

4. Hazard Communication

Overview

This section discusses the following topics:

- Hazard Communication

This section ensures FairPoint Communications, Inc. is in compliance with the OSHA Hazard Communication Standard (HCS) **29 CFR 1910.1200**, and Hazardous Waste Operations and Emergency Response (HAZWOPER) **29 CFR 1910.120**.

Each employee at FairPoint Communications, Inc. is informed of the Hazard Communication Standard and its requirements, his or her rights under the standard, the nature of material hazards in the workplace, and how to avoid harm from exposure to these hazards. Each local operation, other than administrative-only locations must designate an HCS Coordinator.

Further information about the HCS program, applicable Material Safety Data Sheets (MSDS)s, or the Hazard Communication Standard in general, is available from the local Risk Management Department.

References

OSHA Standard 29 CFR 1910.1200
OSHA Standard 29 CFR 1910.120

Hazard Communication

The following types of hazard communication are discussed:

- Hazardous Materials List
- Material Safety Data Sheet (MSDS)
- Labels and Other Forms of Warning
- Placards

Hazardous Materials List

The HCS Coordinator maintains a master list of all hazardous materials used at each location. Refer to the Hazardous Materials List in the Forms Appendix. Manufacturers and suppliers are relied upon to determine whether materials are hazardous or not. If an MSDS is not provided with each material received from the supplier or assurance that an MSDS is not needed, the material is not placed into use until documentation is available.

Material Safety Data Sheet (MSDS)

Material Safety Data Sheets (MSDS)s are used as a defensive action to control the spread of accidental chemical spills or releases. The HCS Coordinator maintains a file containing an MSDS for every item on the hazardous materials list. The manufacturer or supplier supplies the MSDS. Supervisors may maintain a sub-file of MSDSs for each department where a subordinate list of materials is maintained. All associates have access to the MSDSs during work hours.

MSDS Procurement

Each time a material is ordered for the first time, the purchaser requests a MSDS for the material as a condition of purchase. The HCS Coordinator along with the purchasing and receiving departments are responsible for ensuring that an MSDS is received from the vendor. To alert the vendor to include the MSDS with the product, include wording such as "Include MSDS when shipping" on the purchase order.

If an MSDS is not received with or prior to the shipment, the material is impounded in a secure area until one is received, and the supervisor dispatches a letter requesting immediate transmittal of either an MSDS or a letter disclaiming its necessity. If necessary, a second letter is dispatched within ten (10) days following the first. If there is still no adequate response, the material is returned to the sender and the purchase order voided.

Each time a material is reordered, the purchaser requests an updated MSDS for the material if one is available. This request includes the date shown on the most recent MSDS on file.

Whenever a complimentary sample of a material is received for evaluation from a manufacturer or distributor, the same procedure for purchased materials is followed. No material is placed into use without either an MSDS or a letter of disclaimer.

Whenever material is purchased from a local wholesale or retail dealer, whether with petty cash, a purchase order or requisition, the material is not accepted unless it is accompanied with an appropriate MSDS. All associates who purchase chemicals should be made aware of this requirement and acknowledge they will comply with this standard.

Labels and Other Forms of Warning

Supervisors ensure all hazardous materials in the facility are properly labeled when they arrive and information on the labels is checked against that on the MSDS for consistency. Any product that is not labeled in accordance with the HCS requirements is refused and returned to the sender, except those exempted from HCS labeling requirements.

Any containers into which materials are transferred for in-house use, other than transfer for **immediate** use by the employee filling the container, are labeled consistently with the label on the original container. All labels on containers for in-house use that hold materials containing compositions as a result of operations within the facility are approved for correctness of form by supervisors and the HCS Coordinator. Hazardous chemical labels, signs, words, or messages that are affixed to containers or in storage areas should not be deliberately defaced, falsified, destroyed, or otherwise rendered unreadable or untrue as to the actual contents of hazardous chemical containers.

Supervisors should check all containers of materials at least monthly to ensure they are properly labeled, and that none of the original labels have been defaced or become illegible.

Placards

If an area may have hazardous chemicals in the atmosphere, the entire area is labeled with a warning.

A placard such as the one below should be placed on the ground level exterior wall adjacent the Battery Room, AND on all interior doors leading to the Battery Room to indicate the presence of the listed dangers

