



## **Hazard Communication Program**

This is an example only. Employers are encouraged to develop their own program, specifically tailored to their operations and needs.

### **INTRODUCTION;**

(company name), has developed a Hazard Communication Program to enhance our employees' health and safety.

As a company we intend to provide information about chemical hazards and other hazardous substances and the control of hazards via our comprehensive Hazard Communication Program which includes container labeling, Material Safety Data Sheets (MSDS) and training.

### **THE FOLLOWING PROGRAM OUTLINES HOW WE WILL ACCOMPLISH THIS OBJECTIVE:**

#### **1. CONTAINER LABELING**

It is the policy of this company that no container of hazardous substances will be released for use until the following label information is verified:

- \* Containers are clearly labeled as to the contents
- \* Appropriate hazard warnings are noted
- \* The name and address of the manufacturer or distributor

This responsibility has been assigned to person(s). To further ensure that employees are aware of the hazards of material used in their work areas, it is our policy to label all secondary containers.

The Supervisor (name) in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacture's label or with generic labels which have a block for identity and blocks for the hazard warning.

#### **2. MATERIAL SAFETY DATA SHEETS (MSDS)**

Copies of MSDS for all hazardous substances to which employees of this company may be

exposed are kept in (location) and (location) (person/position) will be responsible for obtaining and maintaining the data sheet system for the company.

(Person/position) will review incoming data sheets for new and significant health/safety information. He/she will see that any new information is passed on to the affected employees.

MSDS will be reviewed for completeness by (person/position). If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer. OSHA will be notified if a complete MSDS is not received.

MSDS are available to all employees in their work area for review during each work shift.

If MSDS are not available or new hazardous substance(s) in use do not have MSDS, please contact (person/position) immediately.

### 3. EMPLOYEE INFORMATION AND TRAINING

Employees are to attend a health and safety orientation set up by (person/position), prior to starting work for information and training on the following:

- \* An overview of requirements contained in the Hazard Communication Standard, including their rights under the Standard.
- \* Inform employees of any operations in their work area where hazardous substances are present.
- \* Location and availability of the written hazard communication program.
- \* Physical and health effects of the hazardous substances.
- \* Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- \* How to lessen or prevent exposure to these hazardous substances through usage of control, work practices and personal protective equipment.
- \* Steps the company has taken to lessen or prevent exposure to these substances.
- \* Emergency and first aid procedures to follow if employees are exposed to hazardous substance(s).
- \* How to read labels and review MSDS to obtain appropriate hazard information.

NOTE: It is critically important that all of our employees understand the training. If you have any additional questions, please contact (person/position).

When new hazardous substances are introduced, (supervisor) will review the above items as they are related to the new material in you work area safety meeting.

#### 4. LIST OF HAZARDOUS SUBSTANCES

The following is a list of all known hazardous substances present (work area/plant). Specific information on each noted hazardous substance(s) can be obtained by reviewing the Material Safety Data Sheets.

##### Example List

Hazardous Substances (i.e.)      Work Area or Process (i.e.)

<u>ABC Bowl Cleaner</u>	<u>Janitorial Department</u>
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#### 5. HAZARDOUS NON-ROUTINE TASKS

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

This information will include:

Specific hazards.

Protective/safety measures which must be utilized.

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 THE COMPANY:

<u>Tasks</u>	<u>Hazardous Substances</u>
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Cleaning Sewage Tank	Sodium Hydroxide
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#### 6. HAZARDOUS SUBSTANCES IN UNLABELED PIPES (If Applicable)

To ensure that our employees who work on unlabeled pipes have been informed as to the hazardous substances contained within, the following policy has been established:

Prior to starting work on unlabeled pipes our employees are to contact (supervisor) for

the  
following information:

- \* The hazardous substances in the pipe.
- \* Potential hazards.
- \* Safety precautions which shall be taken.

## 7. INFORMING CONTRACTORS

To ensure that outside contractors work safely in our plant, it is the responsibility of (person/position/department/etc.) to provide contractors the following information:

Hazardous substances to which they may be exposed while on the jobsite.

Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

If anyone has questions about this plan contact (person/position). Our plan will be monitored by (person/position) to ensure that the policies are carried out and that the plan is effective.

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(employer signature)