

_____ HAZARD COMMUNICATION PROGRAM

It is the policy of _____ to protect our employees from hazards associated with working with hazardous chemicals by providing information, personal protective equipment, and training. This program is administrated by _____ (job title) and implemented by:

Location	Job Title	MSDS location	Inventory location

The Administrator will verify implementation of the requirements of this Program in a _____ (weekly/monthly/biannual) walk through.

Hazardous Chemical: Any chemical who's label or MSDS includes an adverse health effect.
Example: causes eye irritation.

Material Safety Data Sheet (MSDS)

The Job Title in the table for each location shall be responsible for ordering, receiving, and storing hazardous chemicals. He/she will be responsible for maintaining a current MSDS for each chemical and updating the Hazardous Chemical Inventory.

The MSDS file/book will be made available to employees at all times. If off site employees do not report to _____ at some point during their daily work shift additional MSDS's will be provided for chemicals at their worksite.

When a chemical **is no longer present in the facility** the MSDS will be dated and filed for 30 years.

This file is maintained at _____.

Chemical Inventory:

The Job Title in the table for each location shall maintain a current list of all hazardous chemicals used by employees, whether used at on site or at off site locations.

Other employers on site:

Other employers, such as for building repair, will report to the Job Title in the table for each location who will provide them with

- the location of the MSDS file,
- labeling information,
- and safe work practice in routine and emergency situations for any chemicals their employees may be working around.

The other employer will provide _____ with information on any chemicals they will be bringing to the facility, including MSDS's and labeling practices.

Labeling:

Primary containers are the containers shipped from the manufacture or distributor. Labels on these containers shall contain the following information:

1. Name and address of the manufacturer
2. Name of the chemical as it is found on the MSDS
3. Appropriate hazard warnings:

Health Hazard: Target Organ + Health Effect example: eye irritant

Physical Hazard: Flammable

Labels on Primary containers shall not be defaced. If the label becomes illegible it shall be replaced with the above information.

When the primary container becomes damaged and the contents are transferred to another container the new container becomes the primary container. The reason for this is that the name and address of the manufacturer information must be preserved in case another MSDS needs to be obtained.

Secondary containers are chemical containers used for more than one work shift, used by more than one employee, or that may be out of the control of one person at any time. Typically, these containers are for dilutions of chemicals or for temporary use. The label shall contain:

2. Name of the chemical as it is found on the MSDS
3. Appropriate hazard warnings:
 - Health Hazard:** Target Organ + Health Effect example: eye irritant
 - Physical Hazard:** example: Flammable

ReUsed Containers: No container shall be used for another substance, even water, until the original label has been removed or made illegible.

******note from sample plan author: enforcement of labels on primary labels is usually limited to the first and second requirements and legibility. It is not expected that the employer add on information unless something important is missing... such as 'absorbs through skin and gives you cancer' or 'corrosive'.******

Training: All employees shall be trained in those hazards that they may be expected to come into contact with before they are required to use the chemical and whenever a new chemical is introduced. Training shall be done by _____. Training topics shall include:

1. Requirements of standard
2. Operations in their work area where hazardous chemicals are present
3. The physical and health hazards of the chemicals in the work area.
4. Location of the list of hazardous chemicals
5. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, including, but not limited to:
 - Monitoring data
 - Continuous monitoring devices
 - Visual appearance or odor of released chemical.
6. Ways of protecting themselves from hazards including, but not limited to:
 - Engineering and other controls implemented by _____
 - Safe work practices
 - Emergency procedures
 - PPE
 - Labeling system explanation
7. Location and details of Hazard Communication Program and where find a copy
8. How to read MSDS's and where they are kept

Documentation of training and the specific chemicals included shall be kept for each employee by _____.

Non-routine Tasks

Before performing a task with a chemical that **has not been used within the last 6 months** the employee shall review the MSDS with the supervisor.

Author of sample plan notes:

Best practice, but not required by standard statements are highlighted in yellow. You may choose to keep or discard them.

The highlighted portion in the non routine tasks has been found to be the simplest and easiest way to define and remember what is non routine. Such tasks include seasonal application of chemicals, such as herbicide or ice melt.

Remove the bolded information in labeling section between ***** that's FYI

Delete the sentences on this page.