

# **HAZARD COMMUNICATION PROGRAM GUIDE**

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# SAMPLE WRITTEN HAZARD COMMUNICATION PROGRAM

## I. INTRODUCTION

The OSHA Hazard Communication Standard was promulgated to ensure that all chemicals would be evaluated and that information regarding the hazards would be communicated to employers and employees. The goal of the standard is to reduce the number of chemically related occupational illnesses and injuries.

In order to comply with the Hazard Communication Standard, this written program has been established for \_\_\_\_\_(Name of Agency). All divisions and sections of the company are included within this program. Copies of this written program will be available for review by any employee in the following locations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The basic components of this program include:

- Hazardous Chemical Inventory List
- Material Safety Data Sheets
- Labels and Other Forms of Warning
- Employee Information and Training
- Non-Routine Tasks
- Unlabeled Pipes
- On-site Contractors
- Program Review

## II. HAZARDOUS CHEMICAL INVENTORY LIST

A list of all known hazardous chemicals (products) used at \_\_\_\_\_(Name of Agency) is contained in Appendix A of this written program.

A list of hazardous chemicals used by each department is kept with material safety data sheets in the respective departments.

### III. HAZARD DETERMINATION

Example A: All hazardous chemicals in this facility are purchased materials; there are no manufactured or intermediate hazardous chemicals. Therefore, \_\_\_\_\_(Name of Agency) shall rely on the hazard determination made by the chemical manufacturer as indicated on the MSDS.

- or -

Example B: Hazardous chemicals in this facility are either purchased materials, by-products of the manufacturing or work process, or a chemical end product manufactured at this facility.

For purchased hazardous chemicals, \_\_\_\_\_(Name of Agency) will rely on the hazard determination made by the chemical manufacturer as indicated on the MSDS.

### IV. MATERIAL SAFETY DATA SHEETS (MSDS)

When chemicals are ordered, the \_\_\_\_\_(Title of Person Ordering) shall specify on the purchase order that chemicals are not to be shipped without corresponding material safety data sheets.

When MSDSs arrive, they will be reviewed for completeness by \_\_\_\_\_(Title of Person). Should any MSDS be incomplete, a letter will be sent immediately to the manufacturer requesting the additional information.

A complete file of MSDSs for all hazardous chemicals to which employees of this company may be exposed will be kept in labeled binders in \_\_\_\_\_(Location).

MSDSs for hazardous chemicals used by departments will be kept in \_\_\_\_\_(Specify How They Are Kept) in the \_\_\_\_\_(Specify Where) of the respective departments. MSDSs will be available for employees during each work shift. Should MSDSs be unavailable, please contact \_\_\_\_\_(Title of Person and Phone Number) immediately.

MSDSs will be reviewed annually by \_\_\_\_\_(Title of Person). Should there be any MSDS that has not been updated within the past year, a new MSDS will be requested.

After three documented requests for an MSDS have been unsuccessful, the problem will be reported to the nearest Virginia Occupations Safety and Health (VOSH) office.

### V. LABELS AND OTHER FORMS OF WARNING

The Hazard Communication Standard requires that hazardous chemicals be labeled by manufacturers. The label must contain the following:

- Chemical identity
- Appropriate hazard warnings
- Name & address of chemical manufacturer, importer, or other responsible party

When chemicals are ordered by \_\_\_\_\_(Title of Person), the purchase order will indicate the need for the above stated information to be included on the labels, or \_\_\_\_\_(Name of Agency) will refuse acceptance of the shipment.

Upon delivery of chemicals, \_\_\_\_\_(Title of Person) will ensure that chemicals are labeled properly. Any chemicals without proper labeling will not be accepted.

When chemicals are transferred from the manufacturer's containers to secondary containers, \_\_\_\_\_(Name of Supervisor) of each section will ensure that the containers are labeled with the identity of the chemicals and appropriate hazard warnings.

The entire labeling procedure will be reviewed annually by \_\_\_\_\_(Title of Person) and changed as necessary.

## **VI. EMPLOYEE INFORMATION AND TRAINING**

Prior to starting work, new employees of \_\_\_\_\_(Name of Agency) will attend a health and safety orientation program. \_\_\_\_\_(Title of Person) responsible for organizing and conducting the initial training. Training will consist of \_\_\_\_\_(Number) of sessions of \_\_\_\_\_(Number) minutes each.

The format for the training program will be \_\_\_\_\_.

The following topics will be covered:

- An overview of the requirements of the Hazard Communication Standard
- The labeling system and how to use it
- How to review MSDSs and where they are kept
- Chemicals present in work operations
- Physical and health effects of hazardous chemicals
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the area
- Personal protective equipment and work practices to lessen or prevent exposure to chemicals
- Steps the company has taken to lessen or prevent exposure to chemicals
- Safety/emergency procedures to follow if exposure occurs
- Location and availability of the written program.

Following each training session, the employee is required to sign and date the training record verifying attendance.

Before any new employee can begin work which requires the use of or potential exposure to hazardous chemicals, training as indicated above must be completed.

Additional training will be provided with the introduction of each new hazard. Records of the additional training will be maintained.

**VII. NON-ROUTINE TASKS**

Hazardous non-routine tasks at \_\_\_\_\_(Name of Agency) have been identified as follows:

<u>Task</u>	<u>Hazardous Chemicals</u>
_____	_____
_____	_____
_____	_____
_____	_____

Prior to an employee beginning a hazardous non-routine task, he/she must report to \_\_\_\_\_(Name of Supervisor) to determine the hazards involved and the protective equipment required.

**VIII. UNLABELED PIPES**

Work activities are often performed in areas where chemicals are transferred through pipes. These pipes are not required to be labeled; however, the employees need to be aware of potential hazards. Prior to starting work in areas having unlabeled pipes, the employee shall contact \_\_\_\_\_(Name of Supervisor) to determine:

- The identity of the chemical in the pipes
- Potential hazards
- Safety Precautions

**IX. MULTI-EMPLOYER WORKPLACES**

Often one (1) or more contractors on site at \_\_\_\_\_(Name of Agency) or employees of \_\_\_\_\_(Name of Agency) work at a site with employees of other employers. When employees of other employers are exposed to chemicals used or stored by \_\_\_\_\_(Name of Agency), and these other employers will be provided with:

- Copies of all relevant the MSDSs
- Information on any precautionary measures that need to be taken to protect employees.
- The chemical labeling system used.

\_\_\_\_\_ (Name of Position or Employee) is responsible for providing other employers with an MSDS or ensuring that the MSDS is available at \_\_\_\_\_(Location).

\_\_\_\_\_ (Name of Position or Employee) is responsible for providing other employers with information on precautionary measures that need to be taken to protect employees. This information will be provided (verbally, in writing, or other methods).

\_\_\_\_\_ (Name of Position or Employee) is responsible for informing other employers of the labeling system used. This information will be provided (verbally, in writing, or other methods). If a number or pictograph system is used, then the legend explaining the numbers and pictograph should be given to the employees or posted in the work area.

#### **X. PROGRAM REVIEW**

This written Hazard Communication Program for \_\_\_\_\_ (Name of Agency) will be reviewed by \_\_\_\_\_ (Name of Position or Employee) annually and updated as necessary.

**Appendix A**

**CHEMICAL INVENTORY**

Name \_\_\_\_\_ (institution/agency)  
Chemicals/products used in this facility