



Policy Statement

We will treat our fellow associates and employer with honesty, dignity, and respect

Discrimination: Treat each other with dignity and respect. J.O.S. Staffing does not permit discrimination. J.O.S. Staffing recognizes that each Associate brings a unique set of abilities and perspectives, and that our diversity makes us stronger as a company and better able to meet the needs of our customers.

J.O.S. Staffing provides equal employment opportunities to all qualified applicants and Associates in all aspects of employment without regard to race, color, religion, sex, age, national origin, ancestry, sexual orientation, disability, marital status, military status, political beliefs or any other legally protected status. We provide reasonable accommodations for all qualified individuals with disabilities.

Harassment: J.O.S. Staffing will not tolerate harassment of anyone. Harassment can take many forms, including slurs, epithets, inappropriate gestures, or jokes that demean another person or a person’s race, gender, sexual orientation, age, ethnic background, religion, or that refer to a person’s disability or other conduct that creates a hostile environment. All reported allegations will be thoroughly investigated and appropriate disciplinary action will be taken as necessary up to and including termination.

<p><u>Do:</u></p> <ul style="list-style-type: none"> Recognize the unique abilities and perspectives of co-workers and employers. Recognize and value co-workers based on their contribution 	<p><u>Don't:</u></p> <ul style="list-style-type: none"> Discriminate against or harass anyone. Make remarks, slurs, or jokes that demean another person Make inappropriate gestures or statements that make fun of a person.
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Retaliation Will Not Be Tolerated

JOS Staffing will not tolerate **any** retaliation against or victimization of Associates for asking questions, raising complaints, or concerns, or making good faith reports of possible violations of Company Policies or the law. Anyone who takes or attempts to take such retaliatory actions will be disciplined up to and including termination.

Sexual Harassment: J.O.S. Staffing will not tolerate sexual harassment of anyone, including Associates, Employers, or Vendors.

This includes, but is not limited to:

- Inappropriate or unwelcome sexual advances
- Repeated or unwanted sexual suggestions
- Request for sexual favors
- Other verbal or physical conduct of a sexual nature that unreasonably interferes with an Associate or Employer's work performance or creates an intimidating, hostile, humiliating or sexually offensive working environment.

Employment decisions will not be based on requests for sexual favors, submission or rejection of sexual advances or other verbal or physical conduct of a sexual nature. All reported allegations will be thoroughly investigated and appropriate disciplinary action will be taken as necessary.

No physical contact of any nature is allowed in the workplace.

Violence: Do not threaten violence, use offensive language or engage in verbal abuse, harassment, intimidation, or violent behavior in any form. This applies to all Associates, Employers and others on J.O.S. Staffing property. It also applies to anyone you come in contact with through your job, whether you are in or out of the workplace, on or off your job. **Do not bring firearms, knives, or other weapons onto Company or Client premises at any time for any reason.**

Honesty: J.O.S. Staffing does not tolerate dishonesty of any type. Dishonesty can take many forms and includes, but is not limited to; false or misleading statements and any theft of deliberate act that results in loss of value of other's property. Do not steal from or defraud anyone, including the Company, other Associates, Employers or our business partners.

<p><u>DO:</u></p> <ul style="list-style-type: none">• Treat your fellow Associates with honesty, dignity and respect. By working together, we will achieve our business goals.• Report Harassment of any type• Keep personal information about Associates and Employers secure.• Be truthful and honest in all matters	<p><u>Don't:</u></p> <ul style="list-style-type: none">• Harass or threaten anyone.• Use or bring weapons, alcohol or illegal drugs onto Company or Employer property.• Have any physical contact with another Associate• Be dishonest with anyone.
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Compensation

1. Once you begin an assignment for J.O.S. Staffing, a time sheet/card will be provided at the job site where you are assigned.
2. It is your responsibility to sign/clock in, if you fail to follow this procedure you will not be paid for those hours that have not been tracked.
3. You will need to sign off on that time sheet/card at the end of your work week where required.
4. We do not hold back pay. If you work i.e. Monday 7/8/2019 to Friday 7/12/19. You will be paid the following Friday 7/19/19.
5. If you have questions call us at the office.
6. **This is your notification that J.O.S. Staffing can reduce your pay to minimum wage.**
 - a. If you don't give us a week notice before quitting work assignment.
 - b. If you get terminated for just cause reasons (ex. violation of company policy, attendance policy, no call, no show, emotional outburst etc.)

