

Sample Program 07/15

Written Hazard Communication Program

Overview

Hazard Communication is the process by which employees and contractors are made aware of potential dangers and precautions when working around chemical substances, physical agents and biologics. Physical agents include occupational stressors such as noise, heat or ionizing radiation. Biologics include organisms such as human immunodeficiency virus (HIV) and staphylococcus. The objective of Hazard Communication is to prevent work-related injury and illness to employees and contractors.

This hazard communication program is customized for the *(insert your facility name)*. The program is available for employee review and is located:

- *Insert location(s) of your written hazard communication program.*

Hazard Determination

This facility relies on Safety Data Sheets (SDSs) obtained from manufacturers, importers and distributors to meet hazard determination requirements.

Safety Data Sheets (SDSs) – *previously known as Material Safety Data Sheets (MSDSs)*

Safety Data Sheets on hazardous substances are available to employees where there is potential or actual exposure.

- _____ *(name or job title)* _____ is responsible for compiling, maintaining and ensuring the master copies of SDSs are complete. A facility collection of SDSs are kept in _____ *(insert location(s))* _____.
- SDSs are available for employee review during each work shift. Copies are available upon request to _____ *(name(s) or job title(s))* _____.
- If a required SDS is not received, _____ *(name or job title)* _____ is responsible to contact the supplier to request the SDS.

See **Form 1** to request an SDS in writing, if needed.

Labeling

The chemical labels provided by the manufacturer, importer or distributor are the most common labels used to identify potential chemical hazards and other hazardous products with warnings such as flammability, reactivity and toxicity. Each chemical or hazardous material in the workplace is properly labeled.

At this facility, when a chemical label must be applied to a hazardous material, the following labeling system is used:

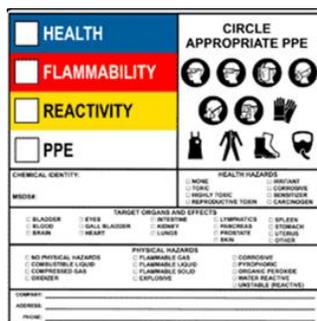
Insert a copy of the label(s) used at your facility here and any defining information about the facility labeling practice(s):

Example:

NFPA Label



Hazardous Chemical Identification Label



Delete version(s) not used and replace with other version(s), as appropriate.

- A. All chemical container labels contain the following:
 1. Identity of the substance
 2. Appropriate hazard warning(s) which include a signal word (e.g. "danger"), a hazard statement(s) (e.g. "fatal if swallowed"), a pictogram and precautionary statement(s)
 3. Name and address of the manufacturer
- B. Each supervisor and manager takes ownership to ensure that chemical or hazardous materials are properly labeled and remain legible. Defacing labels or using them improperly is prohibited.
- C. Employees should bring unsafe or unlabeled chemicals to the attention of their supervisor or management for remediation.
 - (Name or job title) _____ is responsible for ensuring containers entering the workplace are properly labeled.
 - Labels are checked for:
 1. Identity of the material.

2. Appropriate hazard warning(s) for the material.
 3. Name and address of the responsible party. (When containers are received from the manufacturer, distributor, or importer.)
- Each employee is responsible for ensuring that portable containers used in their work area are labeled with the appropriate identity and hazard warning(s).

Pipes and Piping Systems

Information on the hazardous contents of pipes and piping systems is identified by the application of labeling and color-coding. Piping systems that contain a hazardous material or chemicals are painted or labeled at access points and every 10 feet where piping is 8-feet or closer to employee contact.

Piping is painted or labeled as follows:

1. (substance) (color)
2. (e.g., compressed air) (yellow)

Work activities may be performed by workers in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the worker(s) shall be informed by ([Name or job title](#)) about the identity and hazards of the chemicals in the pipe(s), as well as precautionary measures to be followed.

Employee Information and Training

- A. _____ ([Name or job title](#)) coordinates and maintains records of employee hazard communication training, including attendance rosters.
- B. Before their initial work assignment, each new employee attends hazard communication training class. The class provides the following information and training:

Information:

- Hazard Communication objectives, employer and employee roles and responsibilities
- Operations in their work area where hazardous chemicals and materials are present
- Location and availability of the written hazard communication program, the list of hazardous chemicals, and the SDS

Training:

- Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area
 - Physical and health hazards of the hazardous chemicals
 - Measures the employees can take to protect themselves from these hazards
 - Details of the hazard communication program--including explanation of labeling system and SDSs and how employees can obtain and use hazard information
- C. When new physical or health hazard is introduced into the workplace, each employee who

may be exposed to the substance is provided information and training.

