

SAMPLE PROGRAM – EDIT ***the Bold and Underlined Text*** OF THIS PROGRAM TO MAKE IT SPECIFIC TO YOUR LOCATION.

## HAZARD COMMUNICATION PROGRAM

For

**Company/Municipality Name**  
**Address**

### I. Introduction

It is the intention of **Company/Municipality Name** to comply fully with all occupational safety and health standards/regulations. This program complies with the Department of Labor, Occupational Safety and Health Administration's Hazard Communication Standard 29 CFR 1910.1200 and will be implemented and enforced.

The program applies to any hazardous chemicals that is known to be present in the workplace and that employees may be exposed under normal conditions of use or in a foreseeable emergency. The Hazard Communication Program is always available for employee review and is located at **Location**.

### II. Hazardous Chemicals List

**Company/Municipality Name** has established and will maintain a list of all the hazardous chemicals used on the premises. **Name and Title** will be responsible for the maintenance of this list.

### III. Labeling of Hazardous Chemicals

**Name and Title** 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, all solid materials, not exempted due to their downstream use will be reviewed upon delivered to ensure that they are properly labelled.

**Name and Title** 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. Safety Data Sheets (SDS)

The SDS for all hazardous chemicals to which employees may be exposed will be in **location(s)**. The SDS 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 a specific chemical(s) should contact **Name and Title**.

#### V. Information & Training

It is the policy of **Company/Municipality 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 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.

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

#### VI. Contractor Work

When it is necessary for an outside contractor to perform work at **Company/Municipality 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/Municipality 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/Municipality 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) and emergency procedures.

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

Task

Hazardous Chemical(s)

<u>Task</u>	<u>Hazardous Chemical(s)</u>

Note: Include, as applicable, the hazards associated with work activities performed in areas where chemicals are transferred through unlabeled pipes.

If no hazardous non-routine tasks are performed, check here.

