 NEW Organic Digestion	NEW Organic Digestion, LLC Safety Management System		DEN.SAFE.POL.140- 031.HazardCommunication	
			Initial Issue Date	09/01/2016
<b>HAZCOM</b>			Revision Date:	08/23/2018
			Next Revision Date:	08/23/2020
Preparation: Safety Manager	Authority: President	Issuing Dept: Safety	Page:	Page 1 of 7

### **Purpose:**

NEW Organic Digestion, LLC is committed to providing a safe and healthy working environment for employees through appropriate hazards communications. The purpose of this procedure is to ensure that the hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards is transmitted to employees. This transmittal of information is to be accomplished by container labeling and other forms of warning, material safety data sheets and employee training.

### **Scope**


This procedure applies to all NEW Organic Digestion, LLC employees.

This procedure applies to any chemical that is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

### **Responsibilities**

This procedure covers the following responsibilities which apply to all the employees of NEW Organic Digestion, LLC

- Employees will ensure that labels on incoming containers of hazardous chemicals are not removed or defaced;
- Employees will maintain copies of any safety data sheets that are received with incoming shipments of the sealed containers of hazardous chemicals;
- Employees will obtain a safety data sheet as soon as possible for sealed containers of hazardous chemicals received without a safety data sheet, and no employee will be issued the chemical until a sheet is received and distributed.
- NEW Organic Digestion, LLC will ensure that the safety data sheets are readily accessible during each work shift to employees when they are in their work area(s); and,
- NEW Organic Digestion, LLC will ensure that employees are provided with information and training to the extent necessary to protect them in the event of a spill or leak of a hazardous chemical from a sealed container.
- In this procedure NEW Organic Digestion, LLC has developed, implemented, and continues to maintain at each workplace, a written hazard communication program which at least describes how the criteria for labels and other forms of warning, material safety data sheets, and employee information and training will be met, and which also includes the following:
  - a. A list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate safety data sheet; and,


 NEW Organic Digestion	NEW Organic Digestion, LLC Safety Management System		DEN.SAFE.POL.140- 031.HazardCommunication	
			Initial Issue Date	09/01/2016
<b>HAZCOM</b>			Revision Date:	08/23/2018
			Next Revision Date:	08/23/2020
Preparation: Safety Manager	Authority: President	Issuing Dept: Safety	Page:	Page 2 of 7

- b. NEW Organic Digestion, LLC will inform employees of the hazards of non-routine tasks and the hazards associated with chemicals contained in unlabeled pipes in their work areas. This will be accomplished through job-hazard-analysis and pre-job briefings.
- When NEW Organic Digestion, LLC may produce, use, or store hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be exposed (for example, employees of a construction contractor working on-site) the company shall additionally ensure that the hazard communication for a job site is developed and implemented include the following:
  - a. The methods the employer will use to provide the other employer(s) on-site access to safety data sheets for each hazardous chemical the other employer(s)' employees may be exposed to while working;  
The methods the employer will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies; and,
  - b. The methods the employer will use to inform the other employer(s) of the labeling system used in the workplace.
- NEW Organic Digestion, LLC will make this written hazard communication program available, upon request, to employees in accordance with the requirements of 29 CFR 1910.1020 (e).
- NEW Organic Digestion, LLC will maintain in the workplace copies of the required safety data sheets for each hazardous chemical, and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s). (Electronic access, microfiche, and other alternatives to maintaining paper copies of the material safety data sheets are permitted as long as no barriers to immediate employee access in each workplace are created by such options.)
- Where employees must travel between workplaces during a work shift, i.e., their work is carried out at more than one geographical location, the safety data sheets may be kept at the primary workplace facility. In this situation, the employer shall ensure that employees can immediately obtain the required information in an emergency.
- Chemical manufacturers and importers shall obtain or develop a safety data sheet for each hazardous chemical they produce or import. NEW Organic Digestion, LLC, will have a safety data sheet in the workplace for each hazardous chemical which they use.

