

Hazard Communication Program

for

Company name

Worksite: *Name, address*

Background

This written hazard communication program not only meets OSHA requirements (29 CFR 1910.1200), but also ensures that *company name* employees are effectively informed concerning potential and existing chemical hazards. Hazard Communication is one important aspect of *company name* Occupational Safety & Health program, which includes:

- Management commitment and active support.
- Engineering controls for safety and health hazards.
- Enforcement of safety rules and programs.
- Recognition, evaluation, and control of occupational safety and health hazards.
- Medical surveillance.
- Assigned safety and health responsibility and accountability.

Purpose

The purpose of the Hazard Communication Program is to inform employees of all potential or existing chemical hazards.

Approach

The method used to inform employees include:

- Hazard Classification
- Container labeling and other forms of warning
- SDSs (safety data sheets)
- Employee education and training

Application

This Haz/Com program applies to:

- Known occupational safety and health hazards.
- Chemicals known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

Determining Chemical Hazards

Supervisor name is responsible for identifying chemical hazards from safety data sheets (SDSs) provided by chemical manufacturers and distributors.

SDSs

SDSs are prepared and distributed by manufacturers and distributors of hazardous materials. Chemical manufacturers and importers are required to determine the hazards of the chemicals they produce or import. Hazard classification provides specific criteria to address health and physical hazards as well as classification of chemical mixtures. All chemical manufacturers and distributors must obtain or develop a SDS for each hazardous chemical they produce or import. A hazardous chemical is any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

Supervisor name maintains the SDS file for all hazardous chemicals used or handled in the company workplace. He/she reviews each data sheet to make sure it is complete and that there are not obvious errors, and replaces old data sheets with the new ones that accompany shipments of chemicals.

Company name will maintain in the workplace copies of the required safety data sheets for each hazardous chemical, and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s). (Electronic access and other alternatives to maintaining paper copies of the safety data sheets is permitted as long as no barriers to immediate employee access in each workplace are created by such options.)

Where employees must travel between workplaces during a workshift, i.e., their work is carried out at more than one geographical location, the safety data sheets will be kept at the primary

workplace facility. In this situation, *Company name* will ensure that employees can immediately obtain the required information in an emergency

SDSs are in English and contain the following information:

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

SDS Availability

Supervisor name maintains copies of all SDSs for each hazardous material in the workplace and makes them readily accessible during each workshift to employees when they are in their work area(s). Employees may review the SDSs for the materials they work with at the time, while they are in their work area. They also may request a copy of an SDS if they wish. Copies of SDSs for materials used in each work area are maintained in that work area, during all shifts. Upon request, the National Institute for Occupational Safety & Health (NIOSH) and OSHA have access to our SDSs.

Chemical Inventory

This program contains a list of the hazardous chemicals known to be present using a product identifier that is referenced on the appropriate safety data sheet (the list may be compiled for the workplace as a whole or for individual work areas).

Labels and Other Forms of Warnings

The chemical manufacturer, importer, or distributor shall ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged or marked. Hazards not otherwise classified do not have to be addressed on the container. Where the chemical manufacturer or importer is required to label, tag or mark the following information shall be provided:

Product identifier, Signal word, Hazard statement(s), Pictogram(s), Precautionary statement(s), Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party

Workplace labeling

Company name workplace chemicals will be labeled as mentioned above (manufacturer labeling) or;

Product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Company name may use signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers, as long as the alternative method identifies the containers to which it is applicable and conveys the information required by the above paragraph. *Company name* will ensure the written materials are readily accessible to the employees in their work area throughout each work shift.

Portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from labeled containers, which are intended only for the immediate use of the employee who performs the transfer.

All labels on incoming containers must not be defaced in any way. Missing or defaced labels must be immediately reported to supervisors so that appropriate label can be reapplied immediately.

HCS Pictograms and Hazards

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

Employee Information, Education, and Training

Any information, education, and training program is provided by *company name* to make sure employees know about hazardous chemicals in the workplace and the appropriate control measures to reduce exposure to them.

New employees receive appropriate safety and health information, education, and training during their initial assignment. This training includes information about hazardous chemicals and processes in the workplace through the use of printed materials and classroom instruction. New employee safety and health training program begins upon hire by the personnel department and continues with on-site training by the new employee's department supervision.

Training program consists of:

Employees will be informed of:

- Any operations in their work area where hazardous chemicals are present.
- The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and safety data sheets.

Employee training will include at least:

- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.)
- The physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area
- The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used (see Chemical Hazards and Control, page 8).
- The details of the hazard communication program developed by *company name* , including an explanation of the labels received on shipped containers and the workplace labeling system used; the safety data sheet, including the order of information and how employees can obtain and use the appropriate hazard information.

Retraining

It is necessary for work area supervision to provide additional employee training concerning workplace hazards when:

- New materials or processes are introduced into the workplace
- Process or equipment changes are made that could cause new or increased employee exposure
- Procedures or work practices are introduced, or changed, which could cause changes in the employees' exposure
- Employees are transferred from one work area to another where different hazards are present

A permanent record of all employee training is maintained in the employee's personnel folder.

Non-Routine Tasks

The supervisor of an employee performing a non-routine task, such as cleaning process equipment, is responsible for properly training the employee concerning the potential hazards associated with the task. The employee also shares in this responsibility by making sure that his/her immediate supervisor knows that the non-routine task will be performed.

Contractor or Multi-employer Workplaces

When *company name* uses or stores hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be exposed (for example, employees of a construction contractor working on-site), the worksite supervisor for *company name* will implement and maintain:

- The method used to provide on-site access to safety data sheets for each hazardous chemical the other employer(s)' employees may be exposed to while working.
- The method to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies
- The method to inform the other employer(s) of the labeling system used in the workplace.

Program Availability

Company name Hazard Communication Program is available upon request to:

Employees-OSHA Representatives-NIOSH Representatives

Chemical Hazards and Control

Chemical Hazard Action Plan		
Work Area (location):		
Analysis By:	Approved By:	
Date:	Date:	
Chemical Hazard	Personal Protective Equipment	Preventative Measures
1.	1.	1.

**Can be used for non-routine tasks*