



1. Standard Summary:

All associates, contractors, members, visitors or other third party individuals have the right to know and understand the chemicals to which they are or may be exposed to in the workplace. This Hazard Communication Standard provides information to ensure that all such individuals are effectively informed concerning workplace safety and health hazards where chemicals and hazardous substances are used.

Corporate Safety, within the Asset & Profit Protection Department (APP), is committed to the prevention of hazardous chemical exposures that may result in injury and/or illness. This Standard constitutes the process by which the Company will comply with OSHA Hazard Communication Standard requirements.

2. Affected Formats:

- Sears Full Line Stores
- Sears Auto Centers
- Kmart Stores
- Home Services
- Supply Chain

3. Scope:

This Hazard Communication Standard applies to all hazardous chemicals used by or in all locations to ensure the safety of all associates, contractors, members, visitors and any other third party individual.

4. Definitions:

Hazardous Chemical - Chemical substances that can pose a threat to the environment (physical hazard) or to humans (health hazard), if released or misused. Incorrect use of hazardous materials can cause serious illnesses or injuries, including death. Hazardous chemical examples include not only generic chemicals but also paints, cleaning compounds, and many other common substances.

Secondary Container – Container used to transfer a chemical from a labeled container to another container (such as a spray bottle). Secondary containers are required to be properly labeled.

Portable Container – Used to transfer a chemical from one location to another to be used immediately by the person performing the transfer. Portable containers do not need to be labeled unless the container and its contents are not immediately used by the person performing the transfer.

5. Roles and Responsibilities:

Standard Owner: Asset & Profit Protection Department

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Standard Custodian: Director, Safety Operations
 Standard Contact: Corporate Safety
 Standard Implementation: The highest ranking manager at the location or facility will be responsible for carrying out, and ensuring compliance with, the requirements of this Standard.

6. Applicability:

This Standard applies to hazardous chemicals used, or to which associates, contractors, visitors and any other third party individual may be exposed, in the workplace during the course of performing their job duties as well as those to which he or she may be exposed in a foreseeable emergency. Hazardous chemicals include any chemical that presents a health and/or physical hazard, such as, but not limited to, cleaners, disinfectants, paints, solvents, degreasers, lubricants, compressed gas, etc.

7. Labeling:

7.1 All containers of hazardous materials/chemicals, at all applicable facilities, must be properly labeled. The manufacturer/supplier label will be used.

7.2 Labels are required to contain specific elements to further identify the chemical (See *Appendix 1 – Sample Chemical Label*):

- 7.2.1 Chemical Manufacturer Name, Address and Telephone
- 7.2.2 Product identifier
- 7.2.3 Signal Word
- 7.2.4 Hazard Statement
- 7.2.5 Precautionary Statement
- 7.2.6 Pictograms (See *Appendix 2 - Pictogram & Hazard Identification Descriptions*)

7.3 All Secondary Containers are required to be labeled using the same information required for manufacturer’s/supplier’s labels noted above. All labels will be legible, in English and prominently displayed on each container.

7.4 If the manufacturer's/supplier’s label is damaged, removed or defaced, the product should not be used until it is re-labeled with the manufacturer's / supplier’s label. Contact the Manufacturer / Supplier for replacement labels. If the product cannot be relabeled, it should not be used. Ensure that it is properly disposed of.

7.5 All bulk tanks and piping systems (e.g. – natural gas, steam, compressed air, etc.) in the workplace will be labeled according to their contents and, as applicable, the direction of flow in locations where required by state and local ordinances.

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7.6 Site Leader or Designee/AP Manager will be responsible for ensuring proper labeling of all containers within the facility, including incoming, outgoing and secondary containers.

8. Safety Data Sheets (SDS)

8.1 General

8.1.1 Prior to using any chemical, the Safety Data Sheet (SDS) must be obtained from the manufacturer/supplier for all hazardous chemicals used in the workplace.

8.1.2 SDS uniformly communicates information about physical and chemical characteristics of chemical products and represents a summary of this information. The list of required contents for an SDS includes, but is not limited to:

- name, address, and telephone number of the manufacturer
- physical and chemical characteristics of the hazardous substance
- permissible exposure limits
- possible health hazards
- emergency first aid procedures
- necessary Personal Protective Equipment (or “PPE”)
- precautions for safe handling and usage
- accident response and management guidance

8.2. Location of SDS

8.2.1 Copies of the SDS for all Hazardous Chemicals are maintained on the WERCS portal on the [Company Intranet](#) via the [Environmental Affairs](#) page under the “Resources” section and are available for review by all associates, contractors, members, visitors and any other third party individual during each work shift.

