

Written Hazard Communication Plan

Company Policy

Office Name: _____

is committed to the prevention of exposures that result in injury and/or illness and to comply with all applicable state health and safety rules. To make sure that all affected employees know the information concerning the dangers of all hazardous chemicals used by this office, the following hazardous material information program has been established.

All employees of this office will participate in the hazard communication program. This written program is available for review by any interested employee and is stored in the following location:

Scope

Our business strives to provide all employees with a safe and healthy workplace. The *Hazard Communication Plan* is integrated into our office's written safety and health program, and is a collaborative effort that includes all employees. This safety program affects all employees who may come into contact with hazardous chemicals while performing their job duties.

Exclusions from this program:

- Any substance which are foods, drugs, cosmetics, or tobacco products intended for personal use by the employees while in the workplace.
- Any consumer products or foodstuffs packaged for distribution and intended for use by the general public.

Program Responsibilities

The facility *Safety Compliance Administrator (SCA)* will be responsible for maintenance for the hazard communication plan. The Safety Compliance Administrator for this facility is:

Container Labeling

The Safety Compliance Administrator will verify that all containers received for use are clearly labeled in accord with the requirements. This includes:

- A product identifier.
- Pictogram.
- Hazard statement.
- Signal word.
- Precautionary statements.
- Supplier's contact information (name and address).

The Safety Compliance Administrator will ensure that all secondary containers are labeled with the original supplier's label or with an alternative workplace label.

Safety Data Sheets (SDS)

The Safety Compliance Administrator is responsible for establishing and monitoring the employer's SDS program. The SCA will make sure procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. The SCA is responsible for ensuring that any new information is passed on to affected employees.

An SDS will be obtained and maintained for each hazardous chemical in the workplace. SDS for each hazardous chemical will be readily accessible during each work shift to employees. SDSs will be obtained from the chemical manufacturer, importer, or distributor. The name on the SDS will be the same as that listed on the chemical inventory list.

Copies of SDSs for all hazardous chemicals in use will be kept in the following location:

Employee Information and Training

Prior to starting work, each new employee of this facility will attend a safety and health orientation and will receive information and training on the following:

1. An overview of the requirements contained in the Hazard Communication standard, *Section 1910.1200*.
2. The chemicals present in the workplace operations.
3. The location and availability of our written hazard communication program, including our list of hazardous chemicals and SDSs.
4. Physical and health hazards of the chemicals in the work area.
5. Hazards not otherwise classified of the chemicals in the work area.
6. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
7. How to lessen or prevent exposure to these hazardous chemicals through usage of control and work practices as well as personal protective equipment.
8. Steps the company has taken to lessen or prevent exposure to these chemicals.
9. Safety emergency procedures to follow if exposed to these chemicals.
10. How to read labels on shipped containers and workplace labeling systems, reviewing SDSs formatting, and obtaining appropriate hazard information.
11. An explanation of special labeling present in the workplace.
 - A. What are pictograms?
 - B. What are signal words?
 - C. What are hazard statements?
 - D. What are precautionary statements?

After attending the training class, each employee will sign a form to verify that they attended the training, received our written materials, and understood this company's policies on hazard communication.

Prior to a new hazardous chemical being introduced into any section of this company, each employee of that section will be given information as outlined above.

Safety Compliance Administrator Responsibilities

The Safety Compliance Administrator is responsible for:

1. Ensuring that SDSs on the new chemical(s) are available.
2. Managing the employer/employee training program.

The Safety Compliance Administrator for this facility is:

List of hazardous chemicals

A list of all known hazardous chemicals in the workplace is attached to this program. Further information on each chemical may be obtained from the SDSs.

Copies of SDSs for all hazardous chemicals in use will be kept in the following location:

Chemical Inventory List

Office/Company Name _____

HAZARDOUS CHEMICAL	AREA USED	SDS ON FILE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____

Combustible Materials

Chemical or Product Name

NEVER let these materials come into contact with heat or open flame

Should ignition occur, an A, B, C rated fire extinguisher is located at:

The SCA will instruct all employees on the use of fire extinguishers and detail the *Fire Evacuation Plan* for the facility.

Reactive Materials

Chemical or Product Name:

Do not store reactive materials in close proximity to each other

Materials with Potential Health Hazards

Fill in below (According to the SDS):

All materials listed on the chemical inventory list have potential health hazards.

The chemical inventory list for this facility is located at:

Control Measures

Used in this facility to prevent potential health hazards – examples:

- Vent fan.
- Vent hood.
- Respiratory protection/mask.
- Safety glasses.
- Face shield.
- Apron.
- Fluid resistant clothing, long sleeved.
- Nitrile utility gloves.

Employee Training Contract

Employee Name: _____

Date of Training: _____

I, the aforementioned employee, have received training on the hazards of the workplace. My training included:

1. The *Globally Harmonized System of Hazard Communication*.
2. An overview of the requirements contained in the Hazard Communication standard, Section 1910.1200.
3. Chemicals present in the workplace operations.
4. Location and availability of our written hazard communication program, including our list of hazardous chemicals, and Safety Data Sheets.
5. Physical and health, as well as hazards not otherwise classified, of the chemicals in the work area.
6. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
7. How to lessen or prevent exposure to these hazardous chemicals through usage of engineering controls, safe work practices, and personal protective equipment.
8. Steps the company has taken to lessen or prevent exposure to these chemicals.
9. Safety emergency procedures to follow if they are exposed to these chemicals.
10. How to read labels on shipped containers and workplace labeling systems, review SDSs formatting, and how to obtain appropriate hazard information.

Employee Signature: _____

Date of Training: _____

SCA Signature: _____

Date of Training: _____