Pay Day

1. You are paid weekly.
2. Checks are available at the **office** on Friday after **9am**.
3. We do deliver checks to some clients. These checks will be distributed by the client.
4. **We do not allow early check pick for any reason.**
5. If you need someone else to pick up your check, J.O.S. Staffing requires a signed note from you and a picture ID from the person picking up the check every time you need to use this process.
6. If you quit or were terminated, only you can pick up your check and an exit interview must be completed.
7. If you need your check to be mailed, it is your responsibility to request that, along with a self-addressed stamped envelope addressed to where you would like it to be mailed.
8. **When terminated or quit a position, you will be paid on Friday after 9am at J.O.S. Staffing office.**
9. **If you are absent on pay day, you will NOT receive your check until you return to work.**

Employment by J.O.S. Staffing Clients

J.O.S. Staffing is your employer. J.O.S. Staffing employees may not seek or accept employment by any JOS Staffing Client unless special terms are agreed upon by J.O.S. Staffing and the Client. All associates of J.O.S. Staffing must remain on J.O.S. Staffing payroll for 90 working days. If an associate seeks and /or receives employment from one of our clients or through another staffing agency' at said client, without the consent of J.O.S. Staffing, the associate agrees to pay a settlement fee of 20% of the associates' first year salary. Example, you receive check for \$200.00 we receive \$40.00 of that pay, which we will garnish from your pay.

Attendance Policy

J.O.S. Staffing has a **No Fault** Attendance Policy.

1. ***J.O.S. Staffing is your primary employer. You MUST communicate with J.O.S. Staffing for all absences, arriving late, or leaving early.***
2. All absences regardless of reason are an occurrence, unless you are subpoenaed to court for something that is non-criminal or as a witness.
3. Once you are assigned by J.O.S. Staffing, you are required to fulfill the obligations set for by that assignment.
4. Your first 30 (thirty) calendar days per assignment are considered a probationary period. Your attendance is **mandatory**.
5. Any absence, arriving late or leaving early, may result in your termination.
6. Any no call, no show or walking out mid-shift will result in permanent termination.
7. Not calling J.O.S. Staffing and the 'Client' at least 2 hours before the start of your shift to report an absence will be considered a "no call no show".
8. **When terminated for attendance or no call, no show, you will not be eligible for re-hire by J.O.S. Staffing for 1 year.**
9. **If there is an emergency during this time and you are unable to go to work, you must contact both J.O.S. Staffing and the 'Client' at least 2 (two) hours before your shift starts.**
10. Documented proof of emergency must be provided before you return to work.
11. After your first 90 days, you have **one** occurrence a month; this includes "left early", "late arrival", and absences. ***Again, you must report this occurrence to J.O.S. Staffing and the 'Client'.***
12. The 'Client' makes your work schedule based on their needs and if asked to work other than scheduled shift, **overtime is mandatory**.
13. Associates are required to give a one week notice when quitting in order to remain eligible to be rehired through J.O.S. Staffing.
14. If terminated for any reason, JOS Staffing is liable only for wages or salary earned as of the date of termination and these wages will be paid on the normal payday which is **Friday after 9am** at J.O.S. Staffing office at 1011 W Franklin St, Evansville, IN 47710.
15. J.O.S. Staffing reserves the right to terminate an associate at any time, due to Indiana "at will employment" policy.
16. Refusal of any job assignment may make you ineligible for employment through J.O.S. Staffing.

**Fitness-for-Work Drug Testing Policy and
Informed Consent and Release of Liability Document**

J.O.S. Staffing has a responsibility to provide a safe, healthful and productive work environment and to promote high standards of health and safety for its Associates. Consistent with this commitment, J.O.S. Staffing strives to maintain a work environment free from the effects of illegal drugs, and substance abuse. Therefore, J.O.S. Staffing will not knowingly employ any job applicant who uses illegal drugs or is a substance abuser:

1. J.O.S. Staffing’s policy is to administer a pre-employment drug screening test to all prospective associates.
2. Applicants who refuse to consent to a test or tests positive for illegal use of a controlled substance, will not be hired.
3. Any current associate that is unfit for duty due to suspected drug or alcohol use or for just cause will be required to submit to drug and/or alcohol test.
4. Post-accident drug screening is required for those associates who are governed by DOT.
5. Any current associate that is involved with damage to client equipment will be required to submit to drug and/or alcohol tests when required by DOT.
6. Excessive or unusual absenteeism may be cause for drug and/or alcohol testing.
7. Any employee taking a medically prescribed drug must report the use of this drug to J.O.S. Staffing. J.O.S. Staffing reserves the right to consult with the attending physician to determine the side effects, if any, of such drugs. J.O.S. Staffing will consult with our client to determine if reassignment is warranted.

