

“The safety and health of our employees are our top priority. Everyone goes home safe and healthy – everyday.”

# Hazard Communication Program



SAMPLE PAGES

[Company name]

[Date Authorized]

[Version]

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**SAMPLE PAGES**

## Purpose

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The management of (Company Name) is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules and provide a safe, healthful environment for all our employees. To ensure that information about the dangers of all hazardous chemicals used by the company is known by all affected employees, the following hazardous information program has been established. Under this program, employees will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals in the work area, safe handling procedures and chemical protective measures.

This written hazard communication plan will be available at the following location for review by all employees: (Plan Location).

## Program Responsibilities

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### Management

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Management has the following responsibilities.

1. To establish guidelines for hazard communication that meets the need of the company and is compliant with OSHA and local regulations.
2. To ensure that employees are provided with the proper materials for communicating hazards to employees.
3. To designate an employee to administrate and supervise the hazard communication program.
4. To provide training to employees on hazard communication.
5. To ensure the company is operating in accordance with this policy by performing periodic reviews and audits.
6. To review this safety policy for effectiveness periodically and when program deficiencies are discovered.

### Hazard Communication Supervisor

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The company Hazard Communication Program Coordinator is (Name of Person or Position) and can be contacted at (Contact Information). The Hazard Communication Program Coordinator has the following responsibilities:

1. To supervise the implementation and execution of the hazard communication program.
2. To provide or coordinate hazard communication training for employees.
3. To ensure that materials received to the company are properly labeled and have safety data sheets (SDS).
4. To ensure that all chemicals used at the facility are included on the chemical inventory list.

- To ensure that the company hazard communication program meets the requirements of OSHA.
- To schedule periodic audits to monitor program effectiveness.

## Supervisors

Supervisors have the following responsibilities:

- To ensure that their functional areas have the appropriate hazard warnings.
- To ensure that their functional areas have the proper SDS and that they are available to employees.
- To make sure no employees work with or near chemicals without receiving the appropriate training.
- To provide communication between employees and management on safety issues.

## Employees

Employees have the following responsibilities:

- To attend required safety training classes prior to starting work.
- To make sure that all chemicals used in the workplace are properly labeled.
- To review the material safety data sheet for each chemical prior to using it.

## Chemical Shipping Container Labeling

The (Position Responsible) will verify that all shipping containers with hazardous chemicals received for use are properly labeled.

## Hazard Communication Standard Shipping Labeling Requirements


Chemicals containers must meet the following labeling requirements.

- Be clearly labeled as to the contents.
- Have the appropriate hazard warning.
- List the manufacturer's name and address.

## GHS Labeling Requirements

Chemical containers must be labeled with the following information.

- A product identifier.
- A signal word, either "Danger" or "Warning".
- A hazard statement.
- A standard pictogram.

SAMPLE LABEL	
<p><b>PRODUCT IDENTIFIER</b></p> <p>CODE _____</p> <p>Product Name _____</p> <p><b>SUPPLIER IDENTIFICATION</b></p> <p>Company Name _____</p> <p>Street Address _____</p> <p>City _____ State _____</p> <p>Postal Code _____ Country _____</p> <p>Emergency Phone Number _____</p> <p><b>PRECAUTIONARY STATEMENTS</b></p> <p>Keep container tightly closed. Store in cool, well ventilated place that is locked.</p> <p>Keep away from heat/sparks/open flame. No smoking.</p> <p>Only use non-sparking tools.</p> <p>Use explosion-proof electrical equipment.</p> <p>Take precautionary measure against static discharge.</p> <p>Ground and bond container and receiving equipment.</p> <p>Do not breathe vapors.</p> <p>Wear Protective gloves.</p> <p>Do not eat, drink or smoke when using this product.</p> <p>Wash hands thoroughly after handling.</p> <p>Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p><b>In Case of Fire:</b> use dry chemical (BC) or Carbon dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.</p> <p><b>First Aid</b></p> <p>If exposed call Poison Center.</p> <p>If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	<p><b>HAZARD PICTOGRAMS</b></p>  <p><b>SIGNAL WORD</b></p> <p><b>Danger</b></p> <p><b>HAZARD STATEMENT</b></p> <p>Highly flammable liquid and vapor. May cause liver and kidney damage.</p> <p><b>SUPPLEMENTAL INFORMATION</b></p> <p><b>Directions for use</b></p> <p>_____</p> <p>_____</p> <p>Fill weight: _____ Lot Number _____</p> <p>Gross weight: _____ Fill Date: _____</p> <p>Expiration Date: _____</p>

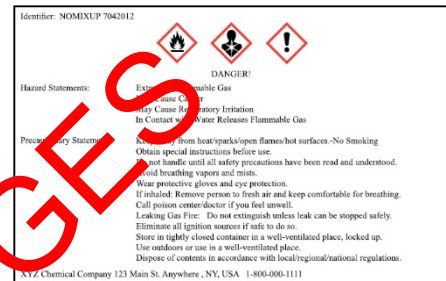
5. A precautionary statement.
6. The name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

It is the policy of the company that no chemicals will be released for work until this information is verified.

## Secondary Chemical Container Labeling

The supervisor of each work area will ensure that all secondary chemical containers are properly labeled. Secondary chemical container labeling can be labeled with the same shipping container labels, or information that communicates the following:

1. The identity of the chemical.
2. The hazards of the chemical.



The label may use a combination of words, symbols or pictures to communicate this information. The company will use a standard labeling method for all secondary containers.

Secondary Container Labeling Items	
	Product Identifier
	Select an Option
	Select an Option
	Select an Option
	Select an Option

## Safety Data Sheets

The (Position Responsible) will establish and maintain the company Safety Data Sheet program. This person will ensure that procedures are in place that maintains the necessary SDSs and that new ones are reviewed for new or significant safety and health information. Any new information will be immediately communicated to employees and added to the SDS storage locations. Copies of Safety Data Sheets for all hazardous chemicals to which employees of this enterprise may be exposed will be stored at:

(Company Name) will attend a health and safety orientation and will receive information and training on the following:

1. An overview of the requirements contained in 1910.1200 – Hazard Communication Rule.
2. Chemicals present in their workplace operations.
3. Location and availability of our written hazard communication program and SDSs.
4. Physical and health effects of the hazardous chemicals.
5. The symptoms over overexposure to hazardous chemicals.
6. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
7. How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment.
8. Steps the company has taken to reduce or prevent exposure to the chemicals.
9. Safety emergency procedures to follow if they employee is exposed to these chemicals.
10. How to read labels and review SDSs to obtain proper hazard information.

This training program will consist of two parts. The first part is a classroom training session, where the requirements of the OSHA Hazard Communication Standard and the company Hazard Communication Plan are covered. The second part consists of a workplace evaluation where the employee demonstrates the required knowledge, understanding, and abilities of the course. After completing the training class, each employee will sign a form to verify they attended the training and understood the policies on hazard communication.

Prior to a new hazardous chemical being introduced into any area of this workplace, each employee of that area will be given training as outlined above. (Person or Position Responsible) is responsible for ensuring that SDSs on any new chemicals are available.

### **Contractor Requirements**

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It is the responsibility of (Position or Person Responsible) to provide contractors the following information:

- Hazardous chemicals to which they may be exposed to while on the job site, and the procedure for obtaining SDSs.