



# Employee Handbook

Rules and Regulations for CLS Employees



Dear Employee:

Construction Labor Services, Inc. welcomes you as an employee.

From the safety policy we have asked you to read and sign, you know our stand on safety. We expect you to wear a hard hat while on the job site and always proceed with your work in a manner to protect you and your co-workers from potential injury. In turn, we attempt to provide a safe work place and educate our employees in safe work habits.

It is the policy of Construction Labor Services, Inc. to provide the opportunity for employment without regard to race, color, religion, sex, age, or national origin. We are committed to providing work opportunities for qualified women and minorities and we expect our employees to support us in this goal. Discrimination or harassment in any form will not be tolerated, and should be reported to us at once.

If you have any concerns, problems, suggestions concerning safety, right to know, jurisdictional issues, discrimination, harassment, unemployment reporting, paychecks, or any other employment issue, please speak to your foreman or call our Richland office: 269-629-9708.

Sincerely,



Mikel E. Cole  
President/Safety Manager

# CONSTRUCTION LABOR SERVICES, INC. GENERAL EMPLOYMENT INFORMATION

1. **Employment Standards:** CLS in its effort to promote union labor as a better skilled and more effective means of staffing a construction site, uses the following standards in rating tradespersons for layoffs and rehiring:
  - A. Ability.
  - B. Attendance.
  - C. Attitude.
  - D. Productivity
  - E. Punctuality (arriving on time).
  - F. Safety Habits.
  - G. Skill and knowledge of specific job requirements.
  - H. Willingness to follow directions.
  
2. **Your Supervisor:** You are to work under the direction of your foreman and be responsible to that person.
  
3. **Personnel Records:** In order for us to keep employment records up-to-date, you must report any changes in address, phone number, exemptions, etc. to your foreman or to the CLS office.
  
4. **Telephone Calls:** Only emergency calls may be made from the job site or received at the job site.
  
5. **Payday:** CLS will pay employees on Wednesdays for hours worked the previous Monday through Sunday. CLS does not make advancements on pay.
  
6. **Discharge or Layoff:** If you are discharged or laid off, you will be paid in full at the time of dismissal.
  
7. **Termination of Employment:** If you terminate employment with CLS of your own accord, you will receive your paycheck on the next regular payday. Be sure to advise Construction Labor Services, Inc. of any change in address if the check is to be mailed.



# CONSTRUCITON LABOR SERVICES, INC. COMPANY RULES

**The failure of any employee to abide by the following company rules will be cause for disciplinary action, including possible discharge.**

1. Frequent late arrival to the jobsite and/or absenteeism is prohibited.
2. Employees must report to his/her foreman prior to leaving the jobsite during working hours.
3. If employee is unable to report to work for any reason, he/she must contact the jobsite or the CLS office. Two days of absence from work without notification will be considered a voluntary quit.
4. Employees must not falsify personnel records, time reports, or any other company record or report.
5. Racial or sexual discrimination or harassment, whether by language, gestures, or innuendos, is prohibited.
6. When project conditions require designated work areas, employees are to observe those boundaries.
7. Employees must not bring, use, possess, or be under the influence of intoxicants or illicit drugs while on the job site or during working hours.
8. Employees must take great care when smoking and smoke only in areas where safe and/or not prohibited.
9. Stealing or removal of anyone else's property from the premises without permission is prohibited.
10. Intentional damage or destruction of tools, equipment, or materials is prohibited.
11. Participation in any act of violence or threatening violence on the job site is prohibited.
12. Immoral, indecent, or abusive language is prohibited.
13. Employees must use only the toilet facilities provided and must not contribute to unsanitary conditions.
14. Horseplay, running, scuffling, and throwing of objects is prohibited.
15. Hard hats, safety glasses and other appropriate personal protective equipment are to be worn at all times.



**CONSTRUCTION LABOR SERVICES, INC.  
POLICY ON SAFETY  
March 2018**

**Construction Labor Services, Inc.** is committed to ensuring a safe workplace for our employees. We consider it a top priority to prevent work-related accidents, injuries and illnesses.

It is policy for CLS to comply with all applicable regulations pertaining to safety, accident prevention and health preservation and it is required that all of our clients and employees support us in adhering to this policy.

With the total commitment of CLS, our clients, and our employees, elimination of most accidents, injuries, and workplace illnesses are achievable goals. A safe work place is a productive workplace.

We are committed to continuous improvement of our safety and health program, and we expect your participation in our safety and health efforts.



Mikel E. Cole  
President/Safety Manager



# **CONSTRUCTION LABOR SERVICES, INC.**

## **COMPANY SAFETY POLICY**

**March 2018**

Construction Labor Services, Inc. is committed to ensuring a safe workplace for our employees. We consider it a top priority to avoid work-related accidents, injuries and illnesses.

It is policy for CLS to comply with all applicable regulations pertaining to safety, accident prevention and health preservation and it is required that all of our clients and employees support us in adhering to this policy.