J.O.S. Staffing Informed Consent & Release of Liability

I UNDERSTAND that according to Company Policy, which I have read and understand, I am required to submit a sample of my urine or saliva for chemical analysis.

THE PURPOSE of this analysis is to determine the absence or presence of drugs. The results will be reported.

I CONSENT freely and voluntarily to the J.O.S. Staffing’s request for a urine or saliva specimen. I hereby release and hold harmless J.O.S. Staffing, its employees, agents, managers, and owners from any and all claims of liability whatsoever arising from this request to furnish my specimen, and any decision concerning my employment made by J.O.S. Staffing, in whole or in part, based upon the results of the drug screen.

I UNDERSTAND a documented chain of custody exists to ensure the identity and integrity of my specimen throughout this collection and resting process.

Any doctor, hospital, laboratory, and/or client have my consent to have all information released to the employer to determine my ability to perform my job duties effectively and safely now or in the future.

General Safety Rules

The safety and well-being of our Associates is a top priority at J.O.S. Staffing. Each day, we all have the responsibility to ensure the environment in which we work is free from potential safety hazards. All Associates play an important part in minimizing the risk of injury while performing a job function. Good work methods, knowledge of your job function, and a constant awareness of what is happening around you are major factors in maintaining a safe work place.

Following are general safety rules which you must familiarize yourself with and follow in the performance of your daily job functions. By recognizing which situations are hazardous and increasing the overall safety awareness of Associates within the work environment, we can significantly reduce the number of people injured on the job.

1. You are responsible to use the proper personal protection equipment (PPE) and wear the proper clothing that is specifically required at your assigned workplace or as designated by J.O.S. Staffing.
2. Smoking is strictly prohibited.
3. Power equipment shall be operated by trained and authorized personnel only.
4. Aisle ways, stairways, exits, and/ or firefighting equipment shall not be blocked or obstructed in any way. Keep the lunchroom and rest rooms neat, orderly and clean. Report any unsafe conditions to a member of management. Keep the floor free from potential safety hazards, (i.e., plastics, cardboard, strapping, etc.) Dispose of trash in proper receptacles only, not on the floor.
5. Running is never permitted. Horseplay is strictly prohibited.
6. Always use proper body mechanics. Do not lift with your back use your legs. When moving heavy objects from side to side, do not twist move your feet.
7. Material handling equipment (i.e., pallets, trolleys, pallet jacks, totes, trains, forklifts, etc.) shall be used only for the purpose for which they are originally designed.
8. Always operate machinery and equipment with extreme care, for your own and coworkers safety and for the care of the equipment.
 - a. When jams occur on power equipment, shut down equipment before attempting to clear. Failure to shut down power equipment before cleaning could result in serious injury.
 - b. Do not remove safety guards
 - c. Keep hands, hair and clothing clear when machine is operating.
 - d. Follow all posted safety rules and procedures at your assigned station or machine.
 - e. Make sure you understand how to properly operate the machinery. Make sure you know where the emergency stops or other safety devices are located in case of an emergency.
 - f. Always make sure the machine is in the off position when cleaning or doing any maintenance.
 - g. Unsupervised climbing on conveyors, equipment, or any structure is prohibited
9. Do not walk over or stand on pallets. Never stand on pallets on end.

General Safety Rules continued...

10. Power equipment safety, (i.e. fork truck)
 - a. Be mindful of equipment traffic and stay behind the yellow cautions lines.
 - b. Always look both ways when crossing into travel aisles.
 - c. Equipment cannot stop quickly, especially with a load.
 - d. Make sure when you are near equipment you have made eye contact with the driver. Wave to ensure driver is aware of your presence.
11. Do not remove safety tags and lock out devices. The safety tags and lock out devices are placed on switches, valves and other controls to protect personnel working on the equipment.
12. Before using any chemicals, you are always encouraged to refer to the Material Safety Data Sheet (MSDS)
13. Be aware of locations of the eyewash stations and where first aid is available; also know where the exits and fire extinguishers are located in relation to your location.
14. If you are assigned to a job that requires working with sharp objects such as a razor blade, knife or stapler please make sure to use them with extreme caution and the proper safety techniques.
15. **Firearms, knives of any kind including pocket knives, or other weapons are prohibited. Only knives permitted are ones supplied by the client.**
16. Heat Safety:
 - a. Drink plenty of Water and avoid soft drinks.
 - b. Place a wet towel or cloth across the back of your neck.
 - c. Use ice chips to keep your mouth moist.
 - d. Wear light clothing and wear light colored clothing
 - e. Get plenty of rest so your body can better adapt and overcome extreme temperature.
 - f. Please notify your supervisor immediately if you start feeling sick.
17. Winter Safety:
 - a. Always protect your ears, hands and feet from extreme cold.
 - b. Always cover your head and exposed areas of your face.
 - c. Always wear dry gloves, insulated socks and proper shoes, also wear several layers of clothing to prevent hypothermia
 - d. Notify your supervisor immediately if your start feeling numbness or tingling in your ears, fingers or toes

