



SUNRISE POWERLINK

HAZARD COMMUNICATION PLAN

**REVISION 1.1
03/09/2010**

SUNRISE POWERLINK PROJECT

HAZARD COMMUNICATION PLAN

PURPOSE Provides employees with information and training on hazardous substances in the workplace.

Note: This Hazard Communication Program does not apply to employees who use consumer products except when consumer products are used in a duration and frequency of exposure greater than normal consumers' experience.

1. Program

1.1. Hazardous Substance Evaluation

1.1.1. Any new materials or products, which contain a hazardous substance, must be approved prior to use on the Sunrise Powerlink project.

1.1.2. The requestor completes the Product Approval Request Form (available on the Safety website) and attaches the product's MSDS as well as other relevant material.

1.1.2.1 SDG&E requestors obtain the signature of the Environmental Compliance Specialist for their site. The request form, with attachments, is sent to the Safety Department for approval.

1.1.3. Periodic evaluations are conducted on hazardous substances in use.

1.2. Material Safety Data Sheets and Hazardous Substance Inventories

1.2.1. 3E Company maintains current and complete MSDSs for all hazardous substances used by Sempra Energy utilities.

1.2.2. A master inventory of all hazardous substances used by Sempra Energy utilities is maintained by 3E Company and available for review on the Safety website.

1.2.3. All MSDSs are available for employees and can be obtained 24 hours a day, 365 days a year. Employees can obtain an MSDS by calling 3E Company at 1-800-451-8346.

Note: SDG&E - Employees can obtain MSDSs via 3E Online System. MSDSs can be viewed, downloaded, and printed from this Internet site. Employees can access the system through the Safety intranet website (password not required) or go directly to the website at <http://www.getmsds.com> (password required).

Note: Employees shall access MSDSs through the procedures identified in this program to ensure that the most current and accurate MSDS is provided. Facility hard-copied MSDSs are not maintained or reviewed by Safety therefore the accuracies of the MSDSs cannot be guaranteed.

1.3. Labeling

1.3.1. All hazardous substance containers in the workplace must be labeled. This must include, at a minimum:

- Identity of the hazardous substance(s);
- Appropriate hazard warnings (including health and physical hazards)

1.3.2. When products are transferred to a secondary (i.e., portable) container, the container must be labeled immediately unless the hazardous substance will be under control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred. Container labels must be easily noticeable and readable to the employees.

1.3.3. Pipes conveying hazardous substances shall be labeled, stenciled, or color-coded with the identity of the substance. Markings are placed in areas visible for normal operation of maintenance of the system.

Note: When completed color painting or color bands provide identification, a color code chart is posted at locations accessible to employees. Consideration should be made to the color-blind employees who work in these areas.

Note: Natural gas transmission and distribution pipes do not require marking if there is no piping in the area.

1.4. Hazardous Substances Information and Training

1.4.1. Prior to exposure and use, hazardous substance information and training will be provided for:

- Employees having the potential to be exposed to hazardous substances on a routine basis or foreseeable emergency.
- When employees are required to perform hazardous non-routine tasks.
- Employees applying pesticides.
- Employees working on or near pipes containing hazardous substance.

1.4.2. Training is provided when new hazardous substances or processes are introduced into the work area and when a revised MSDS shows significant increase of risk from use in the workplace.

1.5. Contractors

1.5.1. Contractors are informed of hazardous substances they may be exposed to during any work activity at company operations.

- This information shall be provided in written form such as the Contractor Safety Notice that is typically given to contractors who will work unescorted at Sempra Energy utilities.

1.5.2. Prior to a contractor bringing a hazardous substance onto any Sempra Energy utility facility or worksite, the contractor shall supply the designated Contract Administrator or Project Manager with hazardous substance information.

- SDG&E – Hazardous substance information is to be reviewed by the Field Safety Manager or designated representative before contract work begins and before the material is brought on to the site. Environmental Services and Safety provide further review and guidance as required.
- Contracts will include information specific to the Sempra Energy utilities Hazard Communication Program and Product Approval

requirements, including having MSDSs immediately available at the work site during the job.

