

Written Hazard Communication Program

(Company name)

I. GENERAL

The Purpose of this instruction is to ensure that _____ is in compliance with the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200.

The _____ is the coordinator of the company program and has overall responsibility. The _____ has responsibility to ensure all employees are trained in this program and that the written program, Material Safety Data Sheets (MSDS) and list of hazardous chemicals are maintained at _____.

In general, each employee of the company will be appraised of the substance of the Hazard Communications Standard, the hazardous properties of the chemicals with which they work, and measures to take to protect themselves from these chemicals.

II. LIST OF HAZARDOUS CHEMICALS

The _____ will maintain a list of the hazardous chemicals used at this facility, and update the list as necessary. The hazardous chemical list will be updated upon receipt of hazardous chemicals at this facility. The list of hazardous chemicals is attached at the end of this written program.

III. MATERIAL SAFETY DATA SHEETS (MSDS)

The _____ will maintain a file of MSDS's covering every substance on the list of hazardous chemicals. The MSDS will include all of the information required by the OSHA HCS. MSDS's will be readily available to all employees. The _____ is responsible for acquiring and updating MSDS's for checking the completeness of the MSDS's and for arranging to provide the appropriate and necessary copies to the work areas within this facility. MSDS's that meet the requirements of the HCS must be fully completed and received at the time of receipt of the first shipment of any potentially hazardous chemical.

The MSDS's will be located _____.

IV. LABELS AND OTHER FORMS OF WARNING

The _____ is designated to insure that all hazardous chemicals at this facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party.

The _____ will refer to the corresponding MSDS to verify label information. Small containers into which materials are drained for use on that shift by the employee drawing the material do not require labeling. To meet the labeling requirements for other in-house containers, refer to the label supplied by the manufacturer. Labels shall be checked on a regular basis and any that are illegible or missing shall be replaced.

V. TRAINING AND INFORMATION

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work area.

Hazardous chemical training is conducted by _____.

The method used to train the employees will be _____.

(Videos, lecture, booklets, etc.)

The training and information provided shall include the following:

1. Summary of the standard and the purpose and location of the written program.
2. Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals.
3. Physical and health hazards associated with potential exposure to workplace chemicals.
4. Procedures to protect against hazards, e.g. personal protective equipment, work practices, and emergency procedures.
5. Hazardous chemical emergency procedures.
6. Where MSDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.
7. How to read labels and review MSDS's to obtain appropriate hazard information.

A record of each training session, the material covered, the names of employees attending, and the trainer(s) will be maintained at _____.