### Safety Data Sheets (SDS)

SDSs must be obtained for each required chemical. Chemical manufacturers are responsible for developing SDSs. NEW Organic Digestion, LLC shall have a SDS for each chemical used.

The purchasing of any potentially hazardous chemical products from any supplier that does not provide an appropriate Safety Data Sheet in a timely fashion is prohibited.

 NEW Organic Digestion	NEW Organic Digestion, LLC Safety Management System		DEN.SAFE.POL.140- 031.HazardCommunication	
			Initial Issue Date	09/01/2016
<b>HAZCOM</b>			Revision Date:	08/23/2018
			Next Revision Date:	08/23/2020
Preparation: Safety Manager	Authority: President	Issuing Dept: Safety	Page:	Page 3 of 7

The Safety Data Sheet must be kept in the SDS library for as long as the chemical is used.

The Manager is responsible for seeing that the Chemical Inventory List inventory is maintained, is current and is complete. He/she will review Chemical Inventory List at least annually. When a hazardous material has been permanently removed from the work place, its SDS is to be removed from the Chemical Inventory List.

SDS' for hazardous materials to which NEW Organic Digestion, LLC employees have been exposed must be maintained after the employee leaves the employment of NEW Organic Digestion, LLC.

NEW Organic Digestion, LLC will maintain in the workplace copies of the required safety data sheets (SDS) for each hazardous chemical, and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s). 24/7 access is available to all of our SDS sheets at <http://safety.boeteams.com> or via the SDS app on all company mobile devices.

#### **Methods to be Used to Inform Employees of the Hazards of Non-Routine Tasks**

The methods that NEW Organic Digestion, LLC will use to inform employees of the hazards of non-routine tasks (i.e., the cleaning of reactor vessels, etc.) and the hazards associated with chemicals contained in unlabeled pipes in their work areas include:

- Conducting a Job Hazard Assessment (JSA).
- Employees will be advised of methods and special precautions, PPE and the hazards associated with chemicals and the hazards associated with chemicals contained in unlabeled pipes in their work areas.
- In the unlikely event that such tasks are required, the supervisor, or designee, will provide a SDS for the involved chemical.

#### **The Use and Care of Labels and Other Forms of Warning**

Container labels should contain the following information:


- Product identifier
- Signal word
- Hazard statement
- Pictogram(s)
- Precautionary statement(s), and
- Name, address and telephone number of the chemical manufacturer, importer or other responsible party.

The Manager will ensure that all hazardous chemicals used or stored in the facility are properly labeled.

Damaged labels or labels with incomplete information shall be reported immediately.

Workplace labels or other forms of warning will be legible, in English and prominently displayed on the container or readily available in the work area throughout each work shift.

If employees speak languages other than English, the information in the other language(s) may be added to the material presented as long as the information is presented in English as well.

 NEW Organic Digestion	NEW Organic Digestion, LLC Safety Management System		DEN.SAFE.POL.140-031.HazardCommunication	
			Initial Issue Date	09/01/2016
<b>HAZCOM</b>			Revision Date:	08/23/2018
			Next Revision Date:	08/23/2020
Preparation: Safety Manager	Authority: President	Issuing Dept: Safety	Page:	Page 4 of 7

NEW Organic Digestion, LLC will use the GHS labeling system for secondary containers.


Portable containers into which hazardous chemicals are transferred from labeled containers and that are intended for the immediate use of the employee who performs the transfer do not require a label.

If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled.

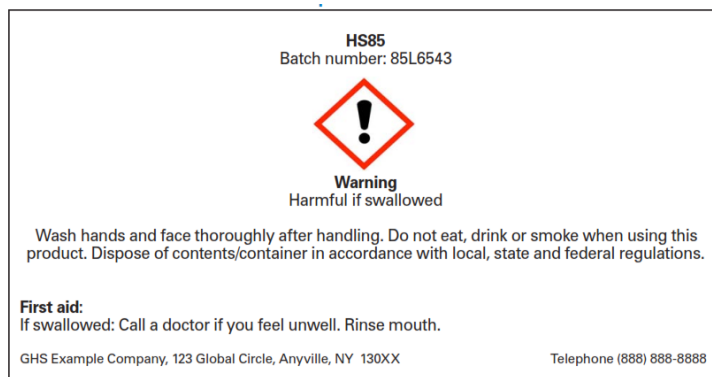
Received from vendors that are not properly labeled must be rejected.

