

Prevention Connection



Safety resources to protect your world

Company Name:

Hazard Communication Program

Globally Harmonized System

Author name:

Date:

Our company is complying with the requirements of OSHA's Hazard Communication Standard by compiling a list of hazardous chemicals, using safety data sheets (SDSs), ensuring that containers are labeled or provided other forms of warning, and training our worksite employees. In addition, we share information with other employers involved in a specific project so that they may keep their employees informed.

This program applies to all work operations at (name of company) _____ where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. Under this program, our employees will be informed of the contents of the Hazard Communication Standard, the hazards of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals, among other training elements.

All divisions and sections of the company are included within the program. The written program will be available in (location) _____ for review by any interested employee.

(Name of company) _____ will meet the requirements of this regulation as follows:

1. Container Labeling (please see below for example pictograms):

(Person/position) _____ will verify that all containers received for use will be provided with:

- a. Product identifier
- b. Signal word
- c. Hazard statement(s)
- d. Pictogram(s)
- e. Precautionary statement(s); and
- f. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party

2. Solid Material Labeling:

(Person/position) _____ will verify that all solid materials that are not exempted as articles due to their downstream use, were delivered with a label or received the label prior to the initial shipment, and need not be included in subsequent shipments unless information on the label changes.

At each work site, (person/position) _____, will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with our company's own labels which have the following: Product identifier, words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals.

3. Safety Data Sheets (SDS) (Please see below for format of SDS):

Copies of the SDSs for all hazardous chemicals to which employees of this Company may be exposed will be in (location) _____ and (location) _____.

SDSs will be available to all employees in their work area for review during each work shift. If SDSs are not immediately available or new chemicals in use do not have an SDS, please immediately contact (person/position) _____.

4. Employee Training and Information:

Prior to starting work, each new employee of (name of company) _____ will attend a safety and health orientation and will receive information and training on the following:

- a. What hazardous chemicals are present in operations in employee work areas.
- b. Chemical and physical properties of hazardous chemicals (e.g., flash point, reactivity, etc.) and how to detect the presence or release of these chemicals (including chemicals in unlabeled pipes).

- c. Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).
- d. Health hazards, including signs and symptoms of overexposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to them.
- e. Any simple asphyxiation, combustible dust, and pyrophoric hazards, as well as hazards not otherwise classified, of chemicals in work areas.
- f. Any steps the company has taken to reduce or prevent exposure to hazardous chemicals, such as engineering controls.
- g. Procedures to protect against hazards and exposure (e.g., work practices or methods to assure proper use and handling of chemicals and any required personal protective equipment and its proper use and maintenance).
- h. Procedures for reporting and responding to chemical emergencies.
- i. How to read and use both the workplace labeling system and labels received on shipped containers.
- j. The order of information found on SDSs and how to read the information and what it means.
- k. How to access SDSs and the written Hazard Communication Program, including the chemical inventory.

After attending the training class, each employee will sign a form to verify that they attended the training, received our written materials, and understood this company's policies on hazard communication. (Please see below for a sign-in sheet.)

Prior to a new hazardous chemical being introduced into any section of this company, each employee of that section will be given information as outlined above. (Person/position) _____ is responsible for ensuring that SDSs on the new chemical(s) are available.

5. List of Hazardous Chemicals:

The following is a list of all known hazardous chemicals used by employees of (name of company) _____ . Further information on each noted chemical can be obtained by reviewing SDSs located in/at (location) _____ and (location) _____ .

Hazardous Chemicals

Work Process Where Used

Note: The hazard communication standard only requires a list of all hazardous chemicals; however, it is felt that identifying the location and possible processes will aid the employer in carrying out the full program.

6. Hazardous Non-routine Tasks:

Occasionally, employees are required to perform hazardous non-routine tasks. Prior to starting work on such given projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- a. Specific chemical hazards.
- b. Protective/safety measures the employee can take.
- c. Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by employees of this company are:

Task	Hazardous Chemical
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7. Chemicals in Unlabeled Pipes:

Work activities are often performed by employees in areas where chemicals are transferred through unlabeled pipes.

Prior to starting work in these areas, the employee must contact _____
(person/position) for information about:

- a. The chemicals in the pipes
- b. Potential hazards
- c. Safety precautions which should be taken

8. Informing Contractors:

It is the responsibility of (person/position) _____ to provide contractors, with employees, the following information:

- a. SDSs for hazardous chemicals to which they may be exposed while on the work site.
- b. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
- c. The labeling system used in the work place

EMPLOYER'S RECORD OF EMPLOYEES TRAINED
AS PART OF HAZARD COMMUNICATION REQUIREMENT

Employee signature

Chemicals for which training given

Date of training

Signature of trainer

Format of SDSs

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)).

Pictograms

Health Hazards



Environmental Hazards



Physical Hazards



Transportation Hazards