The safety rules outlined here are not meant to be all encompassing, but those which are of a most serious nature. In many situations there will be other safety guidelines specific to each work environment. As an Associate of J.O.S. Staffing you will be expected to know and understand and abide by these rules in the same fashion you are expected to abide by all other rules and regulations. It is your responsibility to know how to do your job safely. If you have any questions, talk to your supervisor or contact J.O.S. Staffing. We at J.O.S. Staffing are dedicated to sustaining a safe work environment for all of our Associates and Clients. I have read and understand the above rules. I realize they have been established for the protection of me. I realize that failure to comply will be cause for disciplinary action, up to and including termination or a Worker's Compensation claim could be denied or benefits terminated.

Social Media Policy

J.O.S. Staffing prohibits the use of social media, i.e. Facebook, Twitter etc., to post or display comments about coworkers or supervisors or the employer that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the employer's workplace policies against discrimination, harassment, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic.

Cell Phone Policy

J.O.S. Staffing has a zero tolerance for use of cell phones on the clients work floor. You are there during your probationary period to learn a new job skill and put your best effort into becoming a permanent employee. Cell phones must remain off. No exceptions, not for the calculator, music, or any other reason. This will result in your termination regardless of clients' policy.

General Work Rules

J.O.S. Staffing wants to encourage a safe and pleasant work atmosphere. This can only happen when everyone cooperates and commits to appropriate standards of behavior.

The following is a list of behaviors that the company considers unacceptable. Any employee found engaging in these behaviors will be subject to disciplinary actions including warning, layoff, or termination:

1. Failure to be at the work station, ready to work, at the regular starting time.
2. Willfully damaging, destroying, or stealing property belonging to fellow employees or the client.
3. Refusing or failing to carry out any instructions of a supervisor or trainer.
4. Leaving your work station (except for reasonable personal needs) without permission from your supervisor or trainer, taking excessive breaks, etc.
5. Ignoring work duties, loafing or sleeping during working hours.
6. Intentionally giving any false or misleading information to obtain employment, a leave of absence or worker's compensation.
7. Punching another employee's time card or falsifying any J.O.S. Staffing or Client record.
8. Smoking contrary to established policy or violating any other fire protection regulations.
9. Willfully or habitually violating safety or health regulations including not using PPE.
10. Failing to wear clothing conforming to standards set by J.O.S. Staffing and Client.
11. Not taking proper care of, neglecting, or abusing Client equipment and tools.
12. Using Client equipment in an unauthorized manner.

Dress Standards

1. Neat and well-groomed at all times.
2. Maintain good personal hygiene
 - a. Clean clothes
 - b. Shower
 - c. Deodorant
3. Proper shoes
 - a. No open toe
 - b. No open heels
 - c. No high heels
 - d. Shoes with laces must be tied
 - e. Steel toe boots where required
 - f. No cleats
 - g. No leather soles
4. No excessively tight or revealing clothing
5. No bare skin on your torso
 - a. No bare midriff
 - b. No excessively big armed tank tops
 - c. No excessively low cut tops
6. No short shorts
7. No spaghetti strap tops, all sleeveless tops must be three inches wide across your shoulders.
8. No undergarments showing out of the top of pants.
9. No Jewelry: rings, watches, necklaces, dangling earrings, or wallet chains.
10. No pajama pants. Only jeans or dress pants can be worn.
11. No pants dragging the floor.
12. Any article of clothing that exhibits profanity, racially biased statements symbols representing any illegal substance or sexually suggestive words or pictures on the garment are not permitted.

All dress standards will be enforced. These standards are set for safety concerns as well as to ensure your dress is not offensive to another associate. Rule of thumb; If your Grandma would not approve of your dress do not wear it to work. You could be working next to someone's Grandma.