Pictograms and Hazards

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

 NEW Organic Digestion	NEW Organic Digestion, LLC Safety Management System		DEN.SAFE.POL.140-031.HazardCommunication	
			Initial Issue Date	09/01/2016
<b>HAZCOM</b>			Revision Date:	08/23/2018
			Next Revision Date:	08/23/2020
Preparation: Safety Manager	Authority: President	Issuing Dept: Safety	Page:	Page 5 of 7

#### Example Label



### **Multi-Employer Job Sites and/or Multi Work Site**

The following specific methods for providing other employer information concerning hazardous chemicals at job sites, methods of providing SDS sheets, methods of precautionary measures to be taken and methods of providing information on labeling systems:

#### Multi-Work Sites

Where employees must travel between work places during a work shift (multi job sites), the written program may be kept at a primary job site. If there is no primary, then the program should be sent with employees.

#### Multi-Employer Job Sites


A pre-job briefing shall be conducted with the contractor prior to the initiation of work on the site.

- During this pre-job briefing, contractors shall notify NEW Organic Digestion, LLC and present current copies of Safety Data Sheets and label information for every hazardous chemical brought on-site.
- NEW Organic Digestion, LLC shall notify and provide required SDS and label information for all hazardous chemicals the contractor may encounter on the job.
- The facilities labeling system and any precautionary measures to be taken by contractor during normal conditions and emergencies shall be addressed.
- By providing such information to other employers, NEW Organic Digestion, LLC does not assume any obligations that other employers have for the safety of their employees.

## **TRAINING**

NEW Organic Digestion, LLC will provide employees with effective 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.

Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information will always be available through labels and safety data sheets.

 NEW Organic Digestion	NEW Organic Digestion, LLC Safety Management System		DEN.SAFE.POL.140- 031.HazardCommunication	
			Initial Issue Date	09/01/2016
<b>HAZCOM</b>			Revision Date:	08/23/2018
			Next Revision Date:	08/23/2020
Preparation: Safety Manager	Authority: President	Issuing Dept: Safety	Page:	Page 6 of 7

Employees shall be informed of:

- The requirements of this procedure;
- Any operations in their work area where hazardous chemicals are present;
- The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and safety data sheets required.

Employee training shall include at least:


- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
- 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 the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and,

The details of the hazard communication program developed by the employer, including an explanation of the labeling system and the safety data sheet, and how employees can obtain and use the appropriate hazard information.

## **PROCEDURES**

- Each container of hazardous chemicals in the workplace must be labeled, tagged or marked with the following information:
  1. Identity of the hazardous chemical(s) contained therein; and,
  2. Appropriate hazard warnings, or alternatively, words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.
- Labels are not required on portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer.
- No one shall be permitted to remove or deface existing labels on incoming containers of hazardous chemicals, unless the container is immediately marked with the required information.
- Labels or other forms of warning must remain legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. When employees who speak other languages are working, NEW Organic Digestion, LLC may add the information in their language to the material presented, as long as the information is presented in English as well.

## **OTHER REQUIREMENTS**

 NEW Organic Digestion	NEW Organic Digestion, LLC Safety Management System		DEN.SAFE.POL.140-031.HazardCommunication	
			Initial Issue Date	09/01/2016
<b>HAZCOM</b>			Revision Date:	08/23/2018
			Next Revision Date:	08/23/2020
Preparation: Safety Manager	Authority: President	Issuing Dept: Safety	Page:	Page 7 of 7

Any insubordination in regards to this will be dealt with as per NEW Organic Digestion, LLC's Disciplinary Program.