

Procedure Manual Updates

Procedures that have been revised, reviewed, released, relocated, or retired in the Procedure Manual:
10-07-2024 to 10-11-2024

WinZone: Resources > Procedure Manual

Revised (Material Change)

The procedure was reviewed for accuracy, and a material change was made. The material change was marked with **Revised**, and the R date in the procedure header updated. If the change was significant enough to change the meaning or intent of the procedure, the S date in the procedure header was also changed.

O-740-A	Exemption Review Request Form (Sample)
W-920	OSHA Occupational Safety and Health Act

Reviewed (Looked at)

The procedure was reviewed for accuracy, and no material change was made. Non-material changes could have been made such as WinZone paths, spelling, grammar, and formatting. The R date in the procedure header was updated to show it was reviewed.

P-950	Truck Acquisitions by Purchase or Lease
W-925	Hazard Communication Regulations

Released (New)

The procedure has been newly added to the Procedure Manual.

None	None
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Relocated (Moved)

The procedure has been given a new procedure code. Sometimes, a procedure fits better in another section versus the section it was originally released. This happens rarely, but it does happen from time to time.

None	None
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Retired (Removed)

A procedure is retired and removed from the Procedure Manual. The procedure no longer applies. For example, changes in processes and technology may render a procedure irrelevant. This happens rarely, but it does happen from time to time.

None	None
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Procedure Manual Updates

Procedure Distribution

Procedures listed in the tables include both unrestricted access and restricted access procedures. Copies of procedures included with this announcement are classified as Z distribution (unrestricted) and available to all employees of Winsupply Inc. and The Winsupply Family of Companies. Restricted procedures can be accessed in the Procedure Manual in the WinZone by individuals in the appropriate access groups. In the tables, Restricted Procedures will be marked with (Restricted) at the end of the Procedure Title.

Procedure Manual

The Procedure Manual is a living document and a Winsupply institution almost as old as Winsupply itself. It is maintained and administered by the Procedure Manual Team of Lee May and Jennifer Gantner under the guidance of Jeff Dice. It contains the knowledge of subject matter experts across the entire organization who contribute their time and expertise to provide content and check for accuracy. Questions can be directed to procmanfeedback@winsupplyinc.com.

Confidential

All contents of the Procedure Manual are strictly confidential. All unauthorized direct or indirect use or disclosure of content from the Procedure Manual is strictly prohibited.

A- The form is on the WinZone at **Company Management > Personnel > Exemption Review Request**



Winsupply
THE WINSUPPLY FAMILY OF COMPANIES[®]
Request for Exemption Review

Email completed form to mlentz@flp.law or fax to Mary Lentz at 937-824-2818.

Company Name Co. #
Current # of Hourly Employees Current # of Salaried or Commission Only Employees
Employee Name Date of Hire
Employee's Proposed Job Title
Proposed begin date of exemption

Describe Required Duties or Attach Accurate Job Description

1. Does Employee have responsibility for and manage a distinct department or division?

Yes No Describe Department or Division

2. Do the employee's duties include the supervision of two or more full-time employees or the equivalent every week? Yes No

Direct Reports' Names and whether FT or PT (those reporting to exempt employee)

3. Does the employee have the authority (or can effectively recommend) to hire/fire and discipline direct report employees subject to local company president/manager approval? Yes No

4. Employee Proposed Salary \$ per Commission Yes No

5. Average hourly rate of employees who will be supervised by this employee \$

Under penalty of perjury, I attest that the above statements are true.

Signatures on the following page.

_____ Date _____

Local Company President/Manager Signature

Print Name:

Contact Ph. No.:

Email:

_____ Date _____
Employee Signature

Approved: Yes _____ No: _____ Date of Approval or Denial: _____

Notes:

The local company president/manager must attach a copy of the approved exemption to a standard board action for board approval.

