



Manufacturing
Hallmark Products

HAZARD COMMUNICATION PROGRAM FOR AMERICAN OPENINGS, INC.

The purpose of this program is to ensure that company employees understand potential hazards and hazard control materials for chemicals used by this company.

The written program is available for company review at any time. It is located at 6885 E. Southpoint Tucson, Arizona 85756. A copy of the program will be provided to any employee or employee representative (to include field employees and field supervisors), upon request.

CONTAINER LABELING:

Ron Borker, Maintenance Director, will verify that all containers received for use by this company will:

- Be clearly labeled as to the contents, matching identification on MSDS.
- Note the appropriate hazard warnings.
- List the name and address of the manufacturer.

No containers will be released for use until the above data is verified.

MATERIALS SAFETY DATA SHEETS:

Copies of MSDS's for all hazardous chemical to which employees may be exposed will be kept at 6885 E. Southpoint Tucson, Arizona 85756.

Steve Willis, Field Safety Director, will be responsible for issuing MSDS books to all field personnel:

- MSDS's for the new chemicals are available.
- MSDS's will be available for review to all employees during each work shift.
- Copies will be available upon request.

EMPLOYEE TRAINING AND INFORMATION:

Each employee will be provided the following information and training before working in areas where hazardous chemicals exist. In addition, if a new hazardous material is introduced into the workplace, affected employees will be given new information and training concerning that material.

A. MINIMUM INFORMATION PROVIDED:

1. All operations and location in the work area where hazardous chemical are present.

B. MINIMUM TRAINING PROVIDED:

1. Methods and observations used to detect the presence of hazardous chemicals in the work area (such as company monitoring programs, continuous monitoring device visual appearance, odor or to other characteristics of hazardous chemicals).
2. The physical and health hazards of chemicals in the assigned work area.
3. The measures to take to protect against such hazards, including specific company procedures concerning work practices, emergencies and care and use of protective equipment.
4. Details of the company hazard communication program, including explanation of the labeling system, the material safety data sheets and how to obtain and use the appropriate hazard information.

(OPTIONAL) Upon completion of the training, each employee will sign a form acknowledging receipt of the written hazard communication program and related training.

INFORMING CONTRACTORS:

It is the responsibility of Kelly Rogers, Contract Administrator, to provide contractors and their employees with the following information.

1. Hazardous chemicals to which they may be exposed while on the jobsite.
2. Measures the employees may take to lessen the possibility of exposure.
3. Steps the company has taken to lessen the risks.
4. Where the MSDS's are for chemicals to which they may be exposed.
5. Procedures to follow if they are exposed.

CONTRACTORS INFORMING EMPLOYERS:

Contractors entering this workplace with hazardous materials will supply this employer with MSDS's covering those particular products the contractor may expose this company's employees to while working at this site.

LIST OF HAZARDOUS CHEMICALS IN THIS WORKPLACE:

See Attached

SAFETY REQUIREMENTS

1. Safety and Health Poster displayed.
2. Record-keeping (OSHA form 100: OSHA 101 or equivalent, OSHA 102, CAL-OSHA Log 200)
3. Name of Workers' Compensation insurance carrier displayed.
4. Plan for reception of compliance inspection officer.
5. Management safety policy directive.
6. Employees safe work rules published and new employees briefed on work hazards.

Medical & First Aid

7. Qualified first aid personnel available for each work shift.
8. Approved medical supplies maintained and checked regularly.
9. Emergency information placard (ambulance, hospital, fire, etc.) posted.
10. Provisions made to transport injured employee to medical facility.

Housekeeping & Miscellaneous

11. Aisles clearly defined, kept clear and in good repair.
12. Floors level, free of holes and obstacles and cleaned regularly.
13. Portable ladders equipped with safety feet and in good repair. Metal ladders marked: "Do not use near electrical equipment."
14. Stairways and elevated work surfaces maintained in good repair, free of openings or obstacles and equipped with handrails.
15. Hazardous material containers labeled to indicate contents, hazard and precautions to be observed- MSDS-FORMS
16. Warning and caution signs posted where necessary.
17. Ventilation-adequate for operations. (Eliminate fumes/dust at source).
18. Hazardous equipment, conveyors, hot pipes, etc. guarded to a height of at least 7 feet.
19. Control valves and piping marked (steam water, air, etc).
20. Illumination-normal and emergency (no power) conditions.

