

Stew Leonard's

Hazard Communication Policy

Revised – October 2024

General

In accordance with the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard 29 CFR 1910.1200, this policy has been established to ensure that Stew Leonard's employees have the information needed to handle and use chemicals safely.

The Safety Officer (or other person designated by the store) shall serve as the Program Coordinator. The Program Coordinator will maintain and update the hazard communication program, including the Safety Data Sheet (SDS) file and chemical inventory list, and will assist department managers, or their designee, regarding implementation and administration of the program at the department level.

Department managers will have overall responsibility for this program within their departments and, as necessary to ensure compliance, shall delegate responsibility for items such as training, container labeling, and obtaining SDS sheets to specific department personnel.

A copy of this written Hazard Communication Program, as well as copies of all Safety Data Sheets, will be accessible to all employees on the DayForce Hub by click this link:



Safety Data Sheets (SDS)

An SDS shall be maintained for each hazardous chemical used in the store. When new hazardous chemicals are purchased for use, the manager ordering the chemical (or their designee) shall assure that the appropriate SDS is obtained. Copies of new or revised SDS shall be forwarded to the Program Coordinator for inclusion SDS database. The Program Coordinator may be contacted for assistance in acquiring the necessary SDS.

Consumer products that are appropriately labeled and are used in a manner, frequency and duration that is consistent with normal consumer use, do not require a corresponding SDS. However, an SDS for such a product must be

obtained and made available if so requested by an employee. A copy of the SDS shall be forwarded to the Program Coordinator.

Safety Data Sheets are readily available to all employees on our Dayforce Hub by clicking this link:



Labels

Labels provided by the manufacturer will be maintained on all containers received for use within the department. Where hazardous chemicals are transferred from their original container to a secondary container, a label containing the identity and appropriate hazard warning will be affixed to the secondary containers. The Program Coordinator will assure that appropriate labels for secondary containers are available to each department.

List of Hazardous Chemicals

The Program Coordinator will maintain a master list of hazardous chemicals used at the store. Upon receipt of a new chemical, the department manager (or designee), will forward a copy of the corresponding SDS to the Program Coordinator. The SDS will be added to the SDS database and the master list of hazardous chemicals will be updated accordingly.

Employee Training and Information

All new employees will complete general chemical safety training during the onboarding process as part of the Safety 101 class. Department managers or designated department trainers will provide chemical specific training, including safe work practices, required personal protective equipment and emergency procedures as part of the on-the-job training.

When a new hazardous chemical is introduced to the department, the corresponding SDS will be obtained and made available to employees. If the chemical will be transferred to secondary containers, the appropriate labels will be obtained and affixed to secondary containers. Additional training will be provided if a new chemical introduces a new hazard or requires revised safe work practices or personal protective equipment use.

Contractors

When it is necessary for an outside contractor to perform work on premise, the manager overseeing the contractor's work will advise the contractor of any chemical hazards which may be encountered in the normal course of their work.

Non-Routine Tasks

Prior to performing any non-routine maintenance tasks (i.e. boiler repair), the supervising manager will meet with the involved employees and advise them of any chemical hazards associated with the task, as well as any safe work practices and personal protective equipment required to perform the task.