

 CORPORATE SAFETY MANUAL	ENVIRONMENTAL, HEALTH AND SAFETY STANDARDS	
TITLE: HAZARD COMMUNICATION (NOTE: THIS POLICY IS WRITTEN FOR HAZARDOUS WASTE SITES W/SITE PLANS)	Document Number: *	
	Issue Date: *	Revision Date:

1 Purpose

The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, was enacted to ensure that the physical and health hazards of chemicals used or produced at workplaces are evaluated. Any relevant hazard information must then be communicated to employees, contractors, distributors and customers.

The purpose of this document is to inform (Insert Company Name) employees of how (Insert Company Name) is complying with the OSHA Hazard Communication Standard, by compiling hazardous chemical lists, using Material Safety Data Sheets (MSDS), ensuring that containers are labeled and providing employees with training.

2 Responsibilities

It is the responsibility of the (insert title) of (Insert Company Name), or his designee:

- to continually review and update the program as necessary
- maintain chemical inventory list
- maintain MSDS books
- ensure that training is conducted

3 Policy Content

3.0 Covered Personnel

(Insert Company Name) *Employees*

Employees who may come in contact with hazardous chemicals while working for (Insert Company Name) is covered by this policy.

Outside Contractors

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Coverage of this standard is extended to contractors who may be exposed to hazardous chemicals while working at (Insert Company Name) jobsites. See the "Outside Contractors" section of this program for specific provisions.

3.1 List of Hazardous Chemicals

The (insert title) or his designee will maintain a list of all hazardous chemicals routinely used by (Insert Company Name) employees and will update the list within 30 days of the introduction of any new chemicals. Specific hazardous chemicals may be encountered at the jobsite. **These chemicals will be listed in the Site Specific Health and Safety Plans.**

3.2 Material Safety Data Sheets

The (insert title) or his designee will maintain a Master set of MSDS at the (Insert Company Name) headquarters for every substance on the list of hazardous chemicals. An additional set of MSDS's will be maintained at the jobsite. MSDS's for the hazardous substances likely to be encountered on the jobsite will be obtained and included in the Site Specific Health and Safety Plan. The MSDS's are readily available to all employees during their work shifts.

The (insert title) are responsible for acquiring MSDS's for any new chemicals that will be routinely used at their jobsite. A copy should be forwarded to the (insert title) or his designee for updating the Master MSDS books. If additional information is necessary or if an MSDS has not been supplied with an initial shipment, the (insert title) or his designee is responsible for contacting the manufacturer or vendor to obtain one.

MSDS's that are revised or obsolete will be removed from the binders and placed in an obsolete file. The MSDS's or the list of chemicals will be maintained for a period of 30 years.

The Vice President or his designee will review incoming MSDS's for new or significant health and safety information. Any new information will be forwarded to the jobsite supervisor to review with affected employees.

3.3 Labels and Other Forms of Warning

Containers Entering the Facility

The receiving department will ensure that all hazardous chemicals coming into the facility are properly labeled with the product identity, name and address of manufacture and applicable hazard warnings. If the label is deficient, a new label will be applied.

Labels must be in English and list the name and address of the manufacturer, importer or other responsible party and contain applicable hazard warnings. The corresponding MSDS should be referred to in assessing the information contained on the label.

Containers used at the jobsite

Containers located at the jobsite will retain the manufacturer's product labels.

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In cases where hazardous materials must be placed into another container, a label containing the following information will be affixed:

- Material name, as it appears on the MSDS
- Appropriate hazard warnings, which are consistent with information supplied on the MSDS.
- Name and Address of Manufacturer or Supplier

Portable Containers

Portable containers into which hazardous materials are transferred from labeled containers are not required to be labeled if the material is intended only for the immediate use of the employee who performs the transfer. The container must be labeled if the material is not completely used within the workshift of the employee who performs the transfer.

3.4 Information and Training

Initial Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication program. The training will focus on the safe use of hazardous chemicals. Initial training will be provided for the routine chemicals that are used by **(Insert Company Name)**. Additional training will be provided on the chemicals that employees may encounter at a specific jobsite. This training will be conducted during pre-site orientation or during safety meetings that are held at the jobsite.

The orientation will be conducted prior to an employee working with the hazardous chemicals. All employees transferred to new positions will receive information and training on the new chemical hazards. Whenever a new hazard is introduced, additional training will be provided. Regular toolbox safety meetings will also be used to review the information presented in the initial training.

Annual Training

Annual Hazard Communication Training will be conducted for all employees who are potentially exposed to hazardous chemicals. This training will be conducted as part of the training requirements of the HAZWOPER standard. The information and training provided will include:

- The requirements of the Hazard Communication Standard;
- Any operations where hazardous chemicals are present;
- The location and availability of this program, including the lists of chemicals and the MSDS's;
- Ways to detect the presence or release of a hazardous chemical in the work area;
- Physical and health hazards of the chemical in the work areas;
- Measures employees can take to protect themselves from these hazards;

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- An explanation of the labeling system and material safety data sheets.

3.5 Non-Routine Tasks

Periodically, employees may be required to perform non-routine tasks, which are hazardous. Prior to starting work on such projects, each affected employee will be given information by the (insert title) or the Site Safety and Health Officer 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 can use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

Specific jobsite tasks will be documented in the Site Specific Health and Safety Plans.

3.6 Outside Contractors

The (insert title) will coordinate all activities for any outside contractors that are needed to provide services on (Insert Company Name) premises or jobsite. The (insert title) will advise outside contractors of the following:

- Chemical hazards that may be encountered in the normal course of their work on the premises;
- location of MSDS's;
- the labeling system in use;
- protective measures to be taken; and
- the safe handling procedures to be used.

Each contractor bringing chemicals on site must provide (Insert Company Name) with the appropriate hazard information on these substances, including MSDS's, the labels used and the precautionary measures to be taken in working with these chemicals.

3.7 Record Keeping

The (insert title) or his designee will maintain records of the training required by the Standard. These records (as applicable) include attendance rosters, copies of handouts, a list of audiovisual aids used and a list of any equipment that may have been used during a hands-on session.

3.8 Additional Information

All employees, or their designated representative, can obtain further information on this written program, the Hazard Communication Standard, MSDS's and hazardous chemical lists by contacting the (insert title).

4 References

OSHA Hazard Communication Standard (29 CFR 1910.1200)

5 Appendices

List of Hazardous Chemicals

Appendix A

List of Hazardous Chemicals