- A- Assemble all required facts to be certain you are getting the most suitable truck for the price you are paying.
- 1- Consider consulting with the Fleet Manager at Winsupply's Fleet Services. There may be another company within the Winsupply Family of Companies that has an extra truck that can be a better buy than is otherwise available.
 - a- Fleet Services is on the WinZone at **Company Management > Fleet Services** with their contact information. See procedure P-955.
 - 2- Consider whether the truck should be purchased or leased. Lease charges may be greater than the cost of the interest to finance.
 - a- The method for determining the best alternative involves use of a discounted cash flow analysis. The Financial Accounting and Advisory Services Team ("FAAST") team can provide advice.
 - If the discounted cash flow determines that a lease is the appropriate action, the Wholesalers Fleet Program can assist. (see procedure P-955)
 - 3- When financing a truck, never sign a personal guarantee. It is not necessary because you are financing the truck based on the credit-worthiness of your Local Company and of Winsupply Inc.
 - 4- Using a fleet program may save money. Fleet programs from manufacturers offer price incentives in addition to better-than-normal pricing from the dealers.
 - a- Current manufacturers' fleet programs in the name of Winsupply Inc. are below. All plan explanation letters are on the WinZone on the Fleet Services page.
 - Ford – NK311
 - GM-947726
 - FCA (Ram, Chrysler, Jeep) – 002J8
- B- Board approval of the purchase or lease always is required prior to the truck's acquisition. Go to **WinZone > Company Management > Board Actions** and submit a P-080-A board action without meeting.
- 1- When submitting the board action, indicate whether this is for a purchase or a lease.
 - a- Include enough detailed information about the truck, its cost and the financing, the truck's features and all of its options so your board of directors can make a fully informed decision.
- C- If financing a purchase, the purchase almost always should be financed to the maximum amount possible.
- 1- If using a non-Winsupply source, be certain the interest rate on your loan is reasonable. There are several ways of expressing interest and some can be deceptive.
 - a- Zero percent financing can be especially deceptive. Ask what the truck would cost if you pay cash.
 - The dealer may offer low interest or zero interest financing because they "hide" the rest of the interest expense in the price of the truck.
- D- The FAAST team has been instructed to record the purchase or lease but only after proper paperwork has been supplied as follows:
- 1- If buying the truck outright (without financing), forward a copy of the P-080-A board action without meeting and the approved invoice to the Winsupply Payables Services Center ("WPSC").
 - a- Send all other paperwork to the FAAST team. Include a copy of the check request to WPSC.
 - b- Include all of the dealer's paperwork, plus the dealer's window sticker, plus any information involving a trade-in.
 - 2- If financing a purchase or leasing the truck, FAAST will set up a recurring payment.
 - a- Send nothing to WPSC.
 - Instead, send your FAAST team a copy of the P-080-A board action and all paperwork related to the vehicle.
 - b- Include the dealer's window sticker, plus information, if any, involving a trade-in.
 - c- Once a recurring payment has been set up by FAAST, payments will be processed automatically without requiring approval each month.
 - The recurring pay date that is set up will allow the lender to receive payment by the due date in the loan documents.
 - Whenever possible, payment will be made electronically.

- 3- Never submit loan statements or payment coupons to WPSC or you risk a duplicate payment (see procedure A-100).
 - 4- When the vehicle title is received, either as a result of the initial purchase or the loan/lease payoff, forward a copy to your FFAST team but keep the original in a safe location at the Local Company.
- E- Never allow the purchased vehicle to be driven until you have notified Winsupply's Fleet Services and Hylant (your insurance agent) and Hylant has sent confirmation that your operation of the vehicle is covered by insurance. (See procedure P-498, "Vehicle Change Notification Form").

