**The Rose Theater**

**Hazard Communication Program**

**Updated May 2014**

1. **Company Policy**

To ensure information about the dangers of all hazardous chemicals used by The Rose Theater is know by all affected workers, the following Hazard Communication Program is in place. Under this program, all workers are to be informed of the requirements of the OSHA Hazard Communication Standard, the operations where exposure to hazardous chemicals may occur, how to properly label supplies, locate SDSs within the facilities and know who to direct any questions to.

This program applies to any chemical which is known to be present in the workplace that workers may be exposed to under normal conditions of use or in a foreseeable emergency. All work areas that involve potential exposure to chemicals are part of the Hazard Communication Program. Copies of the Hazard Communication Program are available in the facility office for review by any interested worker. Electronic copies of the program are distributed annually and are available to all workers as well anytime.

Scott Kupka is the program coordinator, with overall responsibility for this program, including reviewing and updating this plan as necessary.

1. **Container Labeling**

Scott Kupka, Facility Director will verify that all containers received for use are clearly labeled in accord with the requirements of HazCom 2012, including a product identifier, pictogram, hazard statement, signal word and precautionary statements, as well as the contact information (name and address) or the supplier. [Standard labels are required by the Government for all manufactured products by 2016.]

The Director in each work area (ex: Production=Technical Director) will ensure that all secondary containers are labeled with the original supplier’s label or with an alternate workplace label. For assistance with labeling, please see Scott Kupka, Facility Director.

1. **Safety Data Sheets (SDS)**

Scott Kupka, Facility Director, is responsible for establishing and monitoring the company SDS program.

Procedure for obtaining SDS when not received at the time of the initial shipment

Scott will contact the supplier and request an SDS for the product and then place the SDS in the Theater SDS binder located in the conference room closet on top of the cabinet to the left of the door and the Scene Shop binder located on the desk of the Master Carpenter/Scenic Charge Artist.

Copies of SDSs for all hazardous chemicals to which workers are exposed or are potentially exposed will be kept in a binder located in the conference room closet on top of the cabinet to the left of the door. The SDS binder for the Scene Shop is located on the desk of the Master Carpenter/Scenic Charge Artist. Workers can access SDSs by either requesting access through the facility director, going directly to view the binder themselves or requesting an electronic copy.

SDSs will be readily available to all workers in each work area during each work shift. If an SDS is not available, contact Scott Kupka, Facility Director.

Procedure to replace outdated SDSs

Scott will place the new SDS in the binder and remove the outdated SDS for The Rose facility and Grant Hilgenkamp, Technical Director will do the same for the Scene Shop.

Scott Kupka is responsible for reviewing the SDSs received for safety and health implications and initiating any needed changes in workplace practices.

1. **Employee Information and Training**

Scott Kupka is responsible for employee information and training.

Every worker who will be potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication standard and these programs before starting work.

Training program for new workers

Each new worker will meet individually with Scott Kupka to review the Hazard Communication Program, along with other information related to the building including Emergency Procedures and Opening and Closing procedures.

Prior to introducing a new chemical hazard into any work area, each worker in that area will be given information and training as outlined above for the new chemical hazard.

Training format

Scott will meet directly with all workers in the department to review the new chemical, the labeling information, the SDS and any measures workers need to protect themselves including protective equipment.

1. **Informing Other Employees/Contractors**

It is the responsibility of Scott Kupka to provide other employers and contractors with information about hazardous chemicals their workers may be exposed to on this work site and suggested precautions for workers. It is the responsibility of Scott Kupka to obtain information about hazardous chemicals used by other employers to which The Rose workers may be exposed.

Company Policy

Other employers and contractors will be provided with SDSs for hazardous chemicals generated by this company’s operations by Scott Kupka, prior to any work being performed on-site. Other employers will also be informed of necessary precautionary measures to protect workers exposed to operations performed by The Rose.

Also, other employers will be informed of the hazard labels used by The Rose. If alternate workplace labeling systems are used, the other employers will be provided with information to understand the labels for hazardous chemicals to which their workers may have exposure.

1. **List of Hazardous Chemicals**

A list of all known hazardous chemicals in the workplace is attached to this program. This list includes the name of each chemical and the work area(s) in which each chemical is used. Further information on each chemical may be obtained from the SDSs, located in the conference room closet on top of the cabinet to the left of the door at the theater and on the desk of the Master Carpenter/Scenic Charge Artist at the Scene Shop.

When new chemicals are received, this list is updates within five (5) days of introduction into the workplace.

New Chemical Update Policy

Scott Kupka, Facility Director, obtains copies of all SDSs from each product delivery either directly or via the facility staff. New chemical SDSs are placed in the SDS binder within five (5) days of receipt of new product.

The hazardous chemical inventory is compiled and maintained by Scott Kupka, Facility Director,

402-502-4631, scottk@rosetheater.org

1. **Program Availability**

A copy of this program will be made available, upon request, to workers and OSHA.