1.6. Proposition 65 Warnings

1.6.1. Sempra Energy utilities provides Proposition 65 warnings for employees, contractors, and public as defined in the Sempra Energy utilities Proposition 65 Compliance Program ([No. 104.0150/G8736](#))

2. Responsibilities

2.1. Supervisors:

- 2.1.1. Plan, review and document hazard control measures and emergency response procedures.
- 2.1.2. Ensure any new hazardous substance is approved according to paragraph 1.1 above.
- 2.1.3. Ensure contractors under their control receive chemical hazard information as outlined under paragraph 2.3.1 of this section and contractors information is provided to the company as outlined in paragraphs 1.15 and 1.16.
- 2.1.4. Ensure containers are labeled in accordance with this program.
- 2.1.5. Ensure employees know the location of the Hazard Communication Program and how to access the MSDS system.
- 2.1.6. Provide employees with pertinent hazardous substances information and training for all substances within the work area.
- 2.1.7. Provide employees, assigned to a new job task or a non-routine task, information and training regarding specific chemical hazards, protective/safety measures, and measures taken to lessen the hazards such as ventilation, respiratory protection and emergency procedures.
- 2.1.8. Provide employees, working on or near pipes containing hazardous substance, substance identity, potential hazards, safety precautions that will be taken and use of appropriate personal protective equipment.

- 2.1.9. Provide employees, working on or near areas where there may be unexploded ordinance (UXO), training on identification, potential hazards, and safety precautions that will be taken.

2.2. Employees

- 2.2.1. Attend Hazard Communication Training.
- 2.2.2. Use only company approved hazardous substances.
- 2.2.3. Review the information on the Labels, Signs, New Approved Product Fact Sheet and/or MSDSs for the substances they use.
- 2.2.4. Follow prescribed safety procedures for job tasks.
- 2.2.5. Use and maintain prescribed personal protective equipment.
- 2.2.6. Use only approved container labels (see paragraph 1.3.1).
- 2.2.7. Be responsible for their own chemical safety, such as label unlabeled containers, ensure safety equipment is functional, correct unsafe practices and conditions within their control, and question when a task is unsafe.
- 2.2.8. Inform their supervisor of any injury or illness arising out of the use of hazardous substances.

2.3. Contract Administrators/Project Managers

- 2.3.1. Ensure contractors are provided with information regarding hazardous substances that they may be exposed to during any work activity. The information will include:
 - Hazardous substances employees may be exposed to while on the job site, including specially listed substances such as Proposition 65 or asbestos containing building materials.
 - Actions employees may take to minimize the possibility of exposures.
 - Steps the company has taken to minimize risks.

- Emergency/incident procedures and reporting including the location of fire extinguishers, emergency showers, eyewashes, and posted emergency exits.
- Availability of MSDSs and /or New Approved Product Fact Sheets.
- Presence of any buried utilities. Contractor must follow underground service alert requirements (USA/DIGALERT).

Note: This information shall be provided in written form such as the Contractor Safety Notice that is typically given to contractors who will work unescorted at Sempra Energy utilities.

- 2.3.2. Obtain necessary information from contractors for hazardous substance brought onto company property as outlined in paragraph 1.15 above.
- 2.3.3. Communicate to contractors the status of their hazardous substances as either opposed or not opposed.

2.4. Environmental Coordinator/Stores Function

- 2.4.1. Provides proper management of hazardous materials and wastes (e.g. storage/containment areas) in accordance with legal requirements and company procedures.
- 2.4.2. Advises the Project Managers of hazardous materials and hazardous waste matters requiring corrective action.
- 2.4.3. Ensures product approval process is followed.
- 2.4.4. Verifies containers have proper labeling as prescribed in this program prior to their release.

Note: The Environmental Coordinator must take action for new shipments or warehoused products, as appropriate to identify unlabeled materials and re-label the container. When the container is obviously old and the material has been used, dried, or formed crystals, contact the

Contract Administrator or Project Manager immediately. This material will not be accepted or off-loaded.

Note: Unlabeled containers received from a vendor, must be returned to the vendor. Contact the Contract Administrator or designated site representative for assistance regarding unknowns and proper shipping requirements.

2.5. Field Environmental Monitor or designated site representative

- 2.5.1. Provides assistance and guidance regarding proper management of hazardous materials and waste.

2.6. Environmental Services

- 2.6.1. Reviews MSDS and Product Approval Request forms for proposed materials and/or their containers, approves or prohibits materials, establishes protective measures for the environment and returns MSDS and Product Approval Request form to Safety.
- 2.6.2. Review of Contractor hazardous substances with oppose and not opposed and returns MSDS and Contractor Product Review form to Safety

2.7. Material ordering departments

- 2.7.1. Requests an MSDS on all orders placed with the supplier. When an MSDS is received from the supplier, the MSDS is forwarded to the Field Environmental Specialist or site designated representative. If neither individual is available, the MSDS is forwarded to Safety. If a material ordering department has questions concerning whether a chemical requires an MSDS, the department must contact Safety for clarification.

Note: Material ordering departments are those groups who order items directly from outside suppliers such as Environmental Analysis, Procurement Services, Logistics, Fleet Services and Facilities.