### **General Safety Rules**

1. All employees shall immediately report all unsafe acts or conditions. No employee shall work under unsafe conditions.
2. Report all injuries immediately. Being injured on the job and not reporting the injury is cause for termination.
3. All posted safety rules must be obeyed and must not be removed except by supervisor authorization.
4. When in doubt, employees must insist upon being instructed as to their duties and how to perform them safely.
5. Fighting, creating a disturbance or horseplay will not be tolerated.
6. Employee shall not remove, displace, damage, destroy, or alter any safety device or safeguard furnished or provided for use. Nor shall an employee interfere in any way with the use thereof.
7. The Company prohibits the misuse of legitimate drugs, and the use, possession, distribution, and/or sale of illicit or controlled substances or alcohol while on the job site or during working hours. The Company also prohibits employees from being under the influence of illicit or controlled substances or alcohol when on the job site or during working hours.
8. Firearms of any type are prohibited on the job site property.
9. Unnecessary chances are not to be taken; always think safety and act safely.
10. Employees are to be responsible for the safety of their co-workers as well as themselves; employees must insist upon safe workmanship from fellow workers.
11. Employees must comply at all times with all known federal, state, and local safety laws, and employer regulations and policies.

### **Personal Protective Equipment**

1. Hard hats are required at all times.
2. Safety glasses are required at all times
3. Hearing protection is required in high noise areas or when loud tools are in use.
4. A good work boot, preferably with steel toes, must be worn at all times; athletic shoes are not acceptable.
5. At a minimum, short-sleeve shirts (no cutoffs or tank tops) and long pants (no shorts) are required.
6. High visibility clothing is recommended and may be required on some jobsites.
7. Work gloves suitable for the task shall be worn when protection is needed.



8. Fall protection shall be used in accordance with all regulations stated in MIOSHA Construction Safety Standard Part 45, Fall Protection.

### **Housekeeping**

1. All aisles and passageways must be kept clear of loose materials, cords, tools and waste.
2. Materials should be kept in neat stockpiles for easy access and when no longer needed should be removed from the construction area.
3. All nails must be removed or bent over from all boards, planks, or timbers.
4. Spillage of any liquids on the floors must be immediately cleaned up to avoid slipping, falling or possible fire.
5. Each person should be knowledgeable in the jobsite procedure for clean up and do their part.
6. Material must be secured (tied down) to protect movement generated by wind, especially on a roof.

### **Material Handling**

1. Know the weight of any object you are handling, keep back straight, use leg muscles, do not jerk or twist and if it is too heavy, do not attempt to lift without getting help.
2. Know your route of travel and check to make certain it is clear before lifting.
3. With machines, know the weight of the object you are handling.
4. Riding material hoists or other moving equipment is prohibited except on seats provided.
5. Employees must be alert and keep out from under overhead loads.
6. Store materials so that exits, aisles and passageways and access to fire extinguishers and electrical panels are not blocked.

### **Fire Protection**

1. Employees must know where fire extinguishers are located and know how to operate them.
2. Only approved containers and portable tanks should be used for the storage and handling of flammable and combustible liquids. Engines must be off while refueling and no smoking by flammables.
3. When burning or welding is being done, a fire extinguisher must be close at all times.
4. LPG cylinders must be secured in an upright position and stored in outside locations only.

### **Fall Protection**

1. Employees who might be exposed to fall hazards will be trained by a competent person to recognize fall hazards and the procedures to follow in order to keep fall protection for each job.
2. All open sided floors and platforms 6' or more above adjacent floors or ground level should be protected by a standard guardrail. Toeboards are required wherever people pass underneath.
3. Standard guardrails should be constructed to a height between 39" and 45" and withstand a force of 200lbs.
4. Ladders must be placed on a substantial base. All ladders are to extend at least three feet above the landing platform and be securely fastened, top and bottom.
5. Floor openings or holes should be protected by a standard guardrail and toeboard, or a cover capable of supporting 2 times the maximum intended load and secured against accidental displacement. The floor cover must be labeled.
6. Do NOT enter an area which has been barricaded without proper authorization.





## **Ladders and Stairways**

1. A stairway or ladder should be provided at all points of access where there is a change in elevation of 19" or more and no ramp, runway, sloped embankment or personnel hoist is provided.
2. Ladders must be placed on a substantial base. Do not use ladders with broken, split, or missing rungs, rails or cleats.
3. All ladders are to extend at least three feet above the landing platform and be securely fastened, top and bottom. Use the "four and one" rule (i.e. one (1) foot of base for every four (4) foot of height extension).
4. Ladders must be inspected before use and meet MIOSHA/OSHA requirements.
5. Stairways with greater than 30" or with 4 or more risers should have handrails and stair-rails on unprotected sides or edges.

## **Scaffolding**

1. Employees must only use scaffolding that meets MIOSHA/OSHA requirements and that is properly assembled to the manufacturer's specifications.
2. A scaffold shall not be erected, moved, dismantled or altered, except under the supervision of a competent person.
3. The base of a scaffold should be plumb, rigid and capable of carrying the intended load.
4. Employees must make certain that all required guardrails and toeboards are in place when working on any raised level or platform above 10 feet.
5. A scaffold platform must consist of at least two planks; working levels must be fully planked.
6. The wheels of rolling scaffolds should be locked when in use and never be moved until workers have gotten off.
7. Personal fall arrest equipment, attached to a lifeline independent of the suspended scaffold, is required when working 10 feet or more above the ground.
8. Access ladders must be in place and extended 3 feet above platform and tied off.

