



Hazard Communication Program

INTRODUCTION;

Night Shift L.L.C., has developed a Hazard Communication Program to enhance our employees' health and safety.

As a company we intend to provide information about chemical hazards and other hazardous substances and the control of hazards via our comprehensive Hazard Communication Program which includes container labeling, Material Safety Data Sheets (MSDS) and training.

THE FOLLOWING PROGRAM OUTLINES HOW WE WILL ACCOMPLISH THIS OBJECTIVE:

1. CONTAINER LABELING

It is the policy of this company that no container of hazardous substances will be released for use until the following label information is verified:

- * Containers are clearly labeled as to the contents
- * Appropriate hazard warnings are noted
- * The name and address of the manufacturer or distributor

This responsibility has been assigned to the manager who oversees each building. To further ensure that employees are aware of the hazards of material used in their work areas, it is our policy to label all secondary containers.

The manager who oversees each building will ensure that all secondary containers are labeled with an extra copy of the original manufacturer's label.

2. SAFETY DATA SHEETS (SDS)

Copies of SDS for all hazardous substances to which employees of this company may be exposed are kept as a part of the HazCom Program available online anytime at www.nightshiftllc.com/sds. The manager will review incoming data sheets for new and significant health/safety information. He/she will see that any new information is passed on to the employees benefiting from a comprehensive review of that information.

SDS will be reviewed for completeness by the manager overseeing each building. If an SDS is missing or obviously incomplete, a new SDS will be requested from the manufacturer. OSHA will be notified if a complete SDS cannot be received.

SDS are available to all employees at anytime using a smartphone, tablet or any other electronic device with internet access.

If electronic SDS are not available for any reason or new hazardous substance(s) in use do not have SDS on file, please contact the manager overseeing that specific building immediately.

3. EMPLOYEE INFORMATION AND TRAINING

As a part of initial training, and prior to starting work, employees will be provided with an overview of health and safety considerations which are related to their position. Such training may contain the following:

An overview of requirements contained in the Hazard Communication Standard, including their rights under the Standard.

- * Inform employees of any operations in their work area where hazardous substances are present.
- * Location and availability of the written hazard communication program.
- * Physical and health effects of the hazardous substances.
- * Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- * How to lessen or prevent exposure to these hazardous substances through usage of control, work practices and personal protective equipment (PPE).
- * Steps the company has taken to lessen or prevent exposure to these substances.
- * Emergency and first aid procedures to follow if employees are exposed to hazardous substance(s).
- * How to read labels and review SDS to obtain appropriate hazard information.

NOTE: It is critically important that all of our employees understand the training. If you have any additional questions, please contact the manager who oversees your building.

4. LIST OF HAZARDOUS SUBSTANCES

A comprehensive list of all known hazardous substances present for each building can be determined by reviewing the Safety Data Sheets. These references are updated as product usage changes for each building.

5. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employees will be given information by their supervisor about hazards to which they may be exposed during such an activity.

This information will include:

Specific hazards.

Protective/safety measures which must be utilized.

Measures the company has taken to lessen the hazards including ventilation, presence of

another employee and emergency procedures.

EXAMPLES OF NON-ROUTINE TASKS PERFORMED BY EMPLOYEES OF THE COMPANY:

- Grout Maintenance
- Window Cleaning
- Carpet Extraction
- Hard Surface Floor Care

If anyone has questions about this plan contact the manager who oversees their specific building. Our plan will ultimately be monitored by Allen Roen, President, to ensure that the policies are carried out and that the plan is effective.

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OSHA[®] FactSheet

Hepatitis B Vaccination Protection

Hepatitis B virus (HBV) is a pathogenic microorganism that can cause potentially life-threatening disease in humans. HBV infection is transmitted through exposure to blood and other potentially infectious materials (OPIM), as defined in the OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030.

Any workers who have reasonably anticipated contact with blood or OPIM during performance of their jobs are considered to have occupational exposure and to be at risk of being infected. Workers infected with HBV face a risk for liver ailments which can be fatal, including cirrhosis of the liver and primary liver cancer. A small percentage of adults who get hepatitis B never fully recover and remain chronically infected. In addition, infected individuals can spread the virus to others through contact with their blood and other body fluids.

An employer must develop an exposure control plan and implement use of universal precautions and control measures, such as engineering controls, work practice controls, and personal protective equipment to protect all workers with occupational exposure. In addition, employers must make hepatitis B vaccination available to these workers. Hepatitis B vaccination is recognized as an effective defense against HBV infection.

HBV Vaccination

The standard requires employers to offer the vaccination series to all workers who have occupational exposure. Examples of workers who may have occupational exposure include, but are not limited to, healthcare workers, emergency responders, morticians, first-aid personnel, correctional officers and laundry workers in hospitals and commercial laundries that service healthcare or public safety institutions. The vaccine and vaccination must be offered at no cost to the worker and at a reasonable time and place.

The hepatitis B vaccination is a non-infectious, vaccine prepared from recombinant yeast cultures, rather than human blood or plasma. There is no risk of contamination from other bloodborne

pathogens nor is there any chance of developing HBV from the vaccine.

The vaccine must be administered according to the recommendations of the U.S. Public Health Service (USPHS) current at the time the procedure takes place. To ensure immunity, it is important for individuals to complete the entire course of vaccination contained in the USPHS recommendations.