2.8. Safety Department

- 2.8.1. Coordinates the product approval process for proposed materials and ensures proper notification is provided to requestor and affected departments.
- 2.8.2. Reviews MSDS and Product Approval Request forms for proposed substances and/or their containers, approves or prohibits materials, establishes protective measures for the employees.
- 2.8.3. Ensures approved products are entered into 3E Company database.
- 2.8.4. Monitors compliance and provides assistance with requirements of this program.
- 2.8.5. Review of Contractor hazardous substances with oppose and not opposed.
- 2.8.6. Conducts and maintains records of required Hazard Communication training.
- 2.8.7. Ensures training records are entered into the appropriate record keeping system.
- 2.8.8. Participates in annual chemical inventories for designated facilities.
- 2.8.9. Ensures product approval process is followed, including initial review of proposed product.
- 2.8.10. Provides initial review of contractors' hazard information before work begins.

3. Definitions

- 3.1. Exposure (exposed) - Individual contact with a chemical agent. Such contact includes the following exposure routes – skin, inhalation, and ingestion.
- 3.2. Hazard Warning - Any words, pictures, and/or symbols appearing on a label or other appropriate form of warning to convey the hazards of the chemical(s) in the container(s).
- 3.3. Hazardous Substance – Any substance that is a physical or a health hazard. Examples may include: paints, constituents found in coatings or coverings, fuels, solvents, resins, inks, coolants, welding rods, fluxes, compressed gases, laboratory chemicals, and water treatment chemicals. Hazardous

substances also include materials that produce dusts, vapors, or other air contaminants posing health or physical hazards or that have established permissible exposure limits (PEL's).

3.4. Label - Any written, printed, or graphic materials displayed on or affixed to containers of hazardous substances.

3.5. Material Safety Data Sheet (MSDS) - A form produced by chemical manufacturers, containing information such as the manufacturer's name and address, the hazardous ingredients, physical data, fire and explosion information, health hazard, reactivity, spill or leak procedures, and special precautions related to a specific material. An MSDS is required for all hazardous substances, as defined above.

4. References

4.1. Title 8, California Code of Regulations, Section 5194, Hazard Communication.

4.2 Title 8, California Code of Regulations, Section 3321, Identification of Piping.

4.3 Title 3, California Code of Regulations, Section 6618, Notice of Applications (Pesticides)

4.4 Title 29, Code of Federal Regulations, Section 1900.1200, Hazard Communication.

4.5 California health and Safety Code, Division 20, Chapter 6.6, Safe Drinking and Toxic Enforcement Act of 1986

4.6 California Business and Professional Code, Section 8538, Notice when pesticides are used; Contents; Service

4.7 GS **104.0150/G8736**, Proposition 65 Compliance

4.8 Safety Lesson Plans, Part I. MSDS; Part II. Labeling; Basic Toxicology; Corrosives – Hazardous Chemical Handling; Flammables; Solvents – Hazardous Chemical Handling.

SUMMARY OF DOCUMENT CHANGES & FILING INSTRUCTIONS

Brief: The Standard was revised to reflect practices and procedures for both North and South Utilities.

Circulation Code	Filing Instructions
DIST	File Numerically
EP	File numerically behind the B - Hazardous Materials tab
EPSD	File numerically behind Tab B – Hazardous Materials
MKTG	Web View
TRAN	File Numerically behind the General tab
MSSD	File Numerically Behind The Emergency Procedures Tab.
SAFE	File numerically behind Hazardous Substances tab.
SAFESD	File numerically behind Hazardous Substances tab.

DOCUMENT PROFILE SUMMARY

NOTE: Do not make any changes to this table. Data in this table is automatically posted during publication.

Document Number:	104.04/G8335
Document Title:	Hazard Communication Program
Document Type:	SHRD
Category (FCD Only):	Standard Practice
Document Status:	Active
If Merged, Merged to:	
Current Revision Date:	10/21/2003
Prior SoCalGas Numbers:	104.19, 104.0007
Prior SDG&E Numbers:	
Company:	SoCalGas/SDG&E
Referenced Documents - SoCalGas:	104.0150
Referenced Documents - SDGE:	G8736
Part of SoCalGas O&M Plan (reviewed annually):	No
Part of SDG&E O&M Plan (reviewed annually):	No
O&M Plan 49 CFR Code(s):	
Other 49 CFR Codes(s):	
Impacts the Integrity Management Program:	
Contains OPQUAL Covered Task:	No
Common Document (if applicable):	
Incoming Materials Inspection Required (MSP only):	
Contact Person:	Sonia Rodriguez