

# Location: TriOak Foods - Oakville, IA

## Tri Oak Foods Hazard Communication Program

### Company Policy

In order to ensure that information about the dangers of all hazardous chemicals used by TriOak Foods is known by all affected employees, the following procedure has been established:

- | All facilities of this company will participate in the Hazard Communication Program.
- | Tom Parchert or designate will provide a copy of this written program to any interested employee.

### Container Labeling

It is TriOak Foods company policy that all containers received into our facilities will be clearly labeled as to the contents, contain the appropriate hazard warning and list the name and address of the manufacturer. Any products that do not have required labels, will not be accepted into any TriOak Foods facility.

Tom Parchert will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels that have the identity and the appropriate hazard warning.

### Material Safety Data Sheets (MSDS)

Tom Parchert is responsible for monitoring the company MSDS program at this location. He/She will make sure procedures are followed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. He/She will see that any new information is passed on to affected employees. The procedure below will be followed when an MSDS is not received at the time of initial shipment:

MSDSs will be readily available to all employees during each work shift. If an MSDS is not available, contact Tom Parchert.

MSDSs will be readily available to employees in each work area using the following format: in the office

### Employee Training and Information

Tom Parchert is responsible for the Hazard Communication Program at this facility. He/she will ensure that all program elements are carried out.

Prior to starting work, each new employee will attend a health and safety orientation that includes the following information and training:

- | The hazardous chemicals present at his/her work area.
- | The physical and health risks of the hazardous chemicals.
- | Symptoms of overexposure.
- | How to determine the presence or release of hazardous chemicals in the work area.

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- | An overview of the requirements contained in the Hazard Communication Standard.
- | How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.
- | Steps TriOak Foods has taken to reduce or prevent exposure to hazardous chemicals.
- | Procedures to follow if an employee is exposed to hazardous chemicals.
- | Information on reading labels and MSDSs to obtain hazard information.
- | Location of the MSDS file and written Hazard Communication Program.

Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard. The training format will be as follows:

- | Tom Parchert will be responsible to assure that new employees are trained on the elements of this program.
- | The training will consist of a combination of video based, and/or classroom type training.
- | All training will be documented and quizzes will be given to new employees to ensure their knowledge and understanding of the presented materials.

### **Hazardous Non-Routine Tasks**

Periodically, employees are required to perform non-routine tasks which are hazardous. Confined space entry and tank cleaning are examples of non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by Tom Parchert about the hazardous chemicals he or she may encounter during such activities. This information will include specific chemical hazards, protective and safety measures the employee can use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

Any confined space procedures will be subject to TriOak Foods's Confined Space Program. Any mechanical hazards involved in confined space entries will be subject to TriOak Foods's lockout / tagout procedures.

### **Informing Other Employers (Contractors)**

It is the responsibility of Tom Parchert to provide other employers with information about hazardous chemicals their employees may be exposed to on a job site and suggested precautions for the employees. It is also the responsibility of Tom Parchert to obtain information about hazardous chemicals used by other employers to which employees of TriOak Foods may be exposed.

Material safety data sheets will be provided to other employers in the following manner:

- | Other employers (contractors), will request MSDSs from Tom Parchert.
- | He/She will document the contractor request, make a photocopy from the MSDS file, and have the contractor sign that they have received the requested MSDS.
- | The signed request form must remain at the location for at least three years.

In addition to receiving a copy of an MSDS, other employers will be informed by Tom Parchert of precautionary measures that need to be taken to protect their employees that are exposed to operations performed by this company.

Also, other employers will be informed of the hazard labels used by this company. If symbolic or numerical labeling systems are used, the other employers will be provided with information to understand the labels used for hazardous chemicals to which their employees may be exposed.

### List of Hazardous Chemicals

A list of all known hazardous chemicals that may be stored at this facility has been maintained in the MSDS Application. When new chemicals are received, this list is to be updated. To ensure that the chemical is added in a timely manner, the following procedure will be followed:

- Within 30 days of the addition of a new hazardous material, Tom Parchert, will add the new product to the list of hazardous chemicals.

### Program Availability and Acknowledgment of Receipt

- All employees of TriOak Foods, will receive a written copy of this Hazard Communication Program upon employment.
- Each employee should read the program and direct any questions on its content to Tom Parchert.
- A copy of this program will be made available, upon request, to employees and their representatives.
- Each employee shall sign an Acknowledgment of Receipt, that he/she has been presented and read the contents of the Hazard Communication Program, in accordance with OSHA regulation 29 CFR, 1910.1200.

#### Supporting Files

 [Acknowledgment of Receipt](#)

Uploaded: 2/9/2009

 [MSDS Request Form](#)

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