## **Electrical Safety**

1. Ground fault circuit interrupters must be used when operating electrical tools.
2. Examine all cords prior to use. Cords which are frayed, worn, or contain exposed wires should not be used, and should be tagged and removed from service immediately.
3. All extension cords should be of the grounded three wire type.
4. Portable electric equipment must be unplugged when not in use.
5. Employees must confirm that all temporary electrical hookups meet MIOSHA/OSHA requirements for approved ground fault circuit interrupters before hooking up to them.

## **Tools and Machinery**

1. Machines, tools, etc., will not be operated unless guards are in place.
2. Defective machines and tools are not to be used. They must be tagged, and taken out of service immediately.
3. Machinery is only to be used by authorized and trained operators and is not to be left unattended while in operation or motion.
4. Air tools air supply will be off when not in use and air hoses won't be kinked to change tools.

## **Lockout/Tagout**

1. Locks and tags should be used to prevent operation of a switch, valve, or piece of equipment, in cases where someone may get hurt or equipment may be damaged.
2. Never remove someone else's lock and/or tag.



3. Never operate any locked-out or tagged-out piece of equipment.

### **Excavations and Trenching**

1. Employees working in excavations 5' or deeper must be protected from cave in by protective methods include sloping or shoring the excavation banks as per MIOSHA Standards.
2. No employee should enter an excavation until it has been inspected and declared safe to enter. Excavations should be inspected daily and after every rain storm.
3. A secure stairway, ladder, ramp or other safe means of egress should be located in every trench and not be more 25' from any employee.
4. Excavated or other material shall not be stored within two feet of the edge of the excavation.

### **Aerial Work Platforms**

1. Only a trained and qualified person may operate an aerial work platform.
2. An operator of an aerial work platform must carry a permit certifying the type of aerial work platform the person is trained to use.
3. An operator of an aerial work platform must inspect their machine before using it.

### **Cranes, Power Shovels, Trucks and Dozers**

1. If you must work around the above equipment, be sure the operator can always see you.
1. Only trained and qualified persons may operate such equipment
2. Cranes must be barricaded.
3. Crane operators shall take signals from only one individual. If the operator is in doubt of a signal, he/she will not continue the operation until the signal is clear.

### **VIOLATIONS OF ANY OF THESE RULES WILL BE CAUSE FOR IMMEDIATE DISCIPLINARY ACTION, INCLUDING POSSIBLE DISCHARGE.**

If you have any questions or concerns with the company safety policy or safety practices on the jobsite, speak to your foreman, supervisor, or call Construction Labor Services, Inc.



# CONSTRUCTION LABOR SERVICES, INC. HAZARD COMMUNICATIONS PROGRAM

Construction Labor Services, Inc., in compliance with the Michigan Chemical Right to Know Law, is required to provide information and training to employees who are likely to be exposed to hazardous chemicals in the normal course of their employment.

CLS does not purchase or supply materials for a jobsite, we therefore expect contractors and subcontractors on jobsites to fulfill their obligation under the Michigan Chemical Right to Know **Law**.

## **LABELING**

- A.** When contractors or subcontractors bring hazardous chemicals to the jobsite, Safety Data Sheets (SDS) must accompany the chemicals.
- B.** All containers with hazardous materials must be properly labeled:
  - 1. Product Identifier
  - 2. Signal Word
  - 3. Hazard statement(s)
  - 4. Pictograms(s)
  - 5. Precautionary statement(s)
  - 6. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party
- C.** CLS foremen are responsible to see that any portable containers used in their work area are labeled with identity and hazard warnings.
- D.** If any employee encounters any unlabeled chemical container, he/she must notify the foreman at once.

## **SAFETY DATA SHEETS (SDS)**

- A.** Contractors and subcontractors will secure Safety Data Sheets (SDS) from suppliers for all hazardous chemicals that our employees will be exposed to while working. These SDS's must be available to our employees on that job site upon request, or be available by request by CLS's Office. Request by the employee to review SDS's must be made on a request form provided by our company.
- B.** The required MIOSHA Right to Know posters will be located at a central location on each jobsite.



## **EMPLOYEE TRAINING**

A. Before starting work, each new employee will be given a Hazardous Materials Orientation by his or her foreman of the project. The foreman will cover the following items:

1. Location of the CLS written Hazardous Communications Program.
2. Employee's rights pertaining to same.
3. Chemicals and their hazards in CLS employee's work area.
4. Procedures to follow if CLS employees are exposed to these chemicals.
5. The location and procedure for reviewing the SDS file.

B. After the Hazardous Materials Orientation, each employee will sign a form stating that he/she has received the necessary training and information as required by the Michigan Right To Know Law.

## **NONDISCRIMINATION**

CLS will not discriminate against employees who exercise their rights under the Michigan Right To Know Law.



# Construction Labor Services, Inc.

## Hazard Communication Training - Globally Harmonized System (GHS)

To align with the GHS Classification and Labeling of Chemicals and to provide a common and logical approach to classifying chemicals; the United States and 66 other nations have adopted the GHS Classification. Below is an overview of the new labels and the Safety Data Sheets (SDS). **Any questions on the GHS Classification or requests for additional informational documents please contact Mikel Cole at Construction Labor Services, Inc. (269)-629-9708.**

### HAZARD COMMUNICATION STANDARD LABELS

The labels will be broken down into 7 sections (Product Identifier, Supplier Identification, Precautionary Statements, Hazard Pictograms, Signal Word, Hazard Statements, and & Supplier Information). Please review OSHA's Quick Card Sample Label.

