

# HAZARD COMMUNICATION PROGRAM

In compliance with 29 CFR 1910.1200, OSHA's Hazard Communication Standard, this **written hazard communication program** has been established to ensure that information about the dangers of all hazardous chemicals used by

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*(INSERT COMPANY NAME HERE).*

is known by all affected workers, the following hazard communication program has been implemented. Under this program, workers will be informed of the requirements of the OSHA Hazard Communication Standard, the operations where exposure to hazardous chemicals may occur, and how workers can access this program, as well as labels and SDSs.

This program applies to any chemical known to be present in the workplace in such a manner that workers may be exposed under normal conditions of use or in a foreseeable emergency. All work areas that involve potential exposure to chemicals are part of the hazard communication program.

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*(INSERT NAME OF PERSON OR JOB TITLE OF PERSON DESIGNATED HERE)*

is designated as the Hazard Communication Program Coordinator identified at this facility as the **Safety Supervisor**, responsible for seeing that all aspects of the program are carried out in the fashion intended and with overall responsibility for the program, including reviewing and updating this plan as necessary. Copies of the hazard communication program are available in the SAFETY BINDER for review by any interested worker.

1. HAZARD DETERMINATION PROCEDURES. We will rely upon the manufacturer or supplier to evaluate the hazards of the chemicals they supply to us and communicate that information via the Safety Data Sheet. The Safety Supervisor will review the information on the SDS.
  - a. The Safety Supervisor will review each SDS sheet when received to see that it contains the required information and has no blank spaces.
  - b. The Safety Supervisor will write to the supplier for any missing information or find the SDS online for download. If the supplier will not respond within 30 days or if the SDS cannot be located:
    - i. *Purchasing Department will find a new supplier or product. (A complaint can be filed against the supplier at the local OSHA Office).*
  - c. The Safety Supervisor will retain the original in a Master SDS Book kept at the facility.
  - d. Updated SDS will replace older MSDS versions as they become available.
  
2. LIST OF HAZARDOUS CHEMICALS. An inventory of hazardous materials used at the facility for which there must be Safety Data Sheet is listed at the front of the SDS binder. Any new chemical intended to be purchased will be reviewed by the Safety Supervisor to see if an SDS is needed. Purchasing will automatically request a copy of the SDS at time of purchase. Upon receipt, the SDS will be placed in the SDS binder.

3. PROCEDURES - LABELS AND OTHER FORMS OF WARNING. All containers in the workplace are to be labeled in order to provide an immediate visual warning about the hazards of the chemical in the container. The Safety Supervisor is responsible for ensuring that all containers are labeled.
  - a. Since chemical manufacturers are required to label their containers, we use those already present labels as our primary means of labeling.
  - b. If chemicals covered under this program are transferred from the original shipping container to another container for an employee's use, those containers will be labeled with a secondary label. Our secondary labeling system will consist of using a label similar to the label supplied by the vendor. This will assist employees in easily identifying the product involved with less chance of error.
  - c. The Safety Supervisor will ensure that all containers of chemicals are correctly labeled at the time they are received in the facility. The supervisor will check to make sure that the container is clearly labeled as to its contents and has the appropriate hazard warnings. Any container which does not have this information may be returned to the supplier at the supplier's expense.
  - d. Employees will be reminded that labels are not removed from any container or defaced in any manner.
  - e. Empty containers are not to be re-used to store other materials unless the container has been cleaned, the old label removed, and a new label affixed in its place.
4. PROCEDURES - SAFETY DATA SHEETS. Safety Data Sheets (SDS) for each hazardous chemical in the workplace are readily accessible to employees when they are in the work areas during each work shift.
  - a. Safety Supervisor will be responsible for obtaining/maintaining the SDS and will coordinate these efforts with the Purchasing Department.
  - b. The original or copy of the SDS will be retained in the SDS binder in the work area at all times. Any employee in the work area will have ready access to the SDS.
5. TRAINING - PROCEDURES/FORMATS. Employees will be provide with information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. This will ensure that employees have the necessary information prior to exposure to prevent the occurrence of adverse health effects. Retraining will be done when a new hazard is introduced into the work area, not a new chemical.

Every attempt will be made by the company to provide engineering controls or administrative controls to eliminate any hazard to our employees.