

WRITTEN HAZARD COMMUNICATION PROGRAM

**Daycon Products Company/New Dawn Manufacturing Company
16001 Trade Zone Ave.
Upper Marlboro, MD 20774**

1. Company Policy

To ensure that information about the dangers of all hazardous chemicals used by Daycon Products Company, Inc./New Dawn Manufacturing Company are known by all affected employees, the following written hazard communication program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of this company will participate in the Hazard Communication Program. Copies of the Written Hazard Communication Program are available on the New Dawn server and may be printed upon request to the administrative assistant, and the company's website at www.daycon.com for review by interested employees.

Chief Chemist, is the hazard communication program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

2. Container Labeling

Chief Chemist shall ensure that all containers of hazardous chemical products received for use are labeled with the identity of the hazardous chemical (i.e., brand or trade name), appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party.

Chief Chemist will ensure that all secondary or portable containers into which chemical products are transferred are labeled with either an extra copy of the original label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see *Chief Chemist*.

We are using the following in-house labeling system: *Hazardous Material Identification System*. Employees will be provided with appropriate information and training on this in-house labeling system.

Chief Chemist will review the company labeling procedures periodically and will update labels as required.

3. Material Safety Data Sheets (SDSs)

Director of Purchasing, is responsible for establishing and monitoring the company SDS program. He/she will ensure that procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. He/she will

see that any new information is communicated to affected employees. The **Chief Chemist** will maintain all SDSs for raw materials used in manufacturing. The raw material SDSs will be kept in a file cabinet on the manufacturing floor for review by employees.

If an SDS is not received with the initial shipment of a product that is labeled as hazardous, **Director of Purchasing or the Chief Chemist, when the chemical is a raw material**, shall obtain appropriate SDSs from the manufacturer, distributor, importer or other responsible party as soon as possible.

Copies of all SDSs for all hazardous finished chemicals/products to which employees are exposed or are potentially exposed are kept on the company's website www.daycon.com and www.newdawnmanufacturing.com. Raw materials used in manufacture will have their SDSs maintained in a file cabinet on the New Dawn manufacturing floor. SDSs will be readily available to all employees during each work shift. SDSs shall be maintained by **Director of Purchasing** and **Chief Chemist**. If an SDS for a particular hazardous product is not available, contact **Chief Chemist or Director of Purchasing**.

4. Employee Training and Information

Director of Distribution, is responsible for the Employee Information and Training Program and will ensure that all program elements are carried out.

Everyone who works or is potentially exposed to hazardous chemicals will receive information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area.

The information and training program shall address the following elements:

- The requirements of the OSHA Hazard Communication Standard
- Any operations in their work areas where hazardous chemicals are present
- The location and availability of this Written Hazard Communication Program
- How to detect the presence or release of hazardous chemicals in the work area
- The physical and health hazards of the chemicals in the work area
- The measures employees can take to protect themselves from these hazards, including specific procedures implemented by Daycon Products Company, Inc., such as appropriate work practices, emergency procedures, and personal protective equipment to be used
- The details of this Written Hazard Communication Program and how employees can obtain and use this information.

5. Hazardous Non-routine Tasks

Periodically, employees are required to perform non-routine tasks that are hazardous. Prior to starting work on such projects, each affected employee will be given information by **Chief Chemist or Director of Distribution** about the hazardous chemicals he or she may encounter during such activity.

This information will include specific chemical hazards, protective safety measures the employee should use to reduce or prevent exposure, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

6. Informing Other Employers/Contractors

It is the responsibility of *Chief Chemist and Director of Distribution* to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of *Director of Purchasing* to obtain information about hazardous chemicals used by other employers to which employees of this company may be exposed.

Other employers and contractors will be provided with MSDSs for hazardous chemicals generated by this company's operations at the time such chemicals are purchased or used by the contractor.

In addition to providing a copy of an MSDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to hazards as a result of the operations performed by Daycon Products Company, Inc.

7. List of Hazardous Chemicals

A list of all known hazardous chemicals/finished products used by Daycon employees is located on the Company website at www.daycon.com. A list of SDSs for raw materials used by New Dawn employees is maintained on the New Dawn server, and copies of SDSs are maintained on the manufacturing floor. If any New Dawn employee would like a copy of the SDS, they may request one from the Administrative Assistant. Copies of finished product SDSs are also maintained in the Purchasing department. This list includes the identity (i.e., trade or brand name) of the chemical product, consistent with the identity of the chemical product used on the SDS.

When new chemical products are received, this list will be updated (including date the chemicals were introduced) within 30 days.

The list of hazardous chemicals is compiled and maintained by *Chief Chemist at (301)218-7046 or Director of Purchasing at (301)218-7025*.

8. Chemicals in Unlabeled Pipes

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in those areas, the employee shall contact *Chief Chemist* for information regarding:

- The chemical in the pipes
- Potential hazards
- Required safety precautions

9. Availability of the Written Hazard Communication Program

A copy of this Written Hazard Communication Program, including the list of hazardous chemicals, will be made available, upon request, to employees and their representatives.