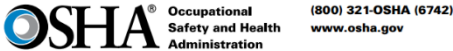
- **Product Identifier** – How the hazardous chemical is identified including chemical name & code number/batch number.
- **Supplier Identification** – Includes Name, address and phone number of the chemical manufacturer, distributor or importer.
  - **Signal Words** – Used to indicate the relative level of severity of hazard and alert the reader to potential hazard on the label. (There are only two words that may appear)
    - "DANGER" (more severe hazard)
    - "WARNING" (less severe hazard)
  - **Pictogram** – OSHA has designated eight pictograms under this standard for application to a hazard category.
    - Please review the OSHA's Quick Card for the Pictograms for further clarification on each pictogram.
    - Several pictograms can be used to explain the multiple hazards one chemical may have
  - **Hazard Statement(s)** – Describe the nature of the hazard(s) of a chemical. Ex. May Cause Cancer, Flammable liquid and vapor.
  - **Precautionary Statement(s)** – A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.
    - Include proper storage of hazardous chemicals
    - Explains first aid for employees from chemical
    - Includes proper protective information from the chemical



#### 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:



The Card below is a sample label, identifying the 7 sections and the content within each section

### SAMPLE LABEL

|  |   |                                       |   |
|--|---|---------------------------------------|---|
| <p><b>CODE</b> _____</p> <p><b>Product Name</b> _____</p>  | } | <p><b>Product Identifier</b></p>      | <p style="text-align: center;"><b>Hazard Pictograms</b></p> <div style="display: flex; justify-content: space-around;"> </div>  |
| <p><b>Company Name</b> _____</p> <p><b>Street Address</b> _____</p> <p><b>City</b> _____ <b>State</b> _____</p> <p><b>Postal Code</b> _____ <b>Country</b> _____</p> <p><b>Emergency Phone Number</b> _____</p>  | } | <p><b>Supplier Identification</b></p> | <p style="text-align: center;"><b>Signal Word</b></p> <p style="text-align: center;"><b>Danger</b></p>  |
| <p>Keep container tightly closed. Store in a cool, well-ventilated place that is locked.</p> <p>Keep away from heat/sparks/open flame. No smoking.</p> <p>Only use non-sparking tools.</p> <p>Use explosion-proof electrical equipment.</p> <p>Take precautionary measures against static discharge.</p> <p>Ground and bond container and receiving equipment.</p> <p>Do not breathe vapors.</p> <p>Wear protective gloves.</p> <p>Do not eat, drink or smoke when using this product.</p> <p>Wash hands thoroughly after handling.</p> <p>Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p><b>In Case of Fire:</b> use dry chemical (BC) or Carbon Dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.</p> <p><b>First Aid</b></p> <p>If exposed call Poison Center.</p> <p>If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.</p> |   |                                       | <p style="text-align: center;"><b>Precautionary Statements</b></p>  |
| <p><b>Supplemental Information</b></p> <p><b>Directions for Use</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Fill weight: _____ Lot Number: _____</p> <p>Gross weight: _____ Fill Date: _____</p> <p>Expiration Date: _____</p>   |   |                                       | <p style="text-align: center;"><b>Hazard Statements</b></p> <p style="text-align: center;"><b>Highly flammable liquid and vapor.</b></p> <p style="text-align: center;"><b>May cause liver and kidney damage.</b></p> |



### 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

|   |   |   |
|---|---|---|
| <b>Health Hazard</b><br><br><ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul> | <b>Flame</b><br><br><ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul> | <b>Exclamation Mark</b><br><br><ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul> |
| <b>Gas Cylinder</b><br><br><ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>   | <b>Corrosion</b><br><br><ul style="list-style-type: none"> <li>• Skin Corrosion/ Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>  | <b>Exploding Bomb</b><br><br><ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>  |
| <b>Flame Over Circle</b><br><br><ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>   | <b>Environment (Non-Mandatory)</b><br><br><ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>  | <b>Skull and Crossbones</b><br><br><ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>  |

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

## HAZARD COMMUNICATION SAFETY DATA SHEETS

Formally known as Material Safety Data Sheets (MSDS), Safety Data Sheets (SDSs) require Chemical Manufacturers, distributors, or importers to provide a copy of the SDS to communicate the hazards of chemical products.

- As of June 1, 2015, the new SDSs require to be in a uniform format, and include the section numbers, the headings, and associated information as shown on the OSHA Quick Card Safety Data Sheets.
- The SDS is an expanded explanation of details from the label. There is a lot of related information between the two because of this.
- The Health Hazards classification has also changed under GHS
  - The numerical categories for dangerous chemicals have changed to 1-4 (with 1 being the most dangerous, 4 the least dangerous).