- A- The Occupational Safety and Health Administration ("OSHA") was created within the Department of Labor by the Occupational Safety and Health Act of 1970 ("the Act").
- 1- Although OSHA is a Federal Government Agency, one of its goals is to develop approved state-administered OSHA programs whose standards are at least as effective as federal requirements. There are currently 27 states or U.S. territories that administer their own federally-approved occupational safety and health programs: AK, AZ, CA, CT, HI, IL, IN, IA, KY, MD, MI, MN, NV, NJ, NM, NY, NC, OR, PR, SC, TN, UT, VT, VI, VA, WA, WY.
 - 2- In CT, NJ and NY, the state OSHA programs only cover state and local governments.
 - a- All others in those states are subject to the federal OSHA program.
 - 3- The Act applies to every "business affecting commerce who has employees," except self-employed persons, farms at which only immediate members of the farm employer's family are employed, or working conditions regulated by federal agencies under other federal statutes. In other words, all wholesalers are subject to OSHA regulations.
- B- OSHA is responsible for establishing and making known legally enforceable employee health and safety standards.
- 1- It is the responsibility of employers to become familiar with standards applicable to their establishments and to ensure that employees have and use personal protective equipment when required for safety.
 - 2- Employees must comply with all rules and regulations which are applicable to their own actions and conduct.
 - 3- Where OSHA has no established specific standards, employers are responsible for following the Act's general duty clause, which states that each employer "shall furnish . . . a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees."
 - 4- OSHA has made its publications and materials readily available through their website at www.osha.gov. Many of these publications are available only as a downloadable Adobe Acrobat file.
 - 5- OSHA publications and materials are available from your regional or area OSHA office, or go online and search for OSHA Publications. A full selection of OSHA's current publications is available on the OSHA Publications website.
 - 6- Three very informative publications:
 - a- OSHA 3302 "All About OSHA," which is the source for much of the information in this procedure.
 - b- OSHA 2209 "OSHA Handbook for Small Businesses"
 - c- OSHA 3151 "Assessing the Need for Personal Protective Equipment."
 - 7- OSHA also makes available at no cost a variety of supplemental employee training materials, such as for forklift safety.
- C- OSHA requires that every employer post or retain certain materials at a prominent location in the workplace. Documents with private employee information should never be displayed, only retained. These include:
- 1- Job Safety and Health Protection workplace poster, OSHA 3165 (also known as the "OSHA poster") or state equivalent informing employees of their rights and responsibilities under the act. This poster replaces the earlier 2203 version, but the 2203 remains in compliance and companies do not need to replace any existing 2203 posters.
 - 2- Copies of all OSHA citations for violations of standards.
 - 3- Summary of Occupational Injuries and Illnesses, OSHA no. 300A, if applicable (see below).
 - 4- OSHA requires that employers of 11 or more employees must maintain records of occupational injuries and illnesses as they occur.
 - a- Available from OSHA are three forms for necessary record keeping. These also can be downloaded from the WinZone at **Resources > Safety > Other OSHA Documents**. The Safety Program Administrator will provide you with this form if your business is in a non-monopolistic state.
 - b- OSHA no. 300 "Log of Work-Related Injuries and Illnesses."
 - c- OSHA no. 300A "Summary of Work-Related Injuries and Illnesses."
 - d- OSHA no. 301 "Injury and Illness Incident Report." Use this form to collect the information necessary for form 300.
 - 5- Employers of 10 or more employees must post OSHA no. 300A for the previous year, at each establishment, wherever notices to employees are customarily posted.

- a- This copy must be posted no later than February 1, and kept in place for at least three months. Even though there were no injuries or illnesses during the year, zero must be entered on the totals line, and the form posted.
- b- If a company had 20 or more employees during the previous calendar year, the OSHA 300A must be electronically filed. Instructions and reminders will be sent by the Safety Program Administrator.
- c- The OSHA log form 300 must be maintained on a calendar-year (not fiscal) basis. Logs must be kept current and retained for 5 years following the end of the calendar year to which they apply.
- d- Forms with any employee personal information should be retained, never posted, in order to protect privacy.

D- Penalties for violating OSHA rules are steep, and depend on the type of violation:

- 1- "Other Than Serious Violation". A violation that has a direct relationship to job safety and health, but probably would not cause death or serious physical harm. A penalty of up to \$16,131 for each violation is discretionary. Revised
- 2- "Serious Violation": A violation that the employer intentionally and knowingly commits. The employer knows that either what he or she is doing constitutes a violation, or is aware that a hazard existed and made no reasonable effort to eliminate it.
 - a- Penalties of up to \$161,323 may be imposed for each willful violation. Revised
 - b- If an employer is convicted of a willful violation of a standard that has resulted in the death of an employee, the offense is punishable by a court-imposed fine or by imprisonment.
- 3- "Repeat Violation": A violation of any standard, regulation, rule, or order where, upon reinspection, a substantially similar violation is found. Repeat violations can bring a fine of up to \$161,323 for each such violation. Revised
- 4- "Failure to Correct Prior Violation": Failure to correct a prior violation may bring a civil penalty of up to \$16,131 for each day the violation continues beyond the abatement date. Revised
- 5- "Other violations". See OSHA 2056 "All About OSHA" or other applicable OSHA publications for additional violations for which citations and proposed penalties may be issued. Revised
 - a- If an employer is issued a citation, and decides to contest the citation, the time set for abatement, or the proposed penalty, he or she has 15 working days from the time the citation and proposed penalty are received in which to notify the OSHA director in writing.
 - b- For more information, see OSHA publication 2056 "All About OSHA".
 - c- The ruling on the citation then is made by the Occupational Safety and Health Review Commission, which is an independent federal agency not associated with OSHA or the Department of Labor.