- D. Employees at this location receive Hazard Communication training on an annual basis. *(Insert materials utilized, e.g. power point, online)* are used to conduct this training.
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Hazardous Non-routine Tasks *(Delete section if not applicable)*

- A. On occasion, employees are required to perform non-routine tasks (i.e., enter confined spaces, clean pressure vessels, etc.). Prior to starting work in such areas, each employee is provided information about the hazards of the area or procedure. This information includes:
 - 1. Chemical hazards.
 - 2. Safety measures, precautions, and personal protective equipment (PPE) the employee must put in place to lower the risk potential of the task.
 - 3. Measures the company has taken to eliminate or control the hazard, that could include, but is not limited to:
 - a. air monitoring,
 - b. ventilation requirements,
 - c. use of respirators,
 - d. use of attendants to observe procedures, and
 - e. The implementation of emergency procedures.
- B. No employee is to perform a non-routine task without the proper safety and health training.
- C. The following is a list of known hazardous non-routine tasks at this location. *List hazardous non-routine tasks.*

Contractors Hazard Communication

- A. Temporary employees and contractors who have the potential to handle or use hazardous materials or chemicals are supplied with the following information:
 - 1. The hazardous materials or chemicals they may encounter during their work at this facility.
 - 2. Measures to control or eliminate exposure to the hazardous materials and chemicals.
 - 3. The container and pipe labeling system used on-site.
 - 4. Where applicable SDSs can be reviewed or obtained.
- B. Periodically, employees may potentially be exposed to hazardous chemicals brought on our site by a contractor. Should this opportunity occur, SDSs are obtained in advance of work and measures considered to control or eliminate potential exposure.
- C. It is the responsibility of _____ *(name or job title)* _____ to obtain SDSs prior to services being performed by a contractor.

See **Form 2** for a sample letter to contractors used to communicate Hazard Communication expectations of contractors and their access to ([insert facility name](#)) hazardous chemical information.

Chemical Spill Emergency Response

Employees at this facility are not trained as chemical spill emergency clean-up responders. Employees may respond to small incidental spills if they can do so safely. However where a chemical is unknown or a chemical is hazardous, employees are to leave the spill area, move to a safe environment and contact the designated emergency response contractor.

The designated emergency response contractor for this location is:

([insert company name and contact information here](#))

The safety data sheet for the spilled material should be provided to the spill response team.

Hazard Communication Program Review

The overall Hazard Communication Program is reviewed at least annually. The purpose of this review is to:

- Evaluate the completeness of the Safety Data Sheet inventory.
- Ensure the facility hazard material and chemical inventory is up-to-date.
- Assess employee training to ensure it is current.
- Ensure employee access to Safety Data Sheets.
- Observe facility chemical container labeling process.

List of Hazardous Chemicals

A list of hazardous chemicals used by _____ ([facility location](#)) _____ is updated and maintained. Further information regarding these chemicals can be obtained by reviewing the respective SDS.

See **Form 3** for the list of hazardous chemical for this location.

Form 1

Letter to Request Safety Data Sheet (SDS)

To: *(Insert Chemical Manufacturer, Vendor, or Distributor)*

From: *(Name, Street, City, State, Zip)*

Date: *(insert date)*

Regarding: Safety Data Sheet (SDS)

We have received the following product and are need of a current Safety Data Sheet (SDS) in order to complete our Hazard Communication inventory and update our program.

Please send the following Safety Data Sheet(s) on the following product(s):

- 1.
- 2.
- 3.
- 4.

Your prompt attention is required to ensure we are able to fully complete our hazard communication obligations. Please send us the required Safety Data Sheet(s) no later than *(insert date 15 days from the date of this letter.)*

Thank you for your cooperation.

Kind Regards,

SDS Coordinator

✳ *A tickler file should be established to notify the SDS coordinator in 15 days to ensure the SDS is received and if not, to follow-up with vendor.*

Form 2

Letter to Contractors

Subject: Chemical and Hazardous Material Communication

To: (*Whom it May Concern*):

(Facility name) wants to ensure that contractors and suppliers are informed of any hazardous materials or chemicals and appropriate protective measures while performing their work at our facility.

We have a list of known hazardous materials and chemicals at this location and a Safety Data Sheet (SDS) is on file for each of these chemicals and/or hazardous substances. This information is available to you and your employees upon request.

To further ensure employee health and safety, contractors and suppliers are requested to provide a Safety Data Sheet on any hazardous chemical or material brought into the facility or company property. Failure to provide this information in a timely manner will compromise our continued business relationship and may result in the immediate removal of the contractor/supplier from the premises.

Contractors are responsible to notify subcontractors they employ regarding the provisions in this communication.

Thank you in advance for your cooperation to promote a safe and healthy work environment. If you have any questions, please feel free to contact me at (*phone number*).

Kind Regards,

(insert name and title)