Below is the format and content expected to be on SDSs

This chart shows the new health hazard classes and the hazard categories that correspond to each of the health hazard classes. Hazard category 1 (or column furthest to the left) is the most hazardous. Hazard categories become less severe as you move to the right in the chart.

| Health Hazards                                     |                 |    |    |           |
|--|-----------------|----|----|-----------|
| Hazard Class                                       | Hazard Category |    |    |           |
| Acute toxicity                                     | 1               | 2  | 3  | 4         |
| Skin Corrosion/Irritation                          | 1A              | 1B | 1C | 2         |
| Serious Eye Damage/Eye Irritation                  | 1               | 2A | 2B |           |
| Respiratory or Skin Sensitization                  | 1               |    |    |           |
| Germ Cell Mutagenicity                             | 1A              | 1B | 2  |           |
| Carcinogenicity                                    | 1A              | 1B | 2  |           |
| Reproductive Toxicity                              | 1A              | 1B | 2  | Lactation |
| Specific Target Organ Toxicity – Single Exposure   | 1               | 2  | 3  |           |
| Specific Target Organ Toxicity – Repeated Exposure | 1               | 2  |    |           |
| Aspiration   | 1               |    |    |           |
| Simple Asphyxiants                                 | Single Category |    |    |           |

**Construction Labor Services, Inc.**  
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 8709 N. 32<sup>nd</sup>. St.  
 Richland, MI 49083  
 P: (269)-629-9708  
 F: (269)-629-4533

### Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

**Section 1, Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

**Section 2, Hazard(s) identification** includes all hazards regarding the chemical; required label elements.

**Section 3, Composition/information on ingredients** includes information on chemical ingredients; trade secret claims.

**Section 4, First-aid measures** includes important symptoms/ effects, acute, delayed; required treatment.

**Section 5, Fire-fighting measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.

**Section 6, Accidental release measures** lists emergency procedures; protective equipment; proper methods of containment and cleanup.

**Section 7, Handling and storage** lists precautions for safe handling and storage, including incompatibilities.

**Section 8, Exposure controls/personal protection** lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

**Section 9, Physical and chemical properties** lists the chemical's characteristics.

**Section 10, Stability and reactivity** lists chemical stability and possibility of hazardous reactions.

**Section 11, Toxicological information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information\*

Section 13, Disposal considerations\*

Section 14, Transport information\*

Section 15, Regulatory information\*

**Section 16, Other information**, includes the date of preparation or last revision.

\*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

**Employers must ensure that SDSs are readily accessible to employees.**

See Appendix D of 1910.1200 for a detailed description of SDS contents.



# CONSTRUCTION LABOR SERVICES, INC.

## COMMON HAZARDOUS MATERIALS IN CONSTRUCTION

**1. TRANSIT MIX CONCRETE AND PORTLAND CEMENT:** Contain alkali and hexavalent chromium. Contact with skin can cause burns and allergic dermatitis. Contact with the eyes can cause inflammation of the cornea. Flush eyes with water for fifteen minutes. Inhaling the dust can irritate the nose and respiratory system.

**2. LIME, MORTAR, CEMENT, BRICK, AND BLOCK:** Lime is a strong alkaline material. Contact with the skin may cause irritation and burns. Wash with soap and water. Contact with the eyes may cause irritation and possible corrosion damage. Flush eyes with water for fifteen minutes. Inhaling the dust may irritate and damage mucus membrane of the upper respiratory track. Use breathing protection. Mortar contains cement and lime. Cement block and brick carry the same precautions as portland cement.

**3. CUTTING AND TAPPING FLUIDS:** Contains various chemicals. Contact with the eyes or prolonged contact with the skin may cause irritation. Flush eyes with water for 15 minutes. Skin contact - wash hands after contact with this product before eating or smoking. Avoid inhalation in confined spaces. Prolonged inhalation can be harmful or fatal. Inhalation - get to fresh air and get emergency medical attention. Keep away from sparks and open flames.

**4. STYROFOAM INSULATION:** Contains various chemicals. Contact with the skin or eyes may cause mechanical injury only. Inhaling dust may cause irritation to the upper respiratory track. Avoid inhaling smoke if the product is burning.

**5. WOLMANIZED AND DRY-CON LUMBER:** Skin contact - wash hands after contact with this product before eating or smoking. Contact with the eyes may cause irritation. Flush eyes with water for fifteen minutes. Inhaling loose dust may irritate the throat.

**6. CAULKING:** Chemical ingredients vary greatly. Read warning labels. While latex caulking products provide no major hazards, other types may. Know what you are using. Use these products in well ventilated areas and avoid prolonged skin contact.

**7. PL400 AND PL200:** Contain rubber solvents, hexane, toluene and ethanol. Prolonged contact with skin may cause irritation or dermatitis. Contact with eyes may cause irritation. If contact occurs, flush eyes with water for fifteen minutes. Avoid inhalation in confined spaces. Avoid prolonged inhalation in confined spaces. Keep away from open flame.



**8. CONTACT CEMENT:** Contains methylene chloride, methyl ethyl ketone, lactol spirits, toluene and magnesium oxide. Contact with the skin may cause dermatitis. Wash with soap and water. Contact with the eyes, liquid or vapor, may cause irritation. Flush eyes with water for fifteen minutes. Inhaling vapors for long periods of time may cause permanent central nervous system damage. Wear eye and breathing protection.

**9. YELLOW GLUE:** Contains vinyl acetate and acidic polymers. Skin contact may cause irritation; wash with soap and water. Eye contact may cause irritation; flush eyes with water for fifteen minutes. Inhaling for short periods should not cause a health hazard.

**10. SAND PAPER, GRINDING, AND CUT-OFF BLADES:** These products contain garnet mineral cured adhesive, organic glue, or resin. Contact with skin may cause mechanical injury only. Avoid dust contact with the eyes. If contacted, flush eyes with water for fifteen minutes. Avoid inhaling the dust created from grinding. Use breathing respirator.

