

SAUDER MANUFACTURING COMPANY

SAFETY PLAN

**ARCHBOLD, NEW HAVEN, STRYKER
and CHASE CITY**

S-07CHEMICAL MANAGEMENT PLAN

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CHEMICAL MANAGEMENT PLAN

SAUDER MANUFACTURING COMPANY

I. POLICY

SMC will provide safe and controlled inventory tracking, use, storage and disposal of chemicals.

II. SCOPE

This plan covers the purchase, handling, storage, use and disposal of chemicals for the following plant locations:

- Archbold Ohio
- New Haven Indiana
- Stryker, Ohio
- Chase City, Virginia

A. PROCUREMENT

When any new chemical is to be purchased for use, the buyer is responsible for obtaining a Safety Data Sheet (SDS) from manufacturer or supplier. The SDS will be sent to the Safety and Environmental Manager for Review. Upon approval the SDS will be added to the SDS data system by the Safety and Environmental Manager

Chemicals in the plant will be put on a monthly inventory tracking sheet. At the end of each calendar month the amount purchased, used and on hand will be documented. This Process will be reviewed by the Cost Accounting Specialist and the Safety and Environmental Manager.

B. CHEMICAL STORAGE AREAS

The plant site shall have an appropriate storage area for flammable chemicals. The storage room will be equipped with appropriate air exchange. An appropriate electrical ground must be provided. All chemical drums and containers being filled must

be attached to the grounding system. Filled waste chemical drums must be stored in a safe area protected from heat and fire exposure with secondary containment precautions provided.

C. STORAGE AND WAREHOUSING

All toxic, flammable, combustible or corrosive materials in storage shall be separated by their specific hazards, to minimize exposure to personnel and plant structure. Materials shall be protected from heat and fire exposure.

D. LEAK AND SPILL CONTROL

1. Protective features shall be installed to minimize the fire and explosion risk effects of leaks and spills.
2. Maintain standard work documents for the control and removal of empty drums and containers of full Hazardous Waste.
3. Control drum and container leakage, protect employees and reduce fire potential for the facility.
4. Spill kits are provided. Those handling chemicals have been trained in spill cleanup. Employees not having been trained in spill cleanup have been trained to notify a supervisor.

*Special Note: See S-07 Chemical Spill or Release Plan, and S-25 Hazwhoper Training-Awareness Level.

III. RESPONSIBILITY

It is the responsibility of supervision or plant leadership, whose employees handle chemicals, to:

- a. Train their people to work safely with chemicals.
- b. Maintain the lowest practical quantities of chemicals.
- c. Label and identify chemicals.
- d. Store chemicals in designated areas.

- e. Alert management of problems with defective equipment or abnormal conditions.

IV. HANDLING AND USE OF HAZARDOUS CHEMICALS

A. Chemicals may be stored and handled in quantities of five gallons or less in the metal or glass container in which it is used. Storage shall be limited to approved storage cabinets. Glass containers shall be encased in secondary containers and protected from breakage.

B. Transfer of flammable liquids to point of final use.

1. The route on which flammable liquids are transferred should be well ventilated and free from sources of ignition.
2. Static grounding requirements shall be complied with in the transfer of Class I and II flammable liquids from one metal container to another when one of the containers is larger than five gallons. (See standard on Static Electricity)
3. All containers shall be kept closed when chemicals are not being dispensed. (Examples: caps on bottles, bungs on storage drums, etc.) Dispensing drums for flammables shall contain a self-closing valve and a flame arrestor drum vent.
4. Non-sparking tools should be used when opening drums or containers of flammable liquids.

C. Spills

1. Avoid the over-filling of containers. Adequate free volume in the container should be allowed for thermal expansion.
2. Rags or waste from the cleanup of chemical spills should be deposited in covered metal disposal containers and emptied daily.
3. Spill Kits are available near chemical storage, finish room and dock doors.

D. Source of ignition

1. Prevent any accumulation of solvent vapors. Keep open flames, open lights, arching electrical equipment and other igniters at a safe distance. Smoking shall not be permitted on Sauder property except in one's personal automobile.
2. Use of open flames where chemicals are being stored or handled should be avoided. Use of enclosed element heaters are recommended to avoid combustibility.
3. It is imperative that caution be exercised to prevent accidental contact of flammable liquids or their vapors with strong oxidizing agents. Such oxidizing materials shall be properly segregated.
4. Special electrical equipment used in staining, finishing, and final assembly operations is to be specifically designed for preventing ignition of flammable vapors.

E. Disposal of wastes

1. Keep chemicals out of utility sinks. The hazards of ignition must be considered when washing equipment and tools with flammable liquids. Contaminated cleaning rags must go into specifically provided sealed red containers
2. To prevent fires, all rags filled with hydrocarbons are gathered in marked self-closing oily waste cans. Cans are emptied daily in a sealed drum outside the building to prevent fires.
3. All employees will be warned of the possible danger of mixing reactive materials in waste solvent containers.
4. Hazardous waste will be maintained in a clearly marked Hazardous waste accumulation area. This area will have a secondary containment area. This is accomplished through placing drums inside larger totes, or raised walls or basins

that do not drain to the outside. Drums will be labeled as Hazardous waste with the contents of the drum clearly identified using GHS labels. The drums will remain in this area until picked up by a contracted third party. A weekly inspection will also be conducted of the accumulation area.

F. General precautions:

1. Personal safety is the first key in handling flammable liquids.
2. Know where the nearest exit, eye wash station, and fire extinguishers are located. Each is clearly identified and labeled.
3. Chemical materials can be dangerous if ventilation is inadequate. Caution must be taken to prevent inhalation of vapors, improper handling procedures, and too frequent contact with the skin. For specific toxicological data, users should request information from the SDS.
4. Clothing or shoes contaminated with chemicals shall be removed immediately and completely decontaminated prior to reuse. Tyvek suits, goggles and shoe coverings are available for use.

G. Transportation

1. Large drums are to be moved by forklift with the proper barrel attachment to prevent any damage to the drum.
2. All items should be secured during transportation to prevent accidental tipping or spillage.