

WRITTEN HAZARD COMMUNICATION PROGRAM

General Information

In order to comply with the Occupational Safety and Health Regulations, 29 CFR 1910.1200. Hazard Communication Standard, the following written Hazard Communication Program has been established for

_____ Name of Company _____

All division and sections of the company are included with this program. The written program will be available in the _____ Location _____ for review by any interested employee.

_____ Name of Company _____ will meet the requirements of this rule as follows:

1. Hazard Communication

_____ Name of Company _____ will rely on the Chemical Manufacturer's Material Safety Data Sheet (MSDS) for the hazard determination.

(Note: Companies which manufacture hazardous chemicals or materials must develop and MSDS and must modify the above statement)

2. Container Labeling

The following labeling systems will be used at _____ Name of Company _____.

- C Chemical Manufacturer's Labeling System
- C HMIS (if used)
- C Any other type of system used such as color coding, etc.

The _____ person/position _____ will verify that all containers received for use will:

- C Be clearly labeled as to the contents
- C Note the appropriate hazard warning
- C List the Name and Address of the manufacturer

It is the policy of this company that no container will be released for use until the above data is verified.

The supervisor _____ Name _____ in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the generic labels which have a block for identity and blocks for the hazard warning. In addition, the area supervisor will ensure that all hazardous chemicals in their area remain properly labeled. For help with labeling, please see our safety and health officer _____ Name _____.

3. Material Safety Data Sheets (MSDS)

Copies of MSDSs for all hazardous chemicals to which employees of this company may be exposed will be kept in _____ Location _____.

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

_____ Person/Position _____ is responsible for ensuring that all MSDSs have been received and are current. If a MSDS is not received with the first shipment of a hazardous chemical, the following methods will be used to obtain a MSDS:

- C A letter requesting a MSDS will be sent to the manufacturer or distributor of the hazardous chemical. (A copy of the letter will be kept on file)
- C A phone call will be made to the manufacturer or distributor requesting a MSDS. (A log of all phone calls requesting MSDS will be kept.)

4. Employee Training and Information

_____ Person/Position _____ is responsible for employee training. Prior to starting work each new employee (or transferring employee) of _____ Name of Company will attend a health and safety orientation and will receive information and training on the following:

- C An overview of the requirements contained in the Hazard Communication Rules
- C Chemical present in their workplace operations
- C Location and availability of our written hazard program
- C Physical and health effects of the hazardous chemicals
- C Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
- C How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment
- C Steps the company has taken to lessen or prevent exposure to these chemicals
- C Safety emergency procedures to follow if they are exposed to these chemicals
- C How to read labels and review MSDSs to obtain appropriate hazard information

After attending the training class, each employee will sign a form to verify that they attended the training, received our written materials, and understand this company's policies on Hazard Communication. (Optional Item)

Prior to a new hazardous chemical being introduced into any section of this company, each employee of the section will be given information as outlined above. Person/Position is responsible for ensuring that MSDSs 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 Material Safety Data Sheets located in Location.

Hazardous Chemicals

Work Process/Location

(Note: the Hazard Communication rules only require a list of all hazardous chemicals: however, it is felt that identifying the location and possibly the process will aid the employer in carrying out the full program)

6. Hazardous Non-Routine Tasks

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

This information will include:

- C Specific chemical hazards
- C 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:

Task

Hazardous Chemical

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 shall contact Person/Position _____ for information regarding:

- C The chemical in the pipes
- C Potential Hazards
- C Safety precautions which should be taken

8. Informing Contractors

It is the responsibility of _____ Person/Position/Department/etc. _____ to provide contractors (with employees) the following information:

- C Hazardous chemicals to which they may be exposed while on the job site including availability of material safety data sheets
- C Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures
- C An explanation of the labeling system