E- OSHA is authorized to conduct inspections of any workplace covered by the OSHA law to determine whether employers are complying with standards issued by the Agency for safe and healthful workplaces.

- 1- Inspections are conducted without advance notice. In fact, alerting an employer in advance of an OSHA inspection can bring a criminal fine of up to \$1,000 and/or a jail term.
- 2- An inspection begins when an OSHA compliance officer arrives at your place of business.
 - a- Employers should always insist on seeing the compliance officer's U.S. Department of Labor credentials.
 - b- Anyone who tries to collect a penalty at the time of inspection or promotes the sale of a product or service at any time is not an OSHA compliance officer.
- 3- The compliance officer explains the purpose of the visit, the scope of the inspection, and the standards that apply. The employer will be given copies of applicable safety and health standards as well as a copy of any employee complaint that may be involved.
- 4- The employer is asked to select an employer representative to accompany the compliance officer during the inspection.
- 5- An authorized employee representative also is given the opportunity to attend the opening conference and to accompany the compliance officer during the inspection.
- 6- After the inspection tour, a closing conference is held between the compliance officer and the employer or the employer representative. The employees' representative may be present.
 - a- The compliance officer discusses with the employer all unsafe or unhealthful conditions observed on the inspection and indicates all apparent violations for which a citation may be issued or recommended.
 - b- The employer is told of appeal rights.

- c- Only the OSHA area director has the authority to indicate any proposed penalties, and only after receiving a full report.
- d- During the closing conference, the employer may wish to produce records to show compliance efforts and to provide information which can help OSHA determine how much time may be needed to abate an alleged violation.
- e- A closing discussion will be held with the employees, or their representative if requested, to discuss matters of direct interest to employees

F- Before you are inspected:

- 1- Check your entire operation, thinking about how it will look to an inspector.
- 2- Review those items on which a wholesaler can expect to be inspected.
- 3- Use thoughtful judgment about correcting potential violations. Consider where possible fines can exceed the cost of making necessary changes.
- 4- You are encouraged to seek advice from the Winsupply Safety Specialist at aafletcher@winsupply.com or the administrator for the Property and Casualty Insurance, which is currently Hylant Insurance (see procedure Z-410).

G- Some items on which a wholesaler can expect inspection are:

- 1- Not having the OSHA poster properly displayed can cost you \$100 to \$ 161,323. **Revised**
- 2- Major violations are often the result of poor housekeeping.
 - a- Aisles and passageways must not be blocked by pallets or cartons of material waiting to be put away. Few warehouses make adequate provision for the handling of empty cartons, paper, and other trash as it accumulates during work hours.
 - b- Occasional cleaning is not adequate. The working areas must be kept continually picked up. Trash barrels should be at convenient locations; empty cartons are to be knocked down at once and neatly stacked in a designated area.
 - c- Each individual must be made responsible for this housekeeping in their work area. It is incumbent on all employees to provide a safe and healthy work environment.
- 3- Aisles must be kept clear at all times, to eliminate the chance of tripping and falling over objects.
- 4- Hard hats must be worn by all people working in areas where material is stored above head height with a chance of falling.
 - a- Order pickers should wear hard hats when working on a shelf or rack section with filled cartons stacked higher than 8 feet.
- 5- Many warehouses have mezzanines or balconies for the storage of materials, office records, or slow-moving items.
 - a- A 42-inch guard rail capable of restraining 200 pounds is required, plus a 4-inch toeboard.
- 6- Identifying signs or red dots are required above all fire extinguisher locations.
 - a- Usually there are enough extinguishers in the warehouse, but if they are blocked by stacks of material they would be hard to locate and reach in an emergency. These locations must be well identified, with clear access provided.
 - b- Extinguishers must be dated and should be regularly examined to ensure they are in good working order.
- 7- Most warehouses post "No Smoking" signs, and the policy should be enforced.
 - a- The code calls for smoking only in clearly designated areas, with the rules observed.
 - b- No smoking is allowed at work stations.
- 8- In older buildings especially, particular care should be given to wash rooms, locker rooms, and eating facilities.
 - a- These often get messy and dirty. Inspectors are making special efforts to see that clean sanitary facilities are provided.
- 9- Tripping hazards, i.e., one board higher than an adjoining board, missing floor blocks, cords on the floor, etc.
 - a- You may have to secure loose boards, or you may have to tear out the entire floor and replace it.
- 10- Electrical plugs without three wires; all plugs must be grounded.
- 11- Pipe
 - a- Improperly stacked. Stacks too high.
 - b- Bracing unsafe.
- 12- Elevators, lifts, etc. must be safe.