***Mask policy** Among strategies to prevent COVID-19, CDC recommends all unvaccinated persons wear masks in public indoor settings. Based on emerging evidence on the Delta variant (2), CDC also recommends that fully vaccinated persons wear masks in public indoor settings in areas of substantial or high transmission. Jul 30, 2021 *Subject to change based on CDC Guidelines



COVID EXPOSURE OR POSITIVE TEST QUARANTINE REQUIREMENTS - UPDATED 1/20/2021

COVID PAY

There is no longer any government sponsored FFCRA pay. If an employee has FFCRA pay left from 2020, that can still be used through March 2021.

QUARANTINE TIME FOR AN EMPLOYEE EXPOSED TO COVID

An employee who has been exposed to a Covid positive individual (within 6 feet of them for a total of 15 minutes or more cumulative) must self-quarantine for 14 days from the last date of exposure to the infected person.

- If exposed individual is tested on the 5th day from exposure or later and a negative test is received, employee only has to self-quarantine for 10 days from date of exposure to the positive individual and can return to work on day 11 with the negative test.
- If exposed individual tests positive, see guidelines below.

QUARANTINE TIME FOR AN EMPLOYEE WHO HAS TESTED POSITIVE FOR COVID AND DOES NOT DEVELOP ANY SYMPTOMS

An employee who has tested positive and does NOT have any symptoms for 10 days from the date the test was administered can return to work on day 11 after the testing was administered.

QUARANTINE TIME FOR AN EMPLOYEE WHO HAS TESTED POSITIVE AND HAS ANY OF THE FOLLOWING SYMPTOMS OF COVID 19:

- | | |
|--|---------------------|
| -Fever or chill | -Cough |
| -Shortness of breath or difficulty breathing | -Fatigue |
| -Muscle or body aches | -Headache |
| -New loss of taste or smell | -Sore throat |
| -Congestion or runny nose | -Nausea or vomiting |
| -Diarrhea | |

Employee must quarantine for a minimum of 10 days from the date of the onset of symptoms or the date of the positive test, whichever is later. Employee can return to work on day 11 from the date of the positive test as long as they are fever free for 24 hours and have an improvement in symptoms.

Workers Compensation Guidelines

In order to assure timely, appropriate, quality medical attention for work related injuries, your cooperation is necessary, with specific procedural requirements. These procedures also help assure prompt payment of medical bills and appropriate job placement, while on work restrictions.

1. Report all injuries to your immediate supervisor at your job site at once.
2. Call J.O.S. Staffing if treatment other than on-site first aid is required.
3. If you seek medical treatment at a facility without J.O.S. Staffing's approval for a non-life threatening injury you are responsible for all bills.
4. All medical reports and other paper work must be presented to J.O.S. Staffing after every visit to the treating physician or physical therapist.
5. J.O.S. Staffing must be notified of all scheduled appointments so that your medical file can be kept updated.
 - If a change is required for a scheduled appointment J.O.S. Staffing must also be notified.
 - Unscheduled visits to the physician or physical therapist between appointments require authorization from J.O.S. Staffing.
6. Treatment plans recommended for you by your medical provider are designed to assure your speedy recovery.
 - Refusal to follow the treatment plan delays your recovery and jeopardizes Workers Compensation coverage of expenses. If you have concerns, talk to your doctor or Human Resource Manager about your concerns.
7. Scheduled follow-up visits with a physical therapist should be arranged around your normal work hours.
 - First shift associates should schedule visits no earlier than 2:30pm. Second shift associates should schedule visits at times that do not conflict with your normal schedule.
 - In the event an appointment must be rescheduled during working hours, an associate will be accommodated with reasonable time for treatment, and travel to and from the appointment, provided J.O.S. Staffing is properly advised and presented documentation upon return to J.O.S. Staffing.
8. If you would decide to seek medical attention from providers other than those authorized by the J.O.S. Staffing and the Workers Compensation insurance company, be aware that expenses for unauthorized treatment will **not** be covered by Workers Compensation


Be advised that failure to comply with the guidelines as outlined above could result in termination under the attendance program. Thank you for your cooperation and assistance, as J.O.S. Staffing strives to assure your speedy and complete recovery.

Light Duty Work.

The policy of J.O.S. Staffing is to provide light duty work, if available, to any associate who is injured.

