



# Hazcom Safety Program / Manual

**An Employee Guide to Safety Policies and  
Procedures to Support a Safety-Conscious  
Work Environment**

## Hazard Communication

1. All Trio Masonry, Inc. employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. At Trio Masonry, Inc., the SDS collection is located at home office and the jobsite. Employees are free to utilize the SDS as needed.
3. General rules for handling chemicals in a workplace environment are:
  - Read all label warnings and instructions.
  - Follow instructions for quantity. More is not better.
  - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
  - Always wash your hands after handling chemicals.
  - If a chemical enters your eye(s)
    - Immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes.
    - Report the injury immediately.
  - Any questions or concerns regarding chemicals should be reported to your Job Site Manager and Human Resources.

## Label Requirements

1. Labels, as defined in the HCS, are an appropriate group of written, printed or graphic informational elements concerning a hazardous chemical that are affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.
2. The HCS requires chemical manufacturers, importers, or distributors to ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged or marked.

3. Labels for a hazardous chemical must contain:
  - Name, Address and Telephone Number
  - Product Identifier
  - Signal Word
  - Hazard Statement(s)
  - Precautionary Statement(s)
  - Pictogram(s)

<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>• Self-Heating 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>

## Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS, and hepatitis.
2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call Human Resources immediately for instructions.

## Respiratory Protection (beyond N-95 dust mask)

1. Do not perform operations requiring respirators, unless you have been approved for use of respirators, fitted and trained the company's respiratory protection program.
2. Inspect respirators for cracked or worn parts before and after each use and after cleaning.
3. Do not work in an area that requires the use of respiratory equipment if you fail to obtain a tight seal between the respirator and face.
4. Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.
5. Clean and sanitize respiratory equipment according to manufactures recommendations after each use.
6. Store respiratory equipment in a clean and sanitary location.

## Hazardous Materials

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
2. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other visible signs of damage.
3. Each time you use your gloves, wash them, before removing the gloves, using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."
6. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
7. Do not smoke while handling chemicals labeled "Flammable."