Hazard Communication Standard

The following model Hazard Communication Program is based on the requirements of the OSHA Hazard Communications Standard of 2012, 29 CFR 1910.1200. The intent of this model is to provide an easy-to-use format to tailor to the specific requirements of your establishment.

Model Hazard Communication Program

1. Company Policy

To ensure that information about the dangers of all hazardous chemicals used by _____ (*Name of Company*) is known by all affected employees, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of this company will participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available in the _____ *(location)* for review by any interested employee.

_____*(Name of responsible person and/or position*) is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

2. Container Labeling

_____*(Name of responsible person and/or position*) will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning (including pictograms, hazard statement, signal words, and precautionary statements), and list the manufacturer's name/address/phone information.
The _____(*name of responsible person and/or position*) in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see _____(*name of responsible person and/or position*).

No original labels are to be removed from any container. Labels will be made for any chemicals that are used out of their original containers (examples: ultrasonic cleaner tanks, cold sterile containers, fixer/developer that is not automatically replenished, etc.) These labels will be placed on the container whenever possible, or will be placed near the container so that the information can be immediately accessed if necessary. We are using an in-house labeling system that works as follows:

_____
_____

(*describe your system for labeling…for example, whether you use numbers/graphics/symbols/colors to convey information, and if so, where the key to understanding this information is posted)*.

The _____(*name of responsible person and/or position*) will review the company labeling procedures annually and will update/replace labels as required.

3. Safety Data Sheets (SDSs)

The _____ (*name of responsible person and/or position*) is responsible for establishing and monitoring the company SDS program. He/she will ensure that procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. He/she will see that any new information is communicated to affected employees. This person is responsible for calling the supplier/manufacturer if an SDS is not received at the time of initial shipment:

Copies of SDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in the following location: _____

SDSs will be readily available to all employees during each work shift. If an SDS is not available, contact _____(*name of responsible person and/or position*).

SDSs will be readily available to employees in each work area using the following format:

_____
_____
_____

Note: If an alternative to paper copies of SDSs is used, such as electronic formats, describe the format and how employees can access them.

When revised SDSs are received, the old MSDS should be removed from the notebook and discarded and new labels should be made *(if the chemical is one of those out of its original container*).

The _____ (*name of responsible person and/or position*) is responsible for reviewing new SDS forms for any safety and health implications, and initiating any needed changes in workplace practices.

4. Employee Training and Information

_____(*Name of responsible person and/or position*) is responsible for the Hazard Communication Program and will ensure that all program elements are carried out.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will attend a health and safety orientation that includes the following information and training:

■ An overview of the OSHA hazard communication standard
■ The hazardous chemicals present at his/her work area
■ The physical and health risks of the hazardous chemicals
■ Symptoms of overexposure
■ How to determine the presence or release of hazardous chemicals in the work area
■ How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
■ Steps the company has taken to reduce or prevent exposure to hazardous chemicals
■ Procedures to follow if employees are overexposed to hazardous chemicals
■ How to read labels and SDSs to obtain hazard information
■ Location of the SDS file and written Hazard Communication program

Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard. The training format will be as follows: _____

_____
_____

(Describe training format, such as audiovisuals, interactive computer programs, classroom instruction, etc.)

5. Hazardous Non-routine Tasks

Employees may be required to perform non-routine tasks that could expose them to hazardous chemicals.

Prior to starting work on such projects, each affected employee will be given information by the doctor about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

Examples of non-routine tasks performed by employees of this company are:

Task	Hazardous Chemical
_____	_____
_____	_____
_____	_____
_____	_____

6. Informing Other Employers/Contractors

It is the responsibility of _____(*Name of responsible person and/or position*) to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees.

It is the responsibility of _____(*name of responsible person and/or position*) to obtain information about hazardous chemicals used by other employers to which employees of this company may be exposed.

Other employers and contractors will be provided with SDSs for hazardous chemicals generated by this company's operations in

the following manner: (*IF a contractor's duties will potentially expose them to hazardous chemicals, they will be informed as to where SDS forms are kept and will be shown the labeling system.*)

In addition to providing access to copies of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by this company.

Also, other employers will be informed of the hazard labels used by the company. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.

7. List of Hazardous Chemicals

A list of all known hazardous chemicals used by our employees is attached to this plan. This list includes the name of the chemical, the manufacturer, the work area in which the chemical is used, dates of use, and quantity used. Further information on each chemical may be obtained from the SDSs, located in _____*(identify location*).

When new chemicals are received, this list is updated (*including date the chemicals were introduced*) and the SDS is properly filed within 30 days.

The hazardous chemical inventory is compiled and maintained by _____(*Name of responsible person and/or position*).

8. Program Availability

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