Fire Prevention and Control

21. Approved portable fire extinguishers securely mounted, location identified and access clear. Inspected regularly.
22. Selected employees trained in use of fire fighting equipment.
23. Approved safety containers for handling of flammable solvents and materials.
24. Approved storage of flammable materials, including bonding and grounding.
25. Combustible debris collected separately and disposed of regularly.
26. No smoking areas so designated and posted.
27. Emergency exits clearly identified and egress routed conspicuously marked. Exit doors unlocked and clear.
28. Doors or passageways that could be mistaken for an exit clearly identified – NOT AN EXIT.

Electrical Systems

29. Receptacles and plugs not interchangeable for different voltage ratings.
30. Electrical panels kept clear and accessible.
31. Electrical controls or circuit breakers identified.
32. Machinery and equipment grounded in accordance with local electrical codes.
33. Regular preventative maintenance inspection of electrical equipment, cords and supply systems.

Machinery & Equipment

34. Physical hazards identified by color-coding.
35. Guards provided for hazardous parts of machinery. (Nip points, rotating, sliding, and moving parts).
36. Stationary machinery secured to prevent movement.
37. Stationary machinery controls or electrical sources provide for "lock-out" during maintenance.
38. Defective machinery immediately tagged as unsafe, removed from service or disabled until repaired.
39. Warning notices and instructions posted as required.
40. Pressure reduced on compressed air systems used for cleaning purposes.
41. Air hoses exceeding ½ inch inside diameter provided with safety "fuse".
42. Air hoses provided with device to prevent accidental disconnect.
43. Compressed gas cylinders protected from damage and secured to prevent being knocked over. Storage away from flammable materials.
44. Operating permits posted for boilers, air receivers, etc.

Hand Tools

45. Power tools equipped with constant pressure control switch.
46. Defective tools tagged as unsafe and removed from service.
47. Guards provided and used as required, electrically grounded.
48. Preventative maintenance and inspection program.
49. Employees instructed in proper use and care of hand tools.

Personal Protective Equipment

50. High noise areas identified and posted.
51. Approved hearing protective devices used where required.
52. Program to eliminate harmful noise at source.
53. Approved hard hats used to prevent head injuries due to impact, falling or flying objects.
54. Hair restrained to prevent entanglement in moving machinery,
55. Face and eye protection used where necessary to protect from possible face or eye injuries.
56. Suitable footwear required for work purposes.
57. Protective clothing, gloves, aprons, boots, face shields, goggles, etc. used in handling hazardous or corrosive materials.
58. Approved respiratory equipment used to protect from harmful dusts, fumes, gases or vapors.
59. Employees trained in the use and care of personal protective equipment. Records maintained in personnel files.
60. Deluge shower or eyewash provided and tested regularly.

Material Handling and Storage

61. Protective canopy on forklift vehicles.
62. Only designated (trained) employees permitted to operate forklifts.
63. Fuel service areas checked regularly for fire and safety requirements.
64. Preventative maintenance programs for motorized equipment.
65. Trailer chocks, jacks and dockboards provided at loading dock.
66. Hoist chains, cables, hooks, slings and safety devices certified, inspected regularly and records maintained.
67. Material storage-stable. Secured from falling or collapse.
68. Load limits displayed on forklifts, hoists, etc.



Manufacturing
Hallmark Products

October 9, 2012

Company Safety Policy

American Openings, Inc. has made a commitment to providing our employees, and anyone who enters our work area, a safe and healthy work environment.

American Openings, Inc. has and will continue to comply with all OSHA requirements. It is the expressed intent of American Openings, Inc. not only to meet those requirements, but also exceed them.

Both supervisors, and our valued employees must share the commitment for safety. Supervisors are responsible for developing the proper attitude toward safety and health; both in themselves and in those they supervise. They must ensure that all operations are performed with the utmost regard for safety of all personnel involved. Employees are responsible for whole-hearted, genuine cooperation with all aspects of the injury and illness prevention program- including compliance with all rules and regulation and for continuously practicing safety while performing their duties.

If each of us individually makes a commitment, we can create a safe and healthy workplace. For information and assistance, see our Safety Director, Steve Willis, or call him at 520-955-1345.

Brad White
General Manager