

Electric City, Inc.

Hazard Communication Program

1. Company Policy:

In order to insure that information concerning the potential danger associated with hazardous chemical exposure is available to relevant Electric City personnel, the following information is provided:

All company work units will participate in the hazard communication program. This program will be available, for review by interested or relevant personnel, in the company's Accident Prevention Program manual.

2. Container Labeling:

The job supervisor will verify that all relevant product containers are conspicuously and legibly labeled, consistent with the United Nations' Global Harmonized System protocol.

The job site supervisor will insure that a secondary container that contains a hazardous substance that is not totally consumed by a singular employee, during a singular work-period, is labeled with either a copy of the original manufacturer's, importer's or distributor's label or with a label that contains the following information: (1) a Product Identifier; (2) a Hazard Pictogram; (3) a Signal Word; and (4) a Hazard Statement.

3. Safety Data Sheets (SDS)

The job site supervisor is responsible for establishing and monitoring the company's Safety Data Sheet (SDS) program. He will insure that procedures are developed to obtain necessary Safety Data Sheets (SDS) and will review incoming Safety Data Sheets (SDS) for additional, revised or significant health and safety information. He will verify that any amended information is provided to affected company personnel.

A copy of a Safety Data Sheet (SDS) for all "in use" hazardous chemicals is contained in the company's Safety Data Sheet (SDS) file manual.

During each work shift, all relevant personnel will have access to Safety Data Sheets (SDS). If a Safety Data Sheet (SDS) is not available, personnel should immediately contact the job site supervisor.

4. Employee Training and Information:

The job site supervisor is responsible for the company's personnel training program. He will insure that all program elements, specified below, are implemented.

Prior to the commencement of work activities, each Electric City employee will attend a health and safety orientation session. The following information will be presented:

- * An overview of the requirements contained in the Hazard Communication regulatory agency standard.
- * Hazardous chemical(s) present at his/her workplace.
- * Physical and health risk(s) associated with hazard chemical exposure.
- * How to determine the presence or release of a hazardous chemical within her/his work zone.
- * How to reduce or prevent hazardous chemical exposure through the use of control procedures, work practices and/or Personal Protective Equipment (PPE).
- * Procedures the company has implemented in order to reduce or prevent hazardous chemical exposure.
- * Procedures that will be implemented if an exposure incident occurs.
- * The location of the Safety Data Sheet (SDS) file and written Hazard Communication program document.
- * How to read labels and review Safety Data Sheets (SDS) in order to obtain hazard information.

Before introducing a new chemical hazard into any company section, each relevant employee will be provided with information and training concerning that new chemical.

5. Hazardous Non-Routine Task:

Periodically, personnel are required to perform a hazardous non-routine task. Some examples of non-routine tasks are: confined space entry, storage tank cleansing operations and reactor vessel painting activities. Prior to the performance of work activities, each relevant individual will be provided with information, by the job site supervisor, concerning the hazardous chemical(s) he or she may encounter during the performance of those activities. This information will include specific chemical hazard(s), protective and safety measures that the employee should or must employ and procedures (ventilation, respiratory protection, presence of other personnel and emergency response procedures) that the company has instituted in order to reduce a potential hazardous exposure.

6. Multi-Employer Workplaces:

The job site supervisor will provide, to employer(s) of other personnel who are present at the job site, a copy of relevant Safety Data Sheets (SDS) or maintain them in a centralized and accessible file. The job site supervisor will advise other employer(s) concerning any precautionary measures that are required to protect personnel during normal operating conditions or during a foreseeable emergency incident and will provide other employer(s) with an explanation of the labeling system that is utilized at the work site.

7. Hazardous Chemical List:

Following is a list of hazardous chemicals that will be utilized by our personnel. Additional information concerning each chemical may be obtained by reviewing a relevant Safety Data Sheet (SDS), which is contained in the company's Safety Data Sheet (SDS) file manual.

**Electric City, Inc.
Hazardous Substances
Employee Orientation Check List**

Employee's Name: _____ **Date:** _____

Date hired: _____ **Trainer:** _____

This checklist provides documentation that Electric City personnel have been provided training concerning our Hazardous Substance Worker's Right-to-Know program.

The supervisor has reviewed the following Hazard Communication Program information with the employee:

- 1. The purpose of the hazard communication standard is to require manufacturers or importers to assess the hazards of chemicals they produce or import. An employers must provide information to their employees about the hazardous chemicals to which they may be exposed.

Employees must be informed about the hazard communication program, labels and other forms of warning, Safety Data Sheets (SDS), and they must have training concerning the hazardous substances they may encounter.
- 2. The supervisor has reviewed the hazardous chemicals list with the employee.
- 3. The supervisor has shown the employee the:
 - a. Location of hazardous chemicals within the employee's work site.
 - b. Location of the Written Hazard Communication Program.
 - c. Location of the Safety Data Sheets (SDS) for all "in use" hazardous chemicals in an employee's work area.
 - d. Location of the list of persons trained and authorized to handle the hazardous chemicals.

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment.

Supervisor's signature: _____ **Date:** _____

Employee's signature: _____ **Date:** _____