

Hazardous Chemical Communication Program

A. Company Policy

Codex 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 Codex, the following hazardous information program has been established.

All work units of Codex will participate in the hazard communication program. This written program will be available in the shared drive for review by any interested employee.

B. Container Labeling

Dr. Wenshan Hao is responsible for container labeling procedures, reviewing, and updating. It is the policy of Codex that no container will be released for use until the above procedures are followed.

C. Material Safety Data Sheets (MSDS)

Dr. Huailing Zhong is responsible to establish and monitor the employer's MSDS program. This person will make sure procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. This person will see that any new information is passed on to affected employees.

Copies of MSDSs for all hazardous chemicals in use will be kept in the library cabinet.

MSDSs will be available to all employees during each work shift. If an MSDS is not available or a new chemical in use does not have an MSDS, immediately contact Dr. Huailing Zhong.

D. Employee Information and Training

Dr. Jimmy Lu is responsible for the employer/employee training program. Before the training, it should be confirmed that each new employee of Codex 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 the employer 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 MSDSs to obtain hazard information.
- Location of the MSDS file and written hazard communication program.

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. List of hazardous chemicals

The following is a list of all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing MSDSs located in the library cabinet

MSDS identity: *(Here is where you put the chemical list developed during the inventory. Arrange this list so that you are able to cross-reference it with your MSDS file and the labels on your containers.)*

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

Chemical Name	Manufacturer	Location Used
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____