

HAZARD COMMUNICATIONS (RIGHT TO KNOW) STANDARD

Sample Hazard Communication Program

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General Purpose

- Ensure all chemicals used in the workplace are evaluated
- Transmit information about chemical properties and their effects
- Reduce the incidence of injuries and illness caused by chemical exposure

To comply you must:

Develop, implement, and maintain a written Hazard Communication Plan

The Hazard Communication Plan must include:

1. Container labeling
2. Material Safety Data Sheets (MSDS)
3. Employee Training
4. An inventory of hazardous chemicals or products in each work area
5. An explanation of how employees will be informed of the hazards these chemicals or products represent.

HAZARD COMMUNICATIONS (RIGHT TO KNOW) STANDARD

Date: _____

In accordance with the OSHA Hazard Communications (Right to Know) standard, 29 CFR 1910.1200, the following plan has been developed by, _____, (hereafter referred to as "the Company") to provide to employees information and training on:

- (1) the hazardous chemicals known to be in the workplace;
- (2) the methods that will be used to protect workers;
- (3) the precautionary methods employees must follow to protect themselves from hazardous chemicals;
- (4) the detection of a release of hazardous chemicals;
- (5) emergency procedures to follow should there be a release of hazardous chemicals and/or employee exposure to them.

A copy of the written Hazard Communication Program is available at _____. An additional copies of the written Hazard Communication Program are available upon request. The Company has designated _____, as the primary contact person, and _____, as the back up contact person. These individuals are responsible for overseeing the total program, as well as the following specific duties:

- Update MSDS file
- Coordinate program implementation
- Schedule training
- Maintain records for program
- Address all comments concerning the program

The program is reviewed periodically and is updated as necessary. All present and new employees are informed and trained on the Company's Hazard Communication Program.

Material Safety Data Sheets

It is the policy of the Company to maintain a list of all the hazardous chemicals used in its work areas (See Appendix 1). An accurate, up-to-date material safety data sheet (MSDS) has been obtained from the manufacturer, importer, or distributor for each hazardous chemical used at the Company's work sites. The Company relies in its chemical distributors to supply MSDSs, which are obtained from the distributor prior to use of the specific hazardous chemical, as specified in 29 CFR 1910.1200(g)(6).

New and Update MSDSs

When a new or updated MSDS is received, it is forwarded to the responsible persons listed in this plan for review of completeness. This review is based on the requirements in 29 CFR 1910.1200(g)(2)(i-xii). If the responsible persons listed in this plan determine that it is complete, the MSDS is marked, reviewed, and distributed to the work site locations. If it is determined to be incomplete, the supplier notified and requested that a complete, up to date MSDS be sent immediately.

First-time use of hazardous chemicals does not commence until an MSDS has been received, approved, and distributed to the proper locations. Approved updates of MSDSs, received from distributors, replace outdated MSDSs at all locations within two weeks of receipt. MSDSs are maintained in the same form as received from the distributor. They are filed

HAZARD COMMUNICATIONS (RIGHT TO KNOW) STANDARD

according to the name under which the chemical is used by the Company and are indexed within an MSDS file in alphabetical order.

Location/Availability

To assure access by all employees, Material Safety Data Sheets are kept on-site in the Company's Utility or Crew Truck. The relevant information on the MSDSs is shared with employees during hazard communication training. Employees are urged to review the MSDS whenever a concern or question arises about a hazardous chemical. If employees need additional information, they are instructed to contact the responsible persons listed in this plan. A copy of MSDS Acronyms/Common Terms is located in Appendix 2, to aid employees in reviewing MSDSs.

Quality Assurance

A periodic inspection of each MSDS location is made to assure that every MSDS is present and up-to-date. MSDSs that are out-of-date are removed from the program. New chemicals are added to the program as soon as the MSDS is received. A listing of all hazardous chemicals/products known to be in the workplace is provided in Appendix 3.

Hazard Determination

The responsible person listed in this plan reviews each MSDS to determine if the chemical/product must be included on the hazardous chemical/product list. All sections of the MSDS are reviewed. If any section of the MSDS includes a health hazard rating which requires protective equipment or special safety procedures, the chemical/product is included on the hazardous chemical list located in Appendix 3.