8.2.2 In the event an SDS cannot be located on WERCS, a search can be made using the 3E SDS Portal, also located on the Environmental Affairs BU page (See Appendix 3 – Accessing Safety Data Sheets).

8.2.3 Using the WERCS or 3E portal, SDS can be obtained by entering the UPC number, manufacturer number or the product name. A copy of *Accessing Safety Data Sheets* (Appendix 3) should be placed near the computer used for accessing SDS. See *Safety Data Sheet Contents Descriptions* (Appendix 4).

8.2.4 If an SDS is either outdated (older than 2015) or missing, copies can be obtained by calling the Environmental Hotline: 888-ENV-SEARS (888-368-7327), Option 2. Place the Phone Label on the

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telephone handset for quick reference. See *Phone Label Ordering Instructions* (Appendix 5).

8.2.5 NOTE: The Fire Marshal for some locations has requested that hard copies of SDS be maintained on-site. Contact the Environmental Hotline: 888-ENV-SEARS (888-368-7327), Option 5, for assistance.

8.3. Availability of SDS

8.3.1 SDSs' must be readily accessible for review and/or printing during each work shift by any associate, contractor, member, visitor and any other third party individual.

8.3.2 Requests for SDS made by former associates, or their designated representatives, such as a treating physician, attorney or collective bargaining agent, should be handled within 24 hours. Contact the Environmental Hotline: 888-ENV-SEARS (888-368-7327), Option 2, for assistance.

8.4. Maintenance of SDS

8.4.1 Environmental Affairs is responsible for ensuring access by all locations to SDS via WERCS. WERCS maintains a master file of SDS for 30 years after use of the product has been discontinued, as required by regulations.

8.4.2 In instances where the validity of the information provided by the manufacturer/supplier is in question, or where the SDS is not supplied or is outdated (older than 2015), the product will not be used.

9. Managing Spills or Leaks:

9.1 For information or assistance with managing spills, leaks or clean-up, immediately call the Environmental Hotline: 888-ENV-SEARS (888-368-7327) and select "Option 1" (this will take you to our spill response vendor).

9.2 Associates must call 911 to get assistance from Emergency services if the spill or leak occurs from a source that is unknown.

10. Accidental Exposure:

10.1 Review the product label or SDS for additional first aid measures.

10.2 If splashed into the eyes, flush eyes with cold water continuously for at least 15 minutes.

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10.3 For contact with skin, wash exposed body part(s) thoroughly with soap and water.

10.4 Immediately seek medical attention if needed.

11. Hazardous Chemicals List:

11.1 Only approved chemicals can be used in our facilities.

11.2 A list of all hazardous chemicals present in a facility should be prepared by the Site Leader or designee. A list of housekeeping supplies can be found on the [Facilities BU page](#) under Housekeeping, [Approved Cleaning Chemicals](#). A list should also be contained in the facility's Hazardous Material Plan, where such a plan is required.

11.3 The facility's chemical list will be posted in the janitorial closet or cleaning supply area.

11.4 The Chemical list is required to be updated within one (1) week of a new chemical is introduced into the workplace.

12. Responsibilities:

12.1 All Associates are expressly prohibited from using any chemicals that are not required to be used in order to execute their job responsibilities.

12.2 Associates, contractors, and any other third party individual are:

12.2.1 Required to review the SDS for any new chemical they intend to use in order to understand how to correctly use it and the precautions necessary prior to use. The chemical must **NOT** be used until the SDS has been read.

12.2.2 Required to maintain awareness, through applicable SDS, of the hazards associated with the chemicals to which they are, or may be, exposed

12.2.3 Required to use chemicals in accordance with established safe work practices and methods for reducing exposure and as referenced in the applicable SDS.

12.2.4 Required to use all appropriate PPE required for working with a chemical as referenced in the applicable SDS.

12.2.5 **Not** permitted to damage, remove or deface labels and are required to work only with chemicals that are properly labeled. If a container does not have a label, if the label is

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damaged or missing, or if an associate has a problem reading or understanding the label, immediately notify a supervisor.