**11. POWDER ACTUATED TOOLS:** Charges contain barium oxide and lead oxide. Store away from heat and avoid crushing. Avoid inhaling vapors for long periods of time. Wear eye and hearing protection.

**12. FORM RELEASE:** Contains hydrocarbons. Contact with skin may not have any effect. Contact with the eyes may cause a slight irritation. If contact occurs, flush with water for fifteen minutes. Inhaling vapors may cause headaches, nausea, or dizziness. Use breathing respirator.

**13. WELDING ROD:** Contains various hazardous materials. Skin contact normally is of no concern. Eye contact with the arc generated while welding can cause blindness. Inhaling fumes of the rod and the material being welded are of prime concern. Weld in well-ventilated areas and use proper respiratory equipment.

**14. GALVANIZED METALS:** Contains among others, chromium and zinc. Contact with the skin may cause dermatitis. Wash with soap and water. Contact with the eyes may cause irritation. If contact does occur, flush eyes with water for fifteen minutes. Inhaling fumes may cause respiratory irritation. Use breathing respirator if exposed for long periods of time.

**15. OXYGEN AND ACETYLENE:** Breathing pure oxygen under pressure may cause lung damage, dizziness, visual and hearing disturbances. Do not use oxygen around grease or oil. Explosions will result. Acetylene fumes and gases may cause lung damage. Infrared radiation from the flame may cause eye damage. Use proper breathing and eye protection.

**16. CURING COMPOUND:** These vary greatly in chemical makeup. Be sure to read the warning labels. Skin contact may cause irritation; wash with soap and water. Contact with the eyes may cause irritation; flush eyes with water for fifteen minutes. Inhaling vapors may affect the central nervous system and cause respiratory irritation; use appropriate breathing protection.





**17. SPRAY PAINT:** Depending on the type, these contain various hazardous chemicals. Do not use near open flames. Avoid skin and eye contact. Inhaling vapors may damage upper respiratory system, cause light headaches, and nausea. Prolonged and repeated overexposure may cause permanent brain and nervous system damage. Use in well-ventilated areas and use breathing protection.

**18. GASOLINE AND DIESEL FUEL:** Contain hydrocarbon with alcohol and/or ether. Also contains lead. Extremely flammable; keep away from sparks, heat, or open flame. Contact with the skin may cause respiratory irritation; wash with soap and water. Contact with the eyes may cause irritation; flush eyes with water for fifteen minutes. Inhaling vapors and/or absorbing through the skin may cause central nervous system depression or cancer. If swallowed, do not induce vomiting; aspiration into the lungs will cause chemical pneumonia.

**19. GASOLINE ENGINES AND PROPANE HEATERS:** These emit various fumes. Avoid inhaling fumes. Gasoline engines generate carbon monoxide and propane causes asphyxiation due to oxygen displacement. Also, inhaling can cause respiratory irritation, dizziness, nausea, or drowsiness. Skin contact with propane may cause burns.

**20. ABC FIRE EXTINGUISHER:** Contain muscovite mica and magnesium aluminum silicate. Contact with the skin may be mildly irritating. Contact with the eyes may be mildly irritating for a short period of time. Inhaling may cause irritation. Overexposure can cause fibrosis of the lung. Wear eye and breathing protection.

**21. PORTABLE GRINDING BLADES & WHEELS:** Contains various metals and chemicals. Avoid inhalation of dust generated by grinding and cutting operations. Inhalation of dust may cause respiratory ailments. Grinding and cutting operations can also create flying object hazards. Use approved respirators, safety glasses or face shields. Provide adequate ventilation to eliminate dust.

**Please be sure you wear the appropriate protective clothing, eye, skin, breathing and/or other personal protective devices when working with these products. If you have additional questions on these products or other products you are working with, direct them to your foreman, job site superintendent, or the CLS Safety Officer. They will provide you with the necessary information. This is your right under the law.**



# CONSTRUCTION LABOR SERVICES INC. MEDICAL TREATMENT FOR JOB RELATED INJURIES

Under Section 315 of the Worker's Compensation Law of Michigan, the employer, CLS requires all medical treatment for work related injuries to be one by or at the direction of its company physician. Deviation from this policy must be with prior approval of CLS. Should the nature of your injury require emergency treatment at a hospital, the follow-up treatment is also expected to be with or at the direction of the company physician. After 10 days from the beginning of medical care, you may treat with a physician of your choice, after advising CLS of the name of that physician and your intention to treat with him/her.

## **Report all injuries to Mikel Cole at CLS's Office (269) 629-9708 immediately.**

For **Non-Emergency Injuries** please call Mikel Cole at CLS Office to schedule an appointment. If your injury is after published hours of all of the Occupational Health Offices please go to the E.R.

All **Emergencies** must be transported to the nearest Hospital at once. Please notify Mikel Cole ASAP at CLS Office (269)629-9708.

