



Hazard Communication Program

Reviewed October 2023

Job Options, Inc. is committed to protecting its human resources and assuring the health and safety of its employees by accomplishing the following:

- Ensuring that the work environment is free from recognized hazards that could lead to injury, illness, or death. This protection includes all offsite locations, all work stations or work areas, and all areas at the Corporate Headquarters.
- Monitoring the work area on a regular basis to assure a safe and healthy work environment.
- Insuring that each Manager or Supervisor is trained in safety procedures and OSHA regulations so that they can truly be accountable for the health and safety of their activities and personnel.
- Instill in each employee through communication and safety procedures, an attitude of working safely that will permeate throughout our Company.

Our goal is to have zero accidents and no lost hours due to unsafe or unhealthy conditions within our Company.

Job Options, Inc.'s ***Hazard Communication Program*** is divided into the following four areas:

- I. Hazard Evaluation
- II. Labels and Warnings
- III. Safety Data Sheets (SDS)
- IV. Employee Information and Training

I. Hazard Evaluation

All work areas and work procedures will be evaluated to preclude any unsafe procedures or procedures that may affect the health of our employees. An inventory of all substances that may contain hazardous chemicals will be made for our Company including all remote work sites. This information shall be made available to all employees. Each supervisor will be instructed to carefully monitor the work of their employees to ensure adherence to safe work procedures and to make the necessary changes in job methods or personnel to maintain a safe working environment. Specifically, the following will occur and be part of the ***Hazard Communication and Safety Plan***:

- a. An inventory of all hazardous chemicals and substances present or used in the work place will be maintained in an accessible binder in a designated location at each worksite.
- b. Work environment and work procedures will be evaluated and employees may request and be provided with access to any written findings of identified hazards.

- c. A notice to subcontractors and other employers will be displayed in a prominent area advising them of the hazardous chemicals or substances used at that work site and where/how to obtain this information. Normally, this information will be maintained in a binder on site in a designated location. If the chemical or hazard is determined to be a serious threat to the health or well being of individuals, a notice will be posted at the specific job site where work is performed advising people of the potential health hazard.

II. Labels and Warnings

Managers will be responsible to verify that all containers received at the work site will be clearly labeled as to contents, have the appropriate hazard warning and will forward any SDS received to the Safety Officer or Safety Compliance & Training Administrator who is responsible for maintaining a master file of these SDS. Each on-site manager will be responsible for maintaining a file of SDS and a binder with all relevant safety information. Each on-site manager will also be responsible for ensuring that all containers have the appropriate labels and that secondary containers are labeled as to contents. Containers of potentially hazardous chemicals will not be accepted from manufacturers or importers unless all containers have the appropriate labels and SDS have been provided. All on-site managers will be responsible to visually inspect chemicals that are used or stored in the work place for labels at least monthly. If there are missing labels, the Purchasing Manager will be notified in writing and a request for labels will be made.

III. Safety Data Sheets (SDS)

The Purchasing Manager will be responsible for obtaining all SDS. The Purchasing Manager is also responsible for providing the Safety Officer or Safety Compliance & Training Administrator with a copy of any SDS received. The Safety Compliance & Training Administrator will be responsible to review incoming data sheets for new and/or changes in significant health or safety information and maintaining a master of all SDS being used at each site. Any new or significantly changed data sheets will be distributed to the appropriate work sites, and a copy maintained. The new and/or changed information will be communicated to all Managers. Managers will inform their subordinates. This list will contain the *Trade Name* of the chemical, the *Hazardous Chemical Name*, and the *SDS number*.

IV. Employee Information and Training

The Safety Officer or Safety Compliance & Training Administrator will have responsibility for the safety and training programs concerning safety, OSHA, and health issues. The actual training may be performed by other individuals and the Safety Officer or Safety Compliance & Training Administrator must ensure that the trainers are appropriately trained and that training functions occur on a regularly scheduled basis. The Safety Officer or Safety Compliance & Training Administrator is responsible for the development of training and education programs to accomplish:

- a. The provision of general awareness of the ***Hazard Communications Program*** to all employees.
- b. A review of all chemicals and work procedures to develop relevant training issues.
- c. A demonstration of how to properly handle, use, and store identified hazardous substances.
- d. Administration of the development of work habits and procedures to lessen exposure to hazardous chemicals.
- e. Administration of training programs to train on-site supervisors in the appropriate training and emergency handling procedures.
- f. Maintain a permanent file of all training that has been accomplished to include the date of the training, the topics and material reviewed, the name of the instructor, and the names and signatures of the attendees.
- g. Ensure that all new employees receive the appropriate training in a timely fashion and to ensure that continuous training is accomplished at a frequency of at least one per year. New employees will receive training before performing job tasks that would place them in a situation that could cause harm, injury, or death. If the new employee is working at a remote job site, they will receive ***Hazard Communication and Safety*** Training within ten (10) working days.
- h. Ensure that new employees receive the appropriate training in a timely fashion on how to read labels and SDS, how to locate the on-site SDS and safety binders, and how to obtain information related to safety or health issues.

Training may take place at the Corporate Headquarters or at the worksite but may also be done at remote sites when circumstances dictate that this is a more effective measure of communicating and training employees. Classroom training, on the job training, demonstrations, brochures, and other printed training material will be used to accomplish the training.

This version of the ***Hazard Communication Program*** became fully implemented on October 1, 2023 and will remain in effect through revisions and updates. All employees will be notified of changes to this plan. Questions pertaining to health or safety issues should be directed to the Safety Officer or the Safety Compliance & Training Administrator.

cc: All Job Options, Inc. Employees