1. You would be assigned to any of our clients including non-profits that are able to accommodate your work restrictions.
2. If you are assigned to work at one of these places you may receive a reduced pay rate or fewer hours. If there is a different rate you will receive your compensation based on and paid according to Indiana Workers' Compensations Laws.
3. If light duty is unavailable or you are unable to work, due to doctor's restrictions, you will be paid according to the Indiana Workers' Compensation Laws.
4. It is your responsibility, as an employee, to notify J.O.S. Staffing if you are placed on work restrictions. If you fail to notify us and elect not to work within your restriction or are unable or unavailable for light duty work for reasons unrelated to the compensable injury, this could result in termination from J.O.S. Staffing and benefits.










OSHA




Hazard Communication Standard Pictogram


As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

Health Hazard	Flame	Exclamation Mark
 <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Target Organ Toxicity • Aspiration Toxicity 	 <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Self-Heating Liable Gas • Self-Reactives • Organic Peroxides 	 <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Acute Toxicity (fatal or toxic) • Acute Toxicity (fatal or toxic) • Irritant • Hazardous to Ozone Layer (Non-Mandatory)
 <ul style="list-style-type: none"> • Gases Under Pressure 	 <ul style="list-style-type: none"> • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals 	 <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
 <ul style="list-style-type: none"> • Oxidizers 	 <ul style="list-style-type: none"> • Aquatic Toxicity 	 <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)


OSHA 3492-02 2012

For more information:
 Occupational Safety and Health Administration
 U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)




Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information:
 Occupational Safety and Health Administration
 (800) 321-OSHA (6742)
www.osha.gov

SAMPLE LABEL

CODE _____ Product Name _____	}	Product Identifier
Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____	}	Supplier Identification
Hazard Pictograms 		
Signal Word Danger		
Highly flammable liquid and vapor. May cause liver and kidney damage.		
} Hazard Statements		
Precautionary Statements _____ _____		
Supplemental Information Directions for Use _____ _____ _____		
In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO2) fire extinguisher to extinguish. First Aid If exposed, call Poison Control. If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.		
Fill weight: _____ Lot Number: _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____		

OSHA 3492-02 2012

OSHA continued...

OSHA[®] BRIEF

Hazard Communication Standard: Safety Data Sheets

The Hazard Communication Standard (HCS) (29 CFR 1910.1200(g)), revised in 2012, requires that the chemical manufacturer, distributor, or importer provide Safety Data Sheets (SDSs) (formerly MSDSs or Material Safety Data Sheets) for each hazardous chemical to downstream users to communicate information on these hazards. The information contained in the SDS is largely the same as the MSDS, except now the SDSs are required to be presented in a consistent user-friendly, 16-section format. This brief provides guidance to help workers who handle hazardous chemicals to become familiar with the format and understand the contents of the SDSs.

The SDS includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. The information contained in the SDS must be in English (although it may be in other languages as well). In addition, OSHA requires that SDS preparers provide specific minimum information as detailed in Appendix D of 29 CFR 1910.1200. The SDS preparers may also include additional information in various section(s).

Sections 1 through 8 contain general information about the chemical, identification, hazards, composition, safe handling practices, and emergency control measures (e.g., fire fighting). This information should be helpful to those that need to get the information quickly. Sections 9 through 11 and 16 contain other technical and scientific information, such as physical and chemical properties, stability and reactivity information, toxicological information, exposure control information, and other information including the date of preparation or last revision. The SDS must also state that no applicable information was found when the preparer does not find relevant information for any required element.

The SDS must also contain Sections 12 through 15, to be consistent with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS), but OSHA will not enforce the content of these sections because they concern matters handled by other agencies.

A description of all 16 sections of the SDS, along with their contents, is presented below:

Section 1: Identification

This section identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier. The required information consists of:

- Product identifier used on the label and any other common names or synonyms by which the substance is known.
- Name, address, phone number of the manufacturer, importer, or other responsible party, and emergency phone number.
- Recommended use of the chemical (e.g., a brief description of what it actually does, such as flame retardant) and any restrictions on use (including recommendations given by the supplier).

Section 4: First-Aid Measures

This section describes the initial care that should be given by untrained responders to an individual who has been exposed to the chemical. The required information consists of:

- Necessary first-aid instructions by relevant routes of exposure (inhalation, skin and eye contact, and ingestion).
- Description of the most important symptoms or effects, and any symptoms that are acute or delayed.
- Recommendations for immediate medical care and special treatment needed, when necessary.

Section 5: Fire-Fighting Measures

This section provides recommendations for fighting a fire caused by the chemical. The required information consists of:

- Recommendations of suitable extinguishing equipment, and information about extinguishing equipment that is not appropriate for a particular situation.
- Advice on specific hazards that develop from the chemical during the fire, such as any hazardous combustion products created when the chemical burns.
- Recommendations on special protective equipment or precautions for firefighters.