## **The Accident Investigation Report must be filled out immediately and submitted to Mikel Cole.**

## **Occupational Health Offices**

### **Kalamazoo Area:**

### **Bronson ProHealth - John Street**

820 John St., Suite 102,  
Kalamazoo, MI 49007  
(269) 341-8938

**Hours:** Mon. - Thurs. 7am - 5pm  
Fri. 8am - 5pm

Park and enter behind the building,  
which is located just south of the Vine  
St. Ramp

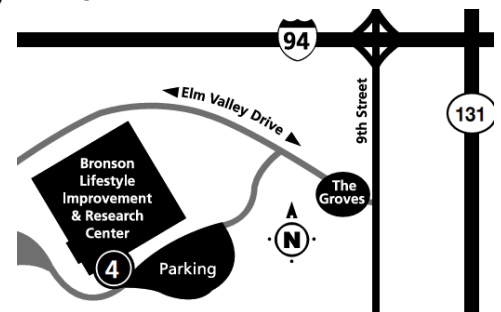


### **Bronson ProHealth – Elm Valley Drive**

6789 Elm Valley Drive,  
Kalamazoo,  
MI 49009  
(269) 341-8938

**Hours:** Monday &  
Wednesday, 7 a.m.-4 p.m.  
(Closed noon-1p.m.),  
Friday, 7 a.m.-noon

Park in the lot on the southeast side of building.



**South Haven:**

**Bronson Prohealth – South Haven**

950 S. Bailey Ave., Ste. 1,  
South Haven  
(269) 639-2787  
**Hours:** Mon.-Fri., 8 am –  
4:30 pm (Closed noon – 1  
pm)  
Park in front of building and enter



**Paw Paw Area:**

**Bronson ProHealth – Paw Paw**

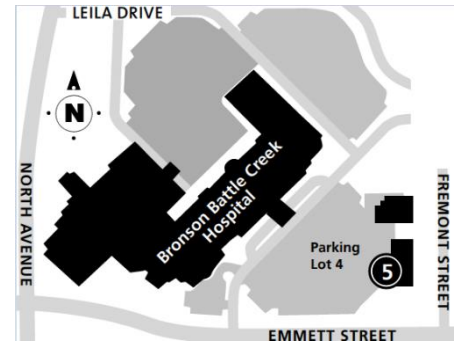
404 Hazen St., Suite 100,  
Paw Paw, MI 49079  
(269) 341-8938  
**Hours:** Mon. - Fri. 8 am -  
4:30pm (closed noon - 1pm)  
Park in front of the building and  
enter through the main entrance.



**Battle Creek Area:**

**Bronson ProHealth – Battle Creek**

265 Fremont St., Battle  
Creek, MI 49017  
(269) 245-8166  
**Hours:** Mon. - Fri. 7am -  
5pm  
Park in front of the building and  
enter through the main entrance.



**Other Areas:**

**Please contact Mikel Cole at Construction Labor Services, Inc.**  
(269) 629-9708



## Urgent Care

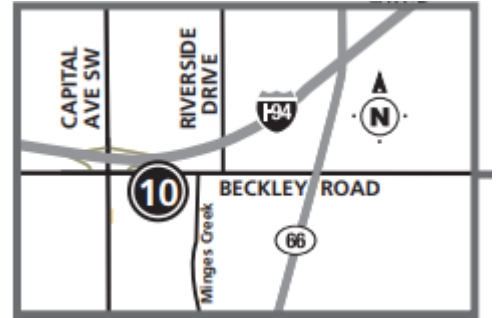
### **Bronson Battle Creek Outpatient Center—Beckley Road**

5352 Beckley Road,  
Battle Creek, MI 49015

(269) 979-6888

**Hours:** Monday -  
Sunday, 8 am-8pm  
Holidays, 8 a.m.- 5 p.m.

Park in front of the building  
and use  
the main entrance.



### **Bronson Urgent Care – South Haven**

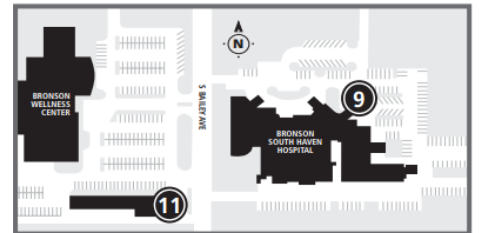
970 S. Bailey Ave.,  
South Haven, MI 49090

(269) 639-2916

**Hours:** Monday – Sunday

11 am – 9 pm

Park in the strip mall lot.  
Main entrance faces Bailey  
Ave.



## Emergency Departments

### **Kalamazoo Area:**

### **Bronson Methodist Hospital Trauma & Emergency Center**

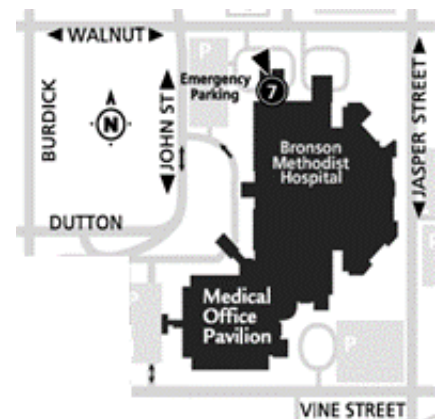
601 John St. (Walnut St  
entrance)

Kalamazoo, MI 49007

(269) 341-6386

**Hours:** 24 hours/day,  
seven days/week

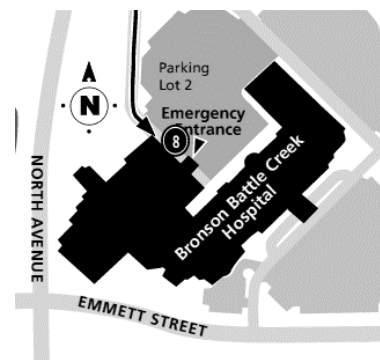
Park in the lot on the corner of  
Walnut and John Streets.



