

Hazard Communication Program



A. Company Policy

Washington Floral Service is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by Washington Floral Service, the following hazard communication program has been established. This written program will be available in the employee handbook as well as in the main office of each branch for review by any interested employee.

All work units of Washington Floral Service will participate in the hazard communication program.

B. Container Labeling

Chris Berglund or a designated subordinate or a general manager for each branch is responsible for container labeling procedures, reviewing, and updating. The labeling system used at Washington Floral Service is as follows:

All hazardous chemicals at Washington Floral Service will be labeled using a Hazardous Material Identification Label (HMIL) and will have the appropriate boxes checked to indicate whether the material is of the following categories:

- Health
- Flammability
- Reactivity
- Personal Protection

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The procedures for proper labeling of all containers, and reviewing and updating label warnings are as follows:

- All secondary containers will be labeled with a large permanent marker giving information on what is inside the container. Secondary containers will also be marked with a HMIL label corresponding to the original container.
- A review of the labeled materials, classification of materials, and to ensure that all hazardous materials are labeled will be conducted annually.
- Chris Berglund or a designated subordinate location branch manager will be responsible for reviewing all labeled materials annually to ensure compliance and full communication of potential hazards to employees.

It is the policy of Washington Floral Service that no container will be released for use until the above procedures are followed.

C. Safety Data Sheets (SDS)

Sandy Berglund is responsible for establishing and monitoring Washington Floral Service's SDS program. This person will make sure procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. This person will make certain that any new information is passed on to affected employees.

The procedures to obtain SDSs and review incoming SDSs for new or significant health and safety information are as follows:

- Complete an annual physical account of all hazardous materials present in each location and verify that a corresponding SDS is present on site.
- New information and any updates on SDSs for materials present will be distributed both via email as well as by physical printed memo in the employee notification boards located by the timeclocks.
- Employees will have access to all SDSs on file during office hours Monday-Friday 6am-3pm and on Sundays from 7am-1pm.

Copies of SDSs for all hazardous chemicals in use will be kept in a file in the main office of Tacoma, the employee front filing cabinets of Spokane, and the employee office filing cabinet of the Boise location. SDSs will be available to all employees during each work shift. If an SDS is not available or a new chemical in use does not have an SDS, immediately contact:

Mary Jacka – Accounts Payable Dept.

Note: Copies of all SDSs will also be available on the network server in the employee file: >This PC > company (\corp.washingtonfloral.com) (Y:) > SDS Sheets 2023

D. Employee Information and Training

Melinda Russell is responsible for the employee training program.

The procedures for how employees will be informed and trained are as follows:

- On site training and familiarization for standard chemicals, their usage, safety precautions and use of eye wash stations will be performed during the employees initial training upon hire.
- Any training on new materials which have been added will be done during all staff employee meetings to familiarize employees on any updates or new materials.
- Employees will be trained on non standard procedures and non standard hazardous materials by a manager or other qualified and trained personnel prior to the assignment of use for those materials.

Melinda Russell will make sure that before starting work, each new employee of Washington Floral Service will attend a health and safety orientation that includes information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at his or her work places.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.

- Steps Washington Floral Service has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review SDSs to obtain hazard information.
- Location of the SDS file and written hazard communication program.
- An overview of the requirements contained in the Hazard Communication Standard.

Before introducing a new chemical hazard into any section of this employer, each employee in that section will be given information and training as outlined above for the new chemical.

E. Hazardous non-routine tasks

Periodically, employees are required to perform hazardous non-routine tasks. (Some examples of non-routine tasks are confined space entry, tank cleaning, and painting reactor vessels.) Non-routine tasks that are performed at Washington Floral Service include:

1. Cleaning cooler condenser coils

Prior to starting work on such projects, each affected employee will be given information by Chris Berglund about the hazardous chemicals he or she may encounter during these activities:

For each non-routine task identified above:

- *Cleaning cooler condenser coils involves the use of aerosol based coil condenser cleaner and simple green degreaser*
 - *During this process the employee should utilize protective eyewear, a respirator and gloves.*
 - *Employee should ensure that all cooler doors are open and that additional fans are being utilized for added ventilation.*

F. Multi-employer work places

It is the responsibility of Chris Berglund to provide employers of any other employees at the work site with the following information:

- Copies of SDSs (or make them available at a central location) for any hazardous chemicals that the other employer(s)' employee may be exposed to while working.
- Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.
- Provide other employers with an explanation of the labeling system that is used at the work site.

It is also the responsibility of Chris Berglund to identify and obtain SDSs for the chemicals the contractor is bringing into the work place.

G. List of hazardous chemicals

The following table lists all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing SDSs located at Washington Floral Service.

The criteria (e.g., label warnings, SDS information, etc.) used to evaluate the chemicals are:

Materials will be evaluated for hazard based off of manufacturer warning labels, manufacturer SDSs and past experience from workplace use.

List of Chemicals / SDS identity:

Chemical Name	Manufacturer	Location Used
Bleach	The Clorox Company	Tacoma/Spokane/Boise
Simple Green	Sunshine Makers, Inc.	Tacoma/Spokane/Boise
Formula 409	The Clorox Company	Tacoma/Spokane/Boise
Floralife Express Clear 300	Smithers Oasis	Tacoma/Spokane/Boise
DCD	Smithers Oasis	Tacoma/Spokane/Boise