Notification of Other Employers

When other employers bring a work crew into the Company's work site(s), they are notified of the Company's Hazard Communication Program. It shall be the responsibility of the contractor to train employees, provide personal protective equipment, and handle employee emergencies. Any releases or spills of hazardous chemicals shall immediately be brought to the attention of _____.

Use of Labels

Whenever possible, hazardous chemicals are kept in their original containers. Should an original container become defective (leak), the chemical is transferred to a similar type of approved container. The label is transferred to the replacement container and is securely attached. If the label is non-transferable, a replacement label with all significant information is prepared and placed on the new container. This chemical container is used for its intended use. The product name listed on the label of each container coincides with the product name listed on the MSDS sheet and on the hazardous chemical listing in Appendix B of this written program.

Placards

Placards are placed on all containers in which hazardous chemicals are stored, such as storage tanks for chemicals and solvent tanks for cleaning parts. A "symbol" labeling system is utilized so that hazards of chemicals/products can be easily communicated within the workplace for employees who are illiterate or who have difficulty reading.

HAZARD COMMUNICATIONS (RIGHT TO KNOW) STANDARD

Employee Information and Training

Employee training under this Hazard Communication Program is provided or arranged by the responsible persons listed in this plan. All employees are provided with information and training on hazardous chemicals in their workplace:

1. At the time of their initial employment.
2. Whenever a new hazardous chemical is brought into the workplace.

Employees are provided with the following information:

1. The requirements of the Hazard Communication Standard.
2. Job tasks in their work area where hazardous chemicals are present, used, or stored.
3. Location and availability of the written Hazard Communication Program and MSDS file.
4. Methods and observations that may be used to detect the presence of a hazardous chemical in the work area, such as monitoring conducted by the employer, training devices, visual appearance, or odor of the hazardous chemical.
5. The physical and health hazards of the chemicals in the work area.
6. The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals. These may include, but are not limited to, appropriate work practices, emergency procedures, personal protective equipment, and the details of this Hazard Communication Program.
7. Explanation of the labeling system for the Material Safety Data Sheets and how employees can obtain and use the appropriate hazard information.

Special Training Requirements

The material contained in this Hazard Communication Program is presented verbally to workers who have difficulties reading. If a worker wants information on a specific chemical/product, the employee contacts the persons listed in this plan for further assistance.

Training Documentation

An outline of the Hazard Communication Employee Training and copies of the Hazard Communication Record of Training are located in Appendix 4.

Hazard Chemical Release, Spill, or Exposure

Employees will immediately, within minutes, notify their immediate supervisor of any release, spill, or human exposure to a hazardous chemical. If it is a significant release into the environment or is a spill on non-owned property or into a surface or ground water supply, the local emergency service agency and/or fire will be notified. This provision of the Company's Hazard Communication Program is not an OSHA Hazard Communication Standard requirement but is a state environmental and/or EPA requirement.

If a worker becomes exposed to a hazardous chemical, emergency treatment is specified by the MSDS or label will be immediately applied. Whenever the question of the need for further medical treatment arises, the individual will be transported to the local hospital. A copy of the MSDS and/or label will be transported with the exposed individual. The supervisor of an area in which hazardous chemical release, spill or exposure occurs, will immediately after taking emergency action notify the responsible persons listed in this plan of the event.

HAZARD COMMUNICATIONS (RIGHT TO KNOW) STANDARD

Employee Requirements

Employees are required to follow all standard operating procedures during the handling of hazardous chemicals, including the use of protective equipment. Failure to do so shall provide sufficient reason for reprinted suspension, or termination of employment.

Recordkeeping

All records required by OSHA standard will be maintained by the responsible persons listed at the beginning of this plan.

Company Name

Date: _____

By: _____

Toxic or Hazardous Chemicals

Trade Name Substances MSDS Number of I.D.

(LIST ALL SUBSTANCES YOU HAVE THAT HAVE OR REQUIRE AN MSDS)