322-1856 or General Industry Safety and Health Division (GISHD) at (517) 322-1831, for assistance in obtaining the MSDS/SDS.

The MIOSHA program does not maintain a library of MSDS/SDSs. However, either of the above divisions will assist an employee in obtaining a copy of an MSDS/SDS by contacting the employer or supplier.
Employee Information and Training

A. The Director of Human Resources shall coordinate and maintain records of employee hazard communication training, including attendance rosters.

B. Before their initial work assignment, each new employee will receive hazard communication training. This will include the following information and training:

Information:
- The requirements of the MIOSHA Hazard Communication Standard
- All operations in their work area where hazardous chemicals are present
- Location and availability of the written hazard communication program, the list of hazardous chemicals, and the MSDS/SDS

Training:
- Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area;
- The physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;
- Measures the employees should take to protect themselves from these hazards;
- Details of the hazard communication program-- including an explanation of the new label elements: product identifier; signal word; hazard statement(s); pictogram(s); and, precautionary statement(s) on shipped containers and the workplace labeling system used by their employer; the new SDS format/sections; and,
- How employees can obtain and use hazard information

C. The employer shall be informed that:

1. The employer is prohibited from discharging, or discriminating against, an employee who exercises his/her rights to obtain information regarding hazardous chemicals used in the workplace.

2. As an alternative to requesting an MSDS/SDS from the employer, the employee can seek assistance from the MIOSHA Construction Safety and Health Division, at (517) 322-1856, or the MIOSHA General Industry Safety and Health Division at (517) 322-1831, to obtain the desired MSDS/SDS. A sign or MIOSHA poster will be posted with the address and telephone number of the MIOSHA Divisions responsible for such requests.

D. Before any new physical or health hazard is introduced into the workplace, each employee who may be exposed to the substance will be given information in the same manner as during the hazard communication training.

Hazardous Non-routine Tasks (Delete section if not applicable.)

A. Occasionally, employees are required to perform non-routine tasks (i.e., clean reactor vessels, enter confined spaces, etc.). Prior to starting work in such areas, each employee will be given information about the hazards of the area or procedure. This information will include:

1. Specific chemical hazards.
2. Protection/safety measures the employee can take to lessen risks of performing the task.
3. Measures the company has taken to eliminate or control the hazard, including:

   a. air monitoring,
   b. ventilation requirements,
   c. use of respirators,
   d. use of attendants to observe procedures, and
   e. Emergency procedures.

B. It is the policy of West Shore ESD that no employee will begin performance of a non-routine task without first obtaining approval from the Director of Business and receiving the appropriate safety and health training.
C. Hazardous non-routine tasks identified at West Shore ESD include: List hazardous non-routine tasks. None Identified at this time. District will Monitor for Compliance

Multi-Employer Worksites -- Informing Contractors

A. If our company exposes any employee of another employer to any hazardous chemicals that we produce, use, or store, the following information will be supplied to that employer:

1. The hazardous chemicals they may encounter.
2. Measures their employees can take to control or eliminate exposure to the hazardous chemicals.
3. The container and pipe labeling system used on-site.
4. Where applicable MSDS/SDSs can be reviewed or obtained.

B. Periodically, our employees may potentially be exposed to hazardous chemicals brought on our site by another employer. When this occurs we will obtain from that employer information pertaining to the types of chemicals brought on-site, and measures that should be taken to control or eliminate exposure to the chemicals.

C. It is the responsibility of the Lead Maintenance person to ensure that such information is provided and/or obtained prior to any services being performed by the off-site employer. To ensure that this is done the following mechanism will be followed: List all method(s) used to ensure the required information is provided or obtained.

When other Employer(s) or Contractor(s) are conducting work at West Shore ESD and are utilizing any product, chemical or materials requiring an MSDS / SDS, that documentation must be provided West Shore ESD prior to any work starting within the district. The West Shore ESD will use a Short Term Worker Notification form for all Contractor(s) or other Employers working at West Shore ESD. All MSDS / SDS information will be posted on MIOSHA posters for ESD employees.

Pipes and Piping Systems

Information on the hazardous contents of pipes and piping systems will be identified by: List means of identification for pipes and piping systems (i.e., label, sign, placard, written operating instructions, process sheet, batch ticket, etc.). Natural gas, steam and compressed air lines (with pressures exceeding 25 psig) must be identified in all industrial facilities. ANSI A13.1-1981 recommends the following colorations: blue for low-medium pressure oxygen and compressed air lines, yellow for variable-high pressure oxygen and compressed air lines, and yellow for acetylene and natural gas lines.

List of Hazardous Chemicals

A list of all hazardous chemicals used by or within the West Shore ESD Facilities is located in the main building office, located at 2130 W. US-10, Ludington, MI 49431, #231.757.3716. Further information regarding any of these chemicals can be obtained by reviewing its respective MSDS/SDS Documentation.

Note: District employees should not bring any chemicals into the district facilities without prior approval for the Director of Business.

Materials which can be purchased by the ordinary household Consumer, and which are used for the intended purpose and amount as by the ordinary household consumer, are not required to be included in this list. (It is suggested that you maintain a separate list of all materials you consider to be "consumer use" materials.)
NOTE: This program is applicable to most employers in Michigan. The federal OSHA Hazard Communication Standard (29 CFR 1910.1200, effective date May 25, 2012) contains information of particular interest to employers such as retailers, wholesalers, warehouses and employers who work at multiple job sites. All employers are strongly recommended to read the new hazard communication standard to determine its applicability to their workplace. Copies of the standard can be obtained by contacting:

Michigan Department of Licensing and Regulatory Affairs
Michigan Occupational Safety and Health Administration

Management and Technical Services Division
MIOSHA Standards Section (517) 322-1845
Consultation Education and Training Division (517) 322-1809

Michigan Occupational Safety & Health Administration
Consultation Education & Training Division
7150 Harris Drive, P.O. Box 30643
Lansing, Michigan 48909-8143

To help employers better understand and voluntarily comply with the MIOSHA Act, free Onsite Consultation programs are available to help small employers Identify and correct potential safety and health hazards or further information or to request consultation, education and training services: call (517) 322-1809 or visit our website at www.michigan.gov/miosha

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

This document is available upon request in alternative accessible formats to individuals with disabilities. For further information call: Voice (517) 322-1809, TTY (517) 335-0191