The great majority of those vaccinated will develop immunity to the hepatitis B virus. The vaccine causes no harm to those who are already immune or to those who may be HBV carriers. Although workers may desire to have their blood tested for antibodies to see if vaccination is needed, employers cannot make such screening a condition of receiving vaccination and employers are not required to provide prescreening.

Employers must ensure that all occupationally exposed workers are trained about the vaccine and vaccination, including efficacy, safety, method of administration, and the benefits of vaccination. They also must be informed that the vaccine and vaccination are offered at no cost to the worker. The vaccination must be offered after the worker is trained and within 10 days of initial assignment to a job where there is occupational exposure, unless the worker has previously received the vaccine series, antibody testing has revealed that the worker is immune, or the vaccine is contraindicated for medical reasons. The employer must obtain a written opinion from the licensed healthcare professional within 15 days of the completion of the evaluation for vaccination. This written opinion is limited to whether hepatitis B vaccination is indicated for the worker and if the worker has received the vaccination.

Declining the Vaccination

Employers must ensure that workers who decline vaccination sign a declination form. The purpose of this is to encourage greater participation in the vaccination program by stating that a worker declining the vaccination remains at risk of acquiring hepatitis B. The form also states that if a worker initially declines to receive the vaccine, but at a later date decides to accept it, the employer is required to make it available, at no cost, provided the worker is still occupationally exposed.

Additional Information

For more information, go to OSHA's Bloodborne Pathogens and Needlestick Prevention Safety and Health Topics web page at: <https://www.osha.gov/SLTC/bloodborne pathogens/index.html>.

To file a complaint by phone, report an emergency, or get OSHA advice, assistance, or products, contact your nearest OSHA office under the "U.S. Department of Labor" listing in your phone book, or call us toll-free at (800) 321-OSHA (6742).

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us. We can help. It's confidential.



EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

THE U.S. DEPARTMENT OF LABOR AND THE U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

FEDERAL MINIMUM WAGE

\$7.25 PER HOUR

STARTING JULY 15, 2009

- OVERTIME PAY:** An employer is required to pay extra for all hours worked over 40 hours a week.
- CHILD LABOR:** An employer must not let minors do work that is too hard for them and protect their work environments from harmful conditions by the following rules:
- Kids 14 and 15 can do only work outside of schools to deliver newspapers, babysitting, and advertising and under the following conditions:
 - No more than:
 - 3 hours on a school day or 18 hours in a school week.
 - 8 hours on a non-school day or 28 hours in a non-school week.
 - Kids can't do any job that makes them do any of the following: work that is too hard for them, work that is dangerous, work that is in an industry that is hazardous, or work that is in an industry that is considered to be a "hazardous occupation."
- TIP CREDIT:** Employers of tipped employees must pay a cash wage of at least \$2.13 per hour (plus a tip credit against that minimum wage obligation). The minimum tip combined with the minimum cash wage of at least \$2.13 must not go below the minimum hourly wage. An employer must make up the difference between the minimum cash wage and the minimum hourly wage if the employer's cash wage is less than \$2.13.
- ENFORCEMENT:** The Department of Labor may initiate back wage and civil penalties or through court action, for the employers that have been violative of similar provisions. Violations may result in civil or criminal action.
- Employers may be assessed civil monetary penalties of up to \$1,100 for each violation if the employer wage or overtime pay provisions of the law apply to \$1,000 for each employee who is the subject of a violation of the Fair Labor Standards Act. In addition, a civil penalty penalty of up to \$500,000 may be assessed for each civil money violation that caused the under or overtime wage of an employee. And both penalties may be assessed up to \$100,000 when the violation is determined to be willful or repeated. The law also prohibits discriminating against or retaliating against any employee in retaliation of his or her knowledge under the Act.
- ADDITIONAL INFORMATION:**
- Certain occupational and educational exemptions are exempt from the minimum wage and the overtime pay provisions.
 - Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
 - States that have passed general minimum wage laws or overtime regulations that comply with both:
 - The law regarding employers paying this penalty when employees can't work, and
 - Employees under 18 years of age may be paid \$6.75 per hour (starting from the 14th consecutive calendar day of employment with an employer).
 - Certain on-line services, online services, applications, and services with disabilities may receive less than the minimum wage under special conditions following the Department of Labor.



For additional information
1-866-4-USWAGE

Toll-free 24 hours a day, 7 days a week



WWW.WAGEHOUR.DOL.GOV

Job Safety and Health

It's the law!

OSHA[®]
Occupational Safety
and Health Administration
U.S. Department of Labor

EMPLOYEES:

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the OSHA Act.
- You have the right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violations.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.
- You must comply with all occupational safety and health standards issued under the OSHA Act that apply to your own actions and conduct on the job.

EMPLOYERS:

- You must furnish your employees a place of employment free from recognized hazards.
- You must comply with the occupational safety and health standards issued under the OSHA Act.

This free poster available from OSHA –
The Best Resource for Safety and Health



Free assistance in identifying and correcting hazards or complying with standards is available to employers, without citation or penalty, through OSHA supported consultation programs in each state.

1-800-321-OSHA (6742)
www.osha.gov

OSHA 3090 (10-2010)

