<u>*Company Name*</u>
Address

<u>SAMPLE</u> **HAZARD COMMUNICATION PROGRAM**

I. <u>Introduction</u>

It is the intention of <u>*Company Name*</u> to comply fully in a prudent manner with all occupational safety and health standards/regulations. Consequently, this program to comply with the Department of Labor, Occupational Safety and Health Administration's Hazard Communication Standard 29 CFR 1910.1200 (see Appendix A) will be implemented and enforced.

The program applies to any hazardous chemicals, which are known to be present on the premises, to which employees may be exposed under normal conditions of use or in a foreseeable emergency. This written Hazard Communication Program will be available to all employees in the <u>*location*</u> for review at all times.

II. <u>Hazardous Chemicals List</u>

<u>*Company Name*</u> has established and will maintain a list of all the hazardous chemicals used on the premises. <u>*Name and Title*</u> will be responsible for the maintenance of this list. This master list can be found in Appendix B:

III. <u>Labeling of Hazardous Chemicals</u>

<u>*Name and Title*</u> will verify that all hazardous chemical containers that are received for use are labeled with the: a) Product Identifier; b) Signal Word; c) Hazard Statement(s); d) Pictograms(s); e) Precautionary Statement(s) and f) Name, address and telephone number of the chemical manufacturer, importer or other responsible party. In addition, <u>*Name and Title*</u> will verify that all solid materials, not exempted due to their downstream use, are initially delivered with the required label.

<u>*Name and Title*</u> will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with our company's own labels. These labels will have the product identifier and words, pictures, symbols, or a combination thereof, which provide at least general information regarding the hazards of the chemicals.

IV. <u>Safety Data Sheets (SDS)</u>

Copies of the SDSs for all hazardous chemicals to which employees of this company may be exposed will be in *location(s)*. These SDSs will be available to all employees for review during each work shift.

When ordering a new hazardous chemical, it is the responsibility of *Name and Title* to assure that the SDS file is kept up to date.

Employees who would like a copy of a SDS for specific chemical(s) should contact *Name and Title*.

V. <u>Information & Training</u>

It is the policy of *Company Name* to provide a hazard communication information and training program to all employees at the time of a new employee's initial assignment, and whenever a new hazard is introduced into the workplace. This information and training program will include:

- An overview of the requirements contained in the Hazard Communication Standard, 1910.1200
- Chemicals present in workplace operations
- Location and availability of our written hazard communication program, including our list of hazardous chemicals and safety data sheets
- Physical, health, simple asphyxiation, combustible dust, pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment
- Steps the company has taken to lessen or prevent exposure to these chemicals
- Safety emergency procedures to follow if they are exposed to these chemicals
- How to read labels on shipped containers and an explanation of the workplaces' labeling system.
- How to read and obtain information from a SDS and how to understand the order of information presented on a SDS

It will be the responsibility of *Name and Title* to implement the training program and maintain the training records. See Appendix C.

VI. Contractor Work

When it is necessary for an outside contractor to perform work at *Company Name*, it shall be the responsibility of *Name and Title* to inform the contractor of the identity of any hazardous chemicals to which the contractor may be exposed. The procedure for informing the contractor will include the following:

   A. Making the hazardous chemicals inventory of any designated work area where contract work is being performed available to the contractor and advise the contractor of the labeling system.
   B. Making the SDS's of the identified hazardous chemicals in a designated work area available to the contractor.
   C. Making the contractor aware of the appropriate protective measures taken by *Company Name* employees in a designated work area.

It is also the responsibility of *Name and Title* to determine if the contractor will be using any hazardous chemicals and, if so, to take appropriate actions to assure the protection of the *Company Name* employees.

VII. Hazards of Non Routine Tasks

Prior to starting work on hazardous non routine tasks, every affected employee will be given information by *Name and Title* about the hazardous chemical(s) to which they may be exposed. Such information will include, but not be limited to the specific hazards associated with the chemical(s), protective measures (i.e. personal protective equipment, work practices, engineering controls etc.) and emergency procedures.

The hazardous non-routine tasks at *Company Name* are:

Task   Hazardous Chemical(s)

_____   _____

_____   _____

_____   _____

Note: Include, as applicable, the hazards associated with work activities performed in areas where chemicals are transferred through unlabeled pipes. If there are no non-routine tasks, include a statement to that effect

Appendix A

OSHA Hazard Communication Standard- 29 CFR 1910.1200 (attached)

Appendix B

Company Name
Hazardous Chemical Inventory

Product Identifier	MSDS filed
(eg: ABC Adhesive *453*)	(√)
List alphabetically or by department, location, product type or other category	

Appendix C

Company Name
Hazard Communication Agenda and Training Records (attached)