**Battle Creek Area:**

**Bronson Battle Creek Hospital Emergency Department**

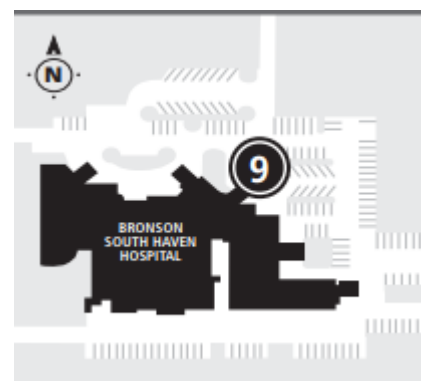
300 N. Ave.,  
 Battle Creek, MI 49017  
 (269) 245-8111  
**Hours:** 24 hours/day, seven days/week  
 Park in the lot 2 near the Emergency Entrance.



**South Haven Area:**

**Bronson South Haven Hospital Emergency Department**

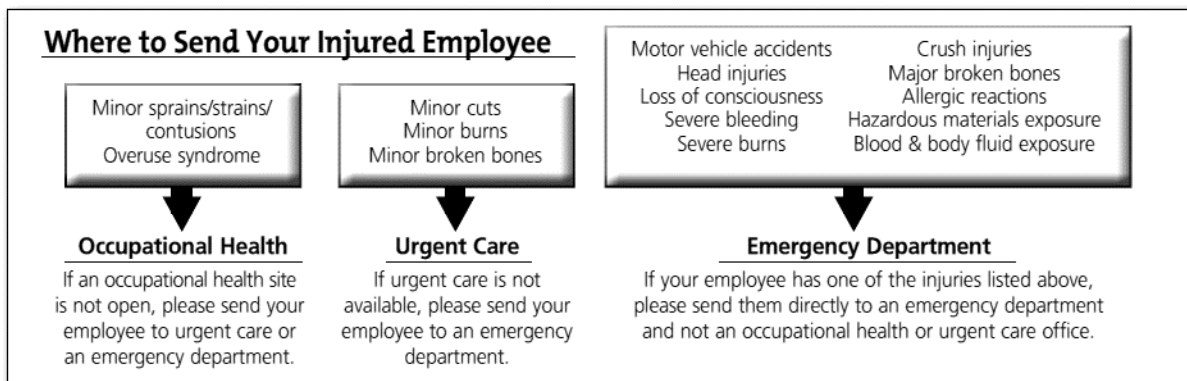
955 S. Bailey Ave  
 South Haven, MI 49090  
 (269)-637-5271  
**Hours:** 24 hours/day, 7 days/week  
 Park in main lot near Emergency entrance



**Paw Paw Area:**

**Bronson Lakeview Hospital Emergency Department**

408 Hazen St.  
 Paw Paw, MI 49079  
 (269)-657-1500  
**Hours:** 24 hours/day, seven days/week  
 Park in the lot on the south side of the building



## **CONSTRUCTION LABOR SERVICES, INC. EQUAL EMPLOYMENT OPPORTUNITY POLICY**

CLS will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, gender, disability, or veteran status. CLS is also committed not to discriminate with regard to the following:

- Referral, Hiring, Placement, Upgrading, Promotion, Transfer, Demotion, or Award of Tenure;
- Recruitment, Advertising, Solicitation for Employment, or Job Application Procedures;
- Rates of Pay or other Forms of Compensation and Changes in Compensation;
- Treatment during Employment;
- Job Assignments, Job Classifications, Organizational Structures, Position Descriptions, Lines of Progression, and Seniority Lists;
- Leaves of Absence, Sick Leave, or any other Leave;
- Fringe Benefit Available by Virtue of Employment, Whether or Not Administered by CLS;
- Activities Sponsored by the Contractor including Social or Recreational Programs;
- Selection and Financial Support for Training including Apprenticeship, Professional Meetings, Conferences, and other Related Activities and Selection for Leave of Absence to Pursue Training;
- Layoff or Termination; Right to Return from Layoff; Rehire; and all other Terms and Conditions of Employment.

CLS also agrees to provide a reasonable accommodation to any otherwise qualified individual with a disability unless the accommodation would cause an undue hardship, as and to the extent required by the American with Disabilities Act.

CLS seeks and intends to achieve full compliance with all other applicable statutes, regulations and executive orders on equal employment opportunity.

Supervisory, Field, and Office Staff are expected to comply with both the letter and spirit of stated company policy. Employees who feel that they have been the victim of discriminatory action are encouraged to contact the CLS company office at once.

This policy statement will be distributed to all Office and Field Supervisory personnel and posted on job sites.

**CONSTRUCTION LABOR SERVICES, INC.  
8709 N. 32nd St. P.O. Box 460  
Richland, MI 49083 (269)629-9708**





**P.O. Box 460**  
**8709 N. 32nd St.**  
**Richland, MI 49083**  
Office: (269) 629-9708  
Fax: (269) 629-4533