

Hazard Communication Program (HazCom)

Company: Destination Geneva National

Program Owner: Safety Committee/Human Resources

OSHA Standard: 29 CFR 1910.1200

Effective Date: January 1, 2026

1. Purpose

The purpose of this Hazard Communication (HazCom) Program is to ensure that all employees at Destination Geneva National are informed of the chemical hazards present in the workplace, understand the associated risks, and know how to protect themselves. This program complies with OSHA's Hazard Communication Standard (29 CFR 1910.1200).

2. Scope

This program applies to all employees, departments, and work areas at Destination Geneva National where hazardous chemicals are present, including but not limited to:

- Housekeeping
 - Maintenance
 - Grounds
 - Food & Beverage
 - Culinary
 - CCFD
-

3. Responsibilities

Management

- Support implementation of this program
- Ensure resources are available for training and compliance

Safety Committee / HR

- Maintain the written Hazard Communication Program
- Oversee training and documentation
- Ensure SDS access is maintained

- Coordinate updates when new chemicals are introduced

Department Managers / Supervisors

- Maintain awareness of chemicals used in their department
- Ensure proper labeling of containers
- Ensure employees are trained before chemical exposure
- Report new or discontinued chemicals

Associates

- Follow safe handling procedures
 - Use required PPE
 - Review SDS as needed
 - Report unlabeled containers or unsafe conditions
-

4. Chemical Inventory

Destination Geneva National maintains a current chemical inventory for all hazardous chemicals used or stored on-site.

- The chemical inventory is generated and maintained through the company's online SDS management system via Data Sheet Solutions (datasheetsolutions.com, (657) 549-1416).
 - Each department's inventory reflects chemicals currently in use.
 - The inventory is reviewed and updated when:
 - New chemicals are introduced
 - Existing chemicals are removed or replaced
-

5. Safety Data Sheets (SDS)

- SDS for all hazardous chemicals are maintained electronically via the company's online SDS storage system.
- SDS are accessible to employees during all work shifts at <https://palomaresorts.sds.center/>
- Employees may review SDS without asking permission.

- Supervisors will ensure employees know how to access SDS relevant to their job duties.
-

6. Container Labeling

Primary Containers

- All manufacturer containers must retain the original label, including:
 - Product identifier
 - Hazard warnings
 - Manufacturer information

Secondary Containers

- Any chemical transferred to a secondary container must be labeled with:
 - Product name
 - Appropriate hazard warnings (words, symbols, or GHS labels)

Unlabeled containers are not permitted and must be reported immediately.

7. Associate Training

Training Requirements

Hazard Communication training is provided:

- At new hire orientation
- When new chemicals are introduced
- When job duties change
- As part of periodic refresher training

Training Content

Training includes:

- Overview of the Hazard Communication Standard
- Location and use of SDS
- Understanding labels and pictograms

- Chemical hazards present in the workplace
- Safe handling and storage procedures
- Required PPE
- Spill, exposure, and emergency response

Training should be documented and records retained.

8. Non-Routine Tasks

When associates perform non-routine tasks involving chemicals (e.g., deep cleaning, equipment maintenance), supervisors will:

- Inform staff of potential hazards
 - Review applicable SDS
 - Provide appropriate PPE and instructions
-

9. Contractors and Outside Services

Contractors working on-site will be:

- Informed of hazardous chemicals they may encounter
 - Required to provide SDS for chemicals they bring on-site
 - Expected to follow applicable safety procedures
-

10. Program Review and Updates

This Hazard Communication Program is reviewed:

- Annually (ideally at the first Safety Committee Meeting of the year)
- When OSHA regulations change
- When significant changes in chemical usage occur

Updates are communicated to affected associates and supervisors.

11. Questions

Associates with questions regarding chemical hazards or this program should contact their supervisor, Human Resources (email: hr@destinationgn.com), or a member of the Safety Committee (email: safety@destinationgn.com).
