

HAZARD COMMUNICATION WRITTEN PROGRAM

This program has been prepared 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 all employees.

This program will be available at location for all employees and includes guidelines on identification of chemical hazards and the preparation and proper use of container labels, placards, and other types of warning devices.

A. Chemical Inventory

1. *Our Facility* maintains an inventory of all known chemicals in use on the worksite. A chemical inventory list is available from your immediate supervisor and located in the MSDS book.
2. All hazardous chemicals brought onto the worksite by our facility will be included on the hazardous chemical inventory list.

B. Container Labeling

The job title will verify that all containers received for and used by our facility will comply with the following.

1. 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.
2. Workers 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.
3. No unmarked containers of any size are to be left in the work area unattended.
4. *Our Facility* 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.
5. *Our Facility* will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

C. Material Safety Data Sheets (MSDS)

It will be the responsibility of the job title to obtain the necessary MSDSs for all hazardous material so a comprehensive MSDS file can be maintained. All employees will be informed of the location of the written hazard communication program and the MSDSs.

1. Employees working with a hazardous chemical may request a copy of the material safety data sheet (MSDS). Requests for MSDS's should be made to *your immediate supervisor* and will be available for review during each work shift.
2. Standard chemical reference will also be available on site to provide immediate reference to chemical safety information.
3. An emergency procedure to gain access to MSDS's information will be established.

D. Employee Training

Employees will be trained to work safely with hazardous chemicals. This can include either formal or classroom/on-the-job training and shall be presented prior to the first exposure to the hazardous material. Employee training will include:

- (1) Methods that may be used to detect a release of a hazardous chemical(s) in the workplace,
- (2) Physical and health hazards associated with chemicals,
- (3) Protective measures to be taken,
- (4) Safe work practices, emergency responses, and use of personnel protective equipment,
- (5) Information on the Hazard Communication Standard including:
 - a) Labeling and warning systems
 - b) An explanation of Material Safety Data Sheets.

E. 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.

F. Emergency Response

1. Any incident of over exposure or spill of a hazardous chemical/substance must be reported to your *immediate supervisor* at once.
2. The manager or the immediate supervisor will be responsible for insuring that proper emergency response actions are taken in leak/spill situations.

G. Hazards of Non-Routine Tasks

1. Supervisors will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.
2. 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.

H. Subcontractors and Other Employers

1. On-site subcontractors and other employers are required to adhere to the provisions of the Hazard Communication Standard.
2. 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.
3. Other on site employers will be provided with a copy of our facility Hazard Communication Program including the location of the MSDSs.

I. Chemicals in Unlabeled Pipes

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact job title for information regarding:

1. The chemical in the pipes.
2. Potential hazards.
3. Safety precautions to be taken.

J. Posting

Our Facility has posted information for employees at this work site on the Hazard Communication Standard. This information can be found in the *regular posting area*.

K. Program Availability

A copy of this program will be made available, upon request, to employees and their representatives.

**HAZARD COMMUNICATION/WORKER-RIGHT-TO-KNOW
REGULATIONS**

MEMBER/EMPLOYEE TRAINING ACKNOWLEDGEMENT

This document signifies that you have received training regarding the types of chemicals present in the facility and that you understand that you have the right to continue to obtain information on these chemicals should you so desire.

I hereby acknowledge that I have received training regarding the chemicals used in the facility, including their properties, use of safety equipment, proper handling techniques, emergency response procedures, and potential health effects.

(Signature of member/employee)

Date

Supervisor: _____

Date: _____