	Employee Safety Orientation – Contract/Temporary		Effective Date: 11/01/19
	Document No. PPS 025A	Revision No. F	

EMPLOYEE SAFETY ORIENTATION - CONTRACT/TEMPORARY -



References:

REF 051	Employee Hourly Contract and Obligations
PPS 024	Written Workplace Safety Program

Purpose:


To inform Contract/Temporary Employees of his/her rights under OSHA “Right to Know” regarding presence of hazardous chemicals in the workplace.

Scope:

This process applies to all Contract/Temporary employees.

Definitions:

N/A

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Procedure:

It is the written policy of NESC Staffing, LLC (“Company”) to ensure that each employee is informed of his/her rights regarding the presence of hazardous chemicals in the work place. “Right to Know” is a federal law and regulation entitled “**The Hazardous Communication Standard**” administered by the Occupational Safety and Health Administration (**OSHA**). The object of this law is to reduce the incidents of chemical source illness and injuries. As a contract employee, you will be working at our client’s facility or our client’s designated work site.

Under the law, you have a **RIGHT TO KNOW:**

- a) That the Hazard Communication Standard exists and the requirements to be met by the client pursuant to said Standard.
- b) What chemicals are present at your work station or job site.
- c) The avenues available to learn what chemicals are present and their potential danger to your health.

Please take the time to carefully read this important information. Should you have any questions, please ask us for clarification. The following will explain our company’s policy, including its written workplace safety program (PPS 024) which is available for your review.

In line with the Hazard Communication Standard, our client must train and inform you regarding methods and observations that you may use to detect the presence or release of hazardous material in your or neighboring work area, as well as its programs and procedures relating to hazardous materials in the workplace. Among the items in which you must be trained are as follows:

1. Written Workplace Safety Program:

The client must have a written workplace safety program. This must include provisions for container labeling, collection and availability of material data sheets and an employee-training program. You must be informed as to the location of the written program and how you may access it. The client must provide a list of all hazardous chemicals, if any, in each work area and provide information as to how the client will inform you of the hazards associated with unlabeled pipes.

2. Labels and Placards:


Each container in the client’s work place must be labeled, tagged or marked with the identity of the hazardous materials it contains and hazard warnings. Hazard warnings include information on the mode, signs or symptoms and consequences of exposure to the hazardous materials. For example, such labels might inform you that the material is flammable and burns or that its vapors are corrosive to the eyes or that it is a known carcinogen if inhaled. (See Page 9)

3. Safety Data Sheet (SDS):

Safety Data Sheets contain information regarding the specific chemical identity of the hazardous chemicals involved and their common names. This information must also include known acute-chronic health effects, exposure limits, emergency first-aid procedures and whether it is considered to be a carcinogen. The SDS must be readily accessible to the work area. Client is required to inform you as to the location of the applicable SDS’s in your work area. Ask your supervisor at the client’s premises or designated site about their specific location. (See Page 5 & 6 for SDS form and summary of same).

4. Specific Work Area Hazards:

Client must inform you about the physical and health hazards of the chemicals that are being used in your particular work area. You must be informed not only of the symptoms of exposure to a particular hazardous material but also of the effect of the hazardous material on a “target organ” of the body, for example the potential of lung cancer caused by inhaling asbestos.

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5. Personal Protective Equipment and Controls:

Client must inform you about measures that you can take to protect yourself from these hazards including specific procedures that the client has implemented to protect you from exposure to hazardous chemicals, such as, appropriate work practices, emergency procedures and personal protective health equipment to be used as well engineering controls such as ventilation and substitution of less hazardous materials.

Remember, there are obvious signs of the presence of chemicals including smell, fumes, and irritation. Other chemicals have poor warning properties in that your senses do not always detect the presence of the chemical before you experience symptoms or potential health effects. In the course of your assignment, if you are unsure regarding the presence of hazardous chemicals or whether you have been provided adequate protection, check with your supervisor. If said supervisor does not provide you with the necessary information, contact us immediately.










When you report to your Supervisor for your assignment at client’s facilities or designated work site, you should inquire if there are chemicals present at your workstation or job site and the existence of items 1 through 5 above. If our client fails to give you this training and information, notify us immediately so that we may take appropriate steps to have the information given to you.



Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

Health Hazard  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	Flame  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	Exclamation Mark  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  <ul style="list-style-type: none"> • Gases Under Pressure 	Corrosion  <ul style="list-style-type: none"> • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals 	Exploding Bomb  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  <ul style="list-style-type: none"> • Oxidizers 	Environment (Non-Mandatory)  <ul style="list-style-type: none"> • Aquatic Toxicity 	Skull and Crossbones  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

For more information:

OSHA Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

OSHA 3491-02 2012



Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.


Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

(Continued on other side)

For more information:

OSHA Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

OSHA 3493-02 2012

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I acknowledge reviewing and having the opportunity to ask questions regarding the information outlined in this policy and procedure (Contract/Temporary Employee Rights Safety Orientation).

This concludes my training on the content of the hazard communications standards, explanation of a Safety Data Sheet (SDS), liability of chemicals and the necessary steps to take to protect myself from hazardous chemicals.

I understand that as a condition of my employment I have signed the Employee Hourly Contract and Obligations (REF 051) which was included in my pre-employment sign-up package.