

APPROPRIATE WORK PRACTICES

Following safe handling and work practices will help keep you safe and minimize your risk of exposure to hazardous substances.

- Use hazardous chemicals only as directed.
- Prior to use of chemicals, inspect your equipment for leaks or loose connections.
- When using chemicals, don't eat, drink or apply cosmetics.
- Never smell, inhale or taste. To identify a substance, check the label or MSDS. If you're still unsure, ask your supervisor.
- Try to keep chemicals off your hands, face, clothing and shoes.
- After using chemicals, wash your hands and face thoroughly with soap and cool water.

DON'T FORGET!

Safety glasses with side shields are required at all times on KUKA AT's manufacturing floor, not including designated break areas.

EMERGENCY SITUATIONS

KUKA AT's Emergency Response Plan Summary is posted on bulletin boards throughout our facilities.

- **Spill:** Evacuate the area.
Page the Spill Response Team.
- **Exposure:** Report all incidents to your supervisor.
Skin: Wash thoroughly with soap & cool water.
Eyes: Flush with cool running water for 15 min.
Inhale: Move immediately to fresh air.
Swallow: Seek immediate medical attention.
- **Other emergencies:** Page the Emergency Response Team.

HAZCOM PROGRAM

As required by OSHA, KUKA AT has a written Hazard Communication Plan (HCP) which covers hazard determination, labeling procedures, MSDS, hazardous non-routine tasks, and how to access and use hazardous chemical information.

The goals of KUKA AT's HCP are:

- To reduce the risks involved in working with chemical hazards
- To give information about potential hazardous substances in the workplace
- To reduce incidents involving hazardous substances

Every employee has the right to review the HCP. It is accessible anytime by either of these methods:

- Ask a supervisor for a copy
- Log on to KUKA AT's internal website:
<http://10.10.1.12/>
On the left, click "Records & Docs".
Click on "HazCom Program".
Click on "Click here to open form in new window".

Other related documents are also available under "Records & Docs":

- Emergency Response Plan
- SPCC Plan (Spill Prevention Control & Countermeasure)
- Spill Report

Hazard Communication training in the workplace is required by federal OSHA standard 29 CFR 1910.1200 and by Michigan's Right to Know Law. As an employee, you have the right to know about hazardous chemicals you work with, the hazards they pose and how to protect yourself from them. If your employer requires you to work with a hazardous chemical, then the employer is required to provide you with appropriate Personal Protective Equipment and other protections.

KUKA

ASSEMBLY AND TEST

HAZARD COMMUNICATION & RIGHT TO KNOW



WHERE ARE HAZARDOUS CHEMICALS FOUND?

Here are some examples:

- Manufacturing Floor and Machine Shop: Dykem remover, compressed gas tanks, mineral spirits
- Paint Booth: paint thinners, MEK
- Shipping and Receiving: propane, diesel & gasoline fumes, antifreeze
- Offices: copier toner, batteries
- General Facility: natural gas

WHAT ABOUT UNLABELED PIPES?

Where applicable, piping systems are identified at access points and every 10 feet where the piping is 8 feet or closer to employee contact.

Therefore, the substances contained within pipes are always readily identifiable.

CHEMICAL INVENTORY

As required by OSHA, KUKA AT keeps an inventory of every hazardous material in use at KUKA AT. This list is stored with the MSDS.

WHERE ARE MSDS STORED?

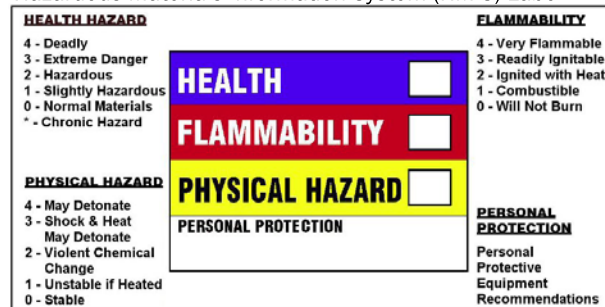
The MSDS are accessible to every KUKA AT employee during every work shift. They are located:

- Saginaw facility: Manufacturing Electrical Office
- Fenton facility: Northeast wall of shop floor near the break room

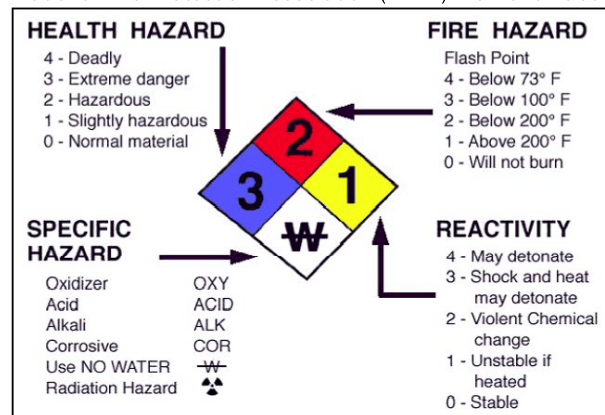
LABELS

All containers *must be labeled clearly and legibly* with identity and hazard warning.

Hazardous Materials Information System (HMIS) Label



National Fire Protection Association (NFPA) Diamond Label



MSDS

For detailed information on a hazardous chemical, consult the Material Safety Data Sheet (MSDS). Knowing a substance's characteristics will help you to use it more safely and effectively.

- Physical Characteristics
- Fire & Explosion Data
- Health Hazard Data
- Reactivity (Instability) Data
- Special Precautions for Safe Handling & Use, including recommended PPE

PHYSICAL & HEALTH HAZARDS

These hazardous materials present **physical hazards**:

- flammable, combustible or explosive substances
- compressed gases
- unstable materials
- water-reactive materials

Health hazards are either acute or chronic.

- **Acute health hazards** create health problems immediately after exposure to high concentrations of the hazardous substance. Symptoms include headache, dizziness, nausea, burning sensations, difficulty breathing, and chemical burns.
- **Chronic health hazards** create health problems after prolonged or repeated long-term exposure to a hazardous substance, usually in small doses. Symptoms may not appear for months or years. Cancer, sterility, organ damage, or poisoning can occur.

Inhalation is the primary route of entry for hazardous substances. Other methods include ingestion and ocular entry (through the eyes).

DETECTING RELEASE OF HAZARDOUS CHEMICALS

Always be alert for signs of chemical leaks or spills.

Look for signs:

- Visual – color, wetness, physical appearance
- Odor
- Sound – hissing, drip, flow
- Health symptoms in yourself or co-workers

Many hazardous substances can cause specific types of hazardous emergencies. Consult the MSDS to learn how to recognize such emergencies.

OTHER QUESTIONS?

Feel free to ask your supervisor or the Safety Director of the facility: Rich Reinhardt in Saginaw or Brian Hoy in Fenton.