12.2.6 Required to dispose of all chemicals in an appropriate manner and as referenced in applicable SDS.

12.2.7 Required to immediately report all incidents of hazardous chemical exposure to a supervisor.

13. Non-Routine Tasks:

13.1 Non-routine tasks are those tasks that are infrequently done by associates, contractors, visitors or other third party individuals and involve hazardous chemicals to perform those tasks. Occasionally, associates, contractors, visitors or other third party individuals are required to perform non-routine tasks (e.g. - cleaning, painting, repairs, etc.). Prior to beginning such tasks, information must be provided about the hazardous chemicals to which they may be exposed.

13.2 Associates are not permitted to perform any of the following tasks:

13.2.1 Cleaning out oil/water separators and grease traps

13.2.2 Abatement of asbestos material

13.2.3 Cleaning battery storage areas and pits

13.2.4 Cleaning hazardous chemical spills or leaks (except minor spills that when released can be absorbed, neutralized or otherwise controlled at the time of release by associates in the immediate vicinity)

13.3 These tasks are to be performed by *outside contractors* designated by Environmental Affairs. The Site Leader or designee must consult with the outside contractor about the potential hazards of these tasks, and inform any affected associates of such hazards.

14. Outside Contractors:

14.1 Contractors will be required to inform the Company of any hazardous chemicals or substances they will be bringing into the workplace and provide a current SDS and ensure all hazardous chemicals are properly labeled.

14.2 We are required to inform the contractor of any hazardous chemicals or substances they might come in contact with in our workplace and supply them with a current SDS.

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15. Associate Training:

15.1. All associates, contractors, and any other third party individual are provided training and information on hazardous chemicals in the workplace at the time of they are hired and whenever a new hazard is introduced into the workplace.

15.2. All associates, contractors, visitors and any other third party individuals are also informed of:

- 15.2.1 The existence and requirements of the OSHA Hazard Communication Standard and applicable state laws and regulations
- 15.2.2 The components, location and availability of the Hazard Communication Standard
- 15.2.3 Location of, and how to obtain, SDS
- 15.2.4 Instructions on how to read and interpret labels
- 15.2.5 A list of hazardous chemicals present in the workplace associated with non-routine tasks
- 15.2.6 Physical and health effects of hazardous chemicals
- 15.2.7 How to determine the presence, or release, of hazardous chemicals in the workplace
- 15.2.8 How to reduce, or prevent, exposure to hazardous chemicals through use of controls, work practices and PPE
- 15.2.9 Emergency procedures to follow if an associate is exposed to a hazardous chemical (NOTE: Always call 911 first if the victim has collapsed or is not breathing)
- 15.2.10 Directions on when to contact Environmental Hotline: 888 ENV-SEARS (888-368-7327), Option 2
- 15.2.11 Available safety equipment

15.3. Training requirements are satisfied through online training, handouts, signs, labels and placards and periodic safety meetings. All training is documented and maintained pursuant to Company record retention requirements.

16. Publication and Distribution

A copy of the Hazard Communication Standard must be posted on the *Safety Communication Board*, or other appropriate associate bulletin board in all location. A copy will also be published and maintained on the APP Portal to ensure availability to all associates. **Copies this and other such Standards are not to be disclosed to anyone without prior approval from Corporate Safety or Legal.**

17. Non-Compliance

Any instance of failure to comply with this Hazard Communication Standard, including the procedures contained within it, may result in disciplinary action, up

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to and including termination. All instances of non-compliance are to be reported to the associate’s direct supervisor immediately upon knowledge of the failure to comply.

18. Exceptions or Changes:

Exceptions or Changes to the Hazard Communication Standard can only be approved by Director, Safety Operations. Such requests must be made via email and should include the applicable Standard Name and Number, the date of the request, the name and contact information of the person making the request, the nature of the exception or change requested and the reason for the request. Director, Safety Operations will conduct a review of the Exception or Change request and will provide a response within ten (10) business days.

19. References:

- Appendix 1 – Sample Chemical Label
- Appendix 2 – Pictogram & Hazard Identification & Descriptions
- Appendix 3 – Accessing Safety Data Sheets
- Appendix 4 – Safety Data Sheet Contents Descriptions
- Appendix 5 – Phone Label Ordering Instructions

20. Review Schedule:

Review of this Standard will occur on an annual basis, but not later than one (1) year from the date of the previous review. The annual review of this Standard is the responsibility of the Standard Custodian.

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