Section 6: Accidental Release Measures

This section provides recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard. The required information may consist of recommendations for:

- Use of personal precautions (such as removal of ignition sources or providing sufficient ventilation) and protective equipment to prevent the contamination of skin, eyes, and clothing.
- Emergency procedures, including instructions for evacuations, consulting experts when needed, and appropriate protective clothing.
- Methods and materials used for containment (e.g., covering the drains and capping procedures).
- Cleanup procedures (e.g., appropriate techniques for neutralization, decontamination, cleaning or vacuuming; adsorbent materials; and/or equipment required for containment/clean up).

Section 7: Handling and Storage

This section provides guidance on the safe handling practices and conditions for safe storage of chemicals. The required information consists of:

- Precautions for safe handling, including recommendations for handling incompatible chemicals, minimizing the release of the chemical into the environment, and providing advice on general hygiene practices (e.g., eating, drinking, and smoking in work areas is prohibited).
- Recommendations on the conditions for safe storage, including any incompatibilities. Provide advice on specific storage requirements (e.g., ventilation requirements).

Section 8: Exposure Controls/Personal Protection

This section indicates the exposure limits, engineering controls, and personal protective measures that can be used to minimize worker exposure. The required information consists of:

- OSHA Permissible Exposure Limits (PELs), American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLVs), and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the safety data sheet, where available.
- Appropriate engineering controls (e.g., use local exhaust ventilation, or use only in an enclosed system).
- Recommendations for personal protective measures to prevent illness or injury from exposure to chemicals, such as personal protective equipment (PPE) (e.g., appropriate types of eye, face, skin or respiratory protection needed based on hazards and potential exposure).
- Any special requirements for PPE, protective clothing or respirators (e.g., type of glove material, such as PVC or nitrile rubber gloves; and breakthrough time of the glove material).

Section 9: Physical and Chemical Properties

This section identifies physical and chemical properties associated with the substance or mixture. The minimum required information consists of:

- | | |
|---|---|
| • Appearance (physical state, color, etc.); | • Upper/lower flammability or explosive limits; |
| • Odor; | • Vapor pressure; |
| • Odor threshold; | • Vapor density; |
| • pH; | • Relative density; |
| • Melting point/freezing point; | • Solubility(ies); |
| • Initial boiling point and boiling range; | • Partition coefficient: n-octanol/water; |
| • Flash point; | • Auto-ignition temperature; |
| • Evaporation rate; | • Decomposition temperature; and |
| • Flammability (solid, gas); | • Viscosity. |

The SDS may not contain every item on the above list because information may not be relevant or is not available. When this occurs, a notation to that effect must be made for that chemical property. Manufacturers may also add other relevant properties, such as the dust deflagration index (Kst) for combustible dust, used to evaluate a dust's explosive potential.

Section 10: Stability and Reactivity

This section describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into three parts: reactivity, chemical stability, and other. The required information consists of:

Reactivity

- Description of the specific test data for the chemical(s). This data can be for a class or family of the chemical if such data adequately represent the anticipated hazard of the chemical(s), where available.

Chemical stability

- Indication of whether the chemical is stable or unstable under normal ambient temperature and conditions while in storage and being handled.
- Description of any stabilizers that may be needed to maintain chemical stability.
- Indication of any safety issues that may arise should the product change in physical appearance.

Other

- Indication of the possibility of hazardous reactions, including a statement whether the chemical will react or polymerize, which could release excess pressure or heat, or create other hazardous conditions. Also, a description of the conditions under which hazardous reactions may occur.
- List of all conditions that should be avoided (e.g., static discharge, shock, vibrations, or environmental conditions that may lead to hazardous conditions).
- List of all classes of incompatible materials (e.g., classes of chemicals or specific substances) with which the chemical could react to produce a hazardous situation.
- List of any known or anticipated hazardous decomposition products that could be produced because of use, storage, or heating. (Hazardous combustion products should also be included in Section 5 (Fire-Fighting Measures) of the SDS.)

Section 11: Toxicological Information

This section identifies toxicological and health effects information or indicates that such data are not available. The required information consists of:

- Information on the likely routes of exposure (inhalation, ingestion, skin and eye contact). The SDS should indicate if the information is unknown.
- Description of the delayed, immediate, or chronic effects from short- and long-term exposure.
- The numerical measures of toxicity (e.g., acute toxicity estimates such as the LD50 (median lethal dose)) - the estimated amount [of a substance] expected to kill 50% of test animals in a single dose.
- Description of the symptoms. This description includes the symptoms associated with exposure to the chemical including symptoms from the lowest to the most severe exposure.
- Indication of whether the chemical is listed in the National Toxicology Program (NTP) Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions) or found to be a potential carcinogen by OSHA.