- 13- Threading machines, saws, open pulleys, etc. must have guards.
- 14- Fans require bonnets with 1/4 inch or less openings.
- 15- Driver-operated lift trucks must have cage roofs.
- 16- There can be no objects which could fall off high shelves.
- 17- Hanging electric wires are forbidden.
- 18- Storage racks must be sturdy and secure.
- 19- Metal ladders or other metal equipment cannot be near electrical boxes.
- 20- Medical services and first aid:
 - a- An employee certified by the American Red Cross should be available to render first aid, in the event there is no infirmary or hospital nearby.
 - b- A first aid kit should be easily accessible, and consist of contents recommended by a physician. It should be marked "approved" by the physician.
 - c- The telephone number of a doctor, hospital, and ambulance service is conspicuously posted.
- 21- Portable firefighting equipment:
 - a- Extinguishers with a gross weight of 40 pounds or less are installed so that the top of the extinguisher is not more than five feet above the floor.
 - b- Those weighing more than 40 pounds are installed so that the top is not more than 3-1/2 feet above the floor.
- 22- Fire alarm devices:
 - a- Devices should alert employees and the local fire department in an emergency.
 - b- Clearance of at least 18 inches should be maintained between the top level of stored material and the sprinkler heads.
- 23- Exit signs are required:
 - a- Exit signs with a white background and red letters at least six inches high and 3/4 inch thick.
 - b- Background of the sign is white.
- 24- Storage:
 - a- Materials stored in tiers are secured to prevent sliding, collapsing, or falling.
- 25- Ladders, Platforms, and Stairways:
 - a- Ladder use requires shoes.
 - b- Portable ladders are to be used at such a pitch that the horizontal distance from the top support to the base is not greater than one-fourth the vertical distance between these points.
 - c- Every open-sided floor or platform six feet or more above the adjacent ground level must be guarded by a standard railing, consisting of a top rail, intermediate rail, toeboard, and posts with a vertical height of about 42 inches.
 - d- Fixed stairways must be at least 22 inches wide, and hand rails are required.
- 26- Material handling equipment:
 - a- Lift trucks must have capacity limits clearly posted for the operator.
 - b- Modifications or additions which affect the capacity of safe operation of the equipment require written approval of the manufacturer.
 - c- Operator training: By OSHA law, only trained and authorized operators are permitted to operate a forklift.
 - d- Methods must be established to train operators in the safe operation of forklifts every three years.
- 27- Toilet, rest facilities:
 - a- Separate toilet facilities must be provided for each gender, and unless impracticable, toilet facilities should be within 200 feet of locations at which workers are regularly employed and should not be more than one floor-to-floor flight of stairs from working areas.

H- What should be done when the OSHA inspector comes to call.

- 1- Be certain the inspector is met promptly by the company representative who is to go with them on inspection.
- 2- Be attentive, courteous, sincere, and aware of the general problems of safety.
- 3- Ask to see the photo I.D. card carried by each compliance officer. Contact the Safety Program Administrator immediately.
 - a- Impostors have posed as OSHA inspectors, gained admittance to companies in order to steal trade secrets, "case" the business for a possible burglary, or to defraud the business with phony violations.
 - b- If in doubt, call the OSHA area office to verify the visitor's identity.
- 4- The inspector will ask such questions as--

- a- What kind of business is this?
- b- Do you have any government contracts?
- c- How many male employees? How many female employees?
- d- Are any of your employees unionized?
- e- Your federal I.D. number?
- f- Do you have a safety program?
- g- Square footage of various areas?
- h- Are sprinkler systems installed?
- i- Nature of structures - brick, metal, etc.

- I- After inspection, you will probably be advised that you must make required corrections within 5 to 15 days from the date you receive a citation letter.
 - 1- Provide the Winsupply Safety Specialist with a copy of the citation at aafletcher@winsupply.com
 - 2- Requests for extension of the completion date must be made to the OSHA Area Director and your Area Leader and Board as well.
 - a- After corrections are made, advise the OSHA Area Director in writing and email to aafletcher@winsupply.com to notify the Winsupply Safety Specialist.

