
HAZARD COMMUNICATION PROGRAM

(Your organization's name) has prepared this program to comply with the requirements of the Federal OSHA Standard 1910.1200 and to ensure that information necessary for the safe use, handling, and storage of hazardous chemicals is provided to and made available to employees.

This program includes guidelines on identification of chemical hazards and the preparation and proper use of container labels, placards, and other types of warning devices.

1. Chemical Inventory
 - a. We maintain an inventory of all known chemicals in use on the worksite. A chemical inventory list is available from your immediate supervisor.
 - b. Hazardous chemicals brought onto the worksite by our organization will be included on the hazardous chemical inventory list.
2. Container Labeling
 - a. All chemicals on site will be stored in their original or approved containers with a proper label attached, except small quantities for immediate use. Any container not properly labeled shall be given to your immediate supervisor for labeling or proper disposal.
 - b. Employees may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container or your immediate supervisor for proper handling.
 - c. No unmarked containers of any size are to be left in the work area unattended.
 - d. We will rely on manufacturer applied labels, whenever possible, and will ensure that these labels are maintained. Containers that are not labeled or on which the manufacturer's label has been removed will be relabeled.
 - e. We will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.
3. Material Safety Data Sheets (MSDS)
 - a. Employees working with a hazardous chemical may request a copy of the material safety data sheet (MSDS). Requests for MSDSs should be made to your immediate supervisor.
 - b. MSDSs shall be available and standard chemical reference will also be available on the site to provide immediate reference to chemical safety information.
 - c. An emergency procedure to gain access to MSDSs information will be established.
4. Employee Training - Employees will be trained to work safely with hazardous chemicals. Employee training will include:
 - a. Methods that may be used to detect a release of a hazardous chemical(s) in the workplace.
 - b. Physical and health hazards associated with chemicals.
 - c. Protective measures to be taken.
 - d. Safe work practices, emergency responses, and use of personnel protective equipment.
 - e. Information on the Hazard Communication Standard to include labeling and warning systems and an explanation of Material Safety Data Sheets.
5. Personal Protective Equipment (PPE) - Required PPE is available from your immediate supervisor. Any employee found in violation of PPE requirements may be subject to disciplinary action(s) up to and including discharge.

6. Emergency Response
 - a. Any incident of over exposure or spill of a hazardous chemical/substance must be reported to your immediate supervisor at once.
 - b. The foreman or the immediate supervisor will be responsible for insuring that proper emergency response actions are taken in leak/spill situations.

7. Hazards of Non-Routine Tasks
 - a. Supervisors will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.
 - b. Review of safe work procedures and use of required PPE will be conducted prior to the start of such tasks. Where necessary, areas will be posted to indicate the nature of the hazard involved.

8. Informing Other Employers
 - a. Other on-site employers are required to adhere to the provisions of the Hazard Communication Standard.
 - b. Information on hazardous chemicals known to be present will be exchanged with other employers. Employers will be responsible for providing necessary information to their employees.
 - c. Other-on site employers will be provided with a copy of our organization's Hazard Communication Program.

9. Posting Information - We have posted information for employees at this job site (in the - *list specific location* - area) on the Hazard Communication Standard.

Date