Section 12: Ecological Information (non-mandatory)

This section provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment. The information may include:

- Data from toxicity tests performed on aquatic and/or terrestrial organisms, where available (e.g., acute or chronic aquatic toxicity data for fish, algae, crustaceans, and other plants; toxicity data on birds, bees, plants).
- Whether there is a potential for the chemical to persist and degrade in the environment either through biodegradation or other processes, such as oxidation or hydrolysis.
- Results of tests of bioaccumulation potential, making reference to the octanol-water partition coefficient (K_{ow}) and the bioconcentration factor (BCF), where available.
- The potential for a substance to move from the soil to the groundwater (indicate results from adsorption studies or leaching studies).
- Other adverse effects (e.g., environmental fate, ozone layer depletion potential, photochemical ozone creation potential, endocrine disrupting potential, and/or global warming potential).

Section 13: Disposal Considerations (non-mandatory)

This section provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8 (Exposure Controls/Personal Protection) of the SDS. The information may include:

- Description of appropriate disposal containers to use.
- Recommendations of appropriate disposal methods to employ.
- Description of the physical and chemical properties that may affect disposal activities.
- Language discouraging sewage disposal.
- Any special precautions for landfills or incineration activities.

Section 14: Transport Information (non-mandatory)

This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea. The information may include:

- UN number (i.e., four-figure identification number of the substance)².
- UN proper shipping name².
- Transport hazard class(es)².
- Packing group number, if applicable, based on the degree of hazard².
- Environmental hazards (e.g., identify if it is a marine pollutant according to the International Maritime Dangerous Goods Code (IMDG Code)).
- Guidance on transport in bulk (according to Annex II of MARPOL 73/78³ and the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (International Bulk Chemical Code (IBC Code))).
- Any special precautions which an employee should be aware of or needs to comply with, in connection with transport or conveyance either within or outside their premises (indicate when information is not available).

² Found in the most recent edition of the United Nations Recommendations on the Transport of Dangerous Goods.

³ MARPOL 73/78 means the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto, as amended.

Section 15: Regulatory Information (non-mandatory)

This section identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS. The information may include:

- Any national and/or regional regulatory information of the chemical or mixtures (including any OSHA, Department of Transportation, Environmental Protection Agency, or Consumer Product Safety Commission regulations).

Section 16: Other Information

This section indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. You may wish to contact the supplier for an explanation of the changes. Other useful information also may be included here.

Employer Responsibilities

Employers must ensure that the SDSs are readily accessible to employees for all hazardous chemicals in their workplace. This may be done in many ways. For example, employers may keep the SDSs in a binder or on computers as long as the employees have immediate access to the information without leaving their work area when needed and a back-up is available for rapid access to the SDS in the case of a power outage or other emergency. Furthermore, employers may want to designate a person(s) responsible for obtaining and maintaining the SDSs. If the employer does not have an SDS, the employer or designated person(s) should contact the manufacturer to obtain one.

References

OSHA, 29 CFR 1910.1200(g) and Appendix D.
United Nations Globally Harmonized System of Classification and Labelling of Chemicals (GHS), third revised edition, United Nations, 2009.
These references and other information related to the revised Hazard Communication

Standard can be found on OSHA's Hazard Communication Safety and Health Topics page, located at:
<http://www.osha.gov/dsg/hazcom/index.html>.

Disclaimer: This brief provides a general overview of the safety data sheet requirements in the Hazard Communication Standard (see 29 CFR 1910.1200(g) and Appendix D of 29 CFR 1910.1200). It does not alter or determine compliance responsibilities in the standard or the Occupational Safety and Health Act of 1970. Since interpretations and enforcement policy may change over time, the reader should consult current OSHA interpretations and decisions by the Occupational Safety and Health Review Commission and the courts for additional guidance on OSHA compliance requirements. Please note that states with OSHA-approved state plans may have additional requirements for chemical safety data sheets, outside of those outlined above. For more information on those standards, please visit:
<http://www.osha.gov/dcsp/osp/statestandards.html>.

This is one in a series of informational briefs 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.



U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

DSG BR-3514 2/2012



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 11-30-2013)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.