A- Purpose

- 1- The purpose of this procedure to define and communicate information about the Hazard Communication (“HazCom”) program.
 - a- For a wholesaler, a HazCom program should provide employees with an awareness of potential chemical hazards that may be in their workplace. An essential part of this awareness is the easy availability and maintenance of Safety Data Sheets (“SDS sheets”) for these hazards.

B- OSHA Standards

- 1- The federal Occupational Safety and Health Administration (“OSHA”) establishes the standards that a HazCom program must meet. The basis for the content is the Globally Harmonized System of Classification and Labeling of Chemicals (“GHS”).
 - a- The GHS system is a set of standards that countries from around the globe established to classify the various hazards and to define proper medical and cleanup responses. These responses then are detailed on the SDS sheets.
 - b- The GHS system also is applied to the labeling of hazards and the standards for the pictographs used on labeling and which are meant to alert “non-native speakers” as to the existence of a potential hazard.
- 2- The OSHA standards, which adopt the GHS system, are sometimes called “right to know standards” because courts and regulators rule that all employees in the workplace have the legal right to know about the dangers these hazards may represent.
 - a- OSHA and other regulatory agencies can apply serious penalties for non-compliance.
- 3- In 2013, OSHA began requiring that all workplaces train both new and current employees on the GHS system.
 - a- GHS/HazCom training is assigned to new hires.
 - b- To view the library of SDS sheets, visit the WinZone at **Resources > Safety > SDS**. The available SDS shortcut should be added to all computers at the Local Company.
 - c- This library contains most items sold by WSS; however, if it is discovered that there is no SDS sheet for a particular item, request one from the manufacturer and contact the Safety Specialist (aaflletcher@winsupply.com).
 - d- Many online sources also are available. Often these sources are available for no charge.
 - e- It is also recommended that for products used by and within the Local Company (i.e. cleaning products), that the SDS sheet be pulled from the manufacturer and kept in a book or sent to aaflletcher@winsupply.com for inclusion in the library.

C- HazCom Program Requirements

- 1- Every Local Company must maintain a written program which describes how it is in compliance with the HazCom/GHS regulations:
 - a- This procedure may be used as a written program but the Local Company is responsible for executing the procedure’s requirements. See also the WinZone at **Resources > Safety > Safety Plan and Return to Work Program** and **Resources > Safety > Hazcom Plan Template**.
- 2- The Local Company must identify all hazardous products and chemicals to which employees may be exposed.
 - a- Compile a list of every product and chemical that poses a potential hazard to the person handling or using the product. All employees must be shown how to access the SDS Sheet Library and/or provided copies of appropriate sheets.
 - b- Maintain a list of the SDS sheets and post the list in a place that is accessible during normal working hours for all employees to review.
- 3- Any bulk chemical containers not identifiable as having been labeled by a manufacturer must be labeled by the Local Company.

D- Safety Data Sheets (“SDS sheets”)

- 1- SDS sheets should be requested from all vendors or manufacturers.
- 2- SDS sheets must be available to all employees during normal working hours.
- 3- Must contain all the product hazards and precautionary handling measures, including personal protective equipment (“PPE”) requirements.

- a- Each Local Company must have a system for sending SDS sheets to the customer with the first product shipment.
- b- Proof that the customer has received an SDS sheet for each hazardous product must be kept.
- c- Successive shipments of the same product do not require an SDS sheet unless the sheet has been updated with new information.
- 4- A plainly visible sign stating that SDS sheets are available on request must be displayed for counter customers.

E- Employees

- 1- Employees must know the HazCom program details and how to follow them. Records of training and follow-up must be kept to show that employees were informed on:
 - a- How to use and understand an SDS sheet.
 - b- The safety equipment that must be used for employee protection.
 - c- Safe handling of hazardous materials.
 - d- What hazardous materials they work with.
 - e- Reading container labels.
 - f- Detecting symptoms of contamination in themselves.
 - g- Building evacuation procedures.

F- Compliance

- 1- Each president or manager is responsible for keeping their Local Company in compliance with the HazCom/GHS Standards.
 - a- Additional information is available online at (www.osha.gov) under the Hazard Communication Standard.