Model Hazard Communication Program

This model Hazard Communication Program is based on the requirements of the Occupational Safety & Health Administration's (OSHA) Hazard Communications Standard (HCS), 29 CFR 1910.1200. The intent of this model is to provide an easy-to-use format to tailor to the specific requirements of your organization.

1. Policy

To ensure that information about the dangers of all hazardous chemicals used by (Name of Organization) is known by all staff, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all operations of our organization where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All departments will participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available in the (location) for review by any interested employee.

(Name of responsible person and/or position) is the program coordinator, with overall responsibility for the program and will ensure that all program elements are carried out; including reviewing and updating this plan as necessary.

2. Container Labeling

(Name of responsible person and/or position) will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address. Labeling will comply with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

(Name of responsible person and/or position) will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see (name of responsible person and/or position).

The (name of responsible person and/or position) will review the company labeling procedures every (provide a time period) and will update labels as required.

3. Safety Data Sheets (SDSs)

(Name of responsible person and/or position) is responsible for establishing and monitoring the company SDS program. He/she will ensure that procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. He/she will see that any new information is communicated to affected employees.

Copies of SDSs for all hazardous chemicals to which staff are exposed or potentially exposed will be kept in two (2) three-ring binders; one located at the front desk and the second maintained in the office of (name of responsible person and/or position). In addition to these binders, individual SDSs will be posted in areas where chemicals are used and/or stored. Warning signage will be posted at the entry for any area where hazardous chemicals are regularly stored. Hazardous chemicals will only be stored in appropriately labeled containers.

SDSs will be readily available to all staff at all times. If an SDS is not available, contact (name of responsible person and/or position).

SDSs will be updated at least annually. (Name of responsible person and/or position) is responsible to update the binders and postings when a new SDS is received.

4. Employee Training and Information

All staff will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will participate in training (in-person or online) that includes the following information:

1. An overview of the OSHA hazard communication standard
2. The hazardous chemicals present at his/her work area
3. The physical and health risks of the hazardous chemicals
4. Symptoms of overexposure
5. How to determine the presence or release of hazardous chemicals in the work area
6. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
7. Steps that have been taken to reduce or prevent exposure to hazardous chemicals
8. Procedures to follow if employees are overexposed to hazardous chemicals
9. How to read labels and SDSs to obtain hazard information
10. Location of the SDS binders and written Hazard Communication program

All staff will be notified and trained prior to the introduction of a new chemical hazard into any of the facility. This training may be conducted in-person or online after notification to each staff member. The new chemical will not be purchased, delivered, stored or put into use before all staff are notified and trained.

5. Hazardous Non-routine Tasks

Staff may be periodically required to perform non-routine tasks that are hazardous. Prior to starting work on such projects, each affected staff member will be given information by (name of responsible person and/or position) about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the staff member should use, and steps the organization has taken to reduce the hazards, including ventilation, respirators, the presence of other staff (buddy systems), and emergency procedures.

Examples of non-routine tasks performed by staff of this organization include:

Task	*Hazardous Chemical*

6. Informing Other Employers/Contractors

It is the responsibility of (name of responsible person and/or position) to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to at the organization's site(s) and suggested precautions for the employees. It is the responsibility of (name of responsible person and/or position) to obtain information about hazardous chemicals used by other employers to which staff of the organization may be exposed.

Other employers and contractors will be provided with SDSs for hazardous chemicals used by the organization by written notification of the location of the organization's Hazard Communication Plan and master SDS binders. In addition to providing a copy of this information to other employers, other employers will be informed of necessary precautionary measures to protect their employees while at the organization's site(s).

7. List of Hazardous Chemicals

A list of all known hazardous chemicals used by our staff is maintained in the two (2) master SDS binders. This list includes the name of the chemical, the manufacturer, and the area in which the chemical is used and quantity used. This list is updated (including date the chemicals were introduced) within 30 days. This list is compiled and maintained by (name of responsible person and/or position and telephone number).

8. Chemicals in Unlabeled Pipes

Staff may sometimes work in locations where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact (name of responsible person and/or position) for information regarding: the chemical in the pipes, potential hazards and any required safety precautions.

9. Program Availability

A copy of this program will be made available, upon request, to staff and their representatives.

Sample Safety Data Sheet (SDS)

Sample Label

SAMPLE LABEL

CODE _____
Product Name _____

Product Identifier

Company Name _____
Street Address _____
City _____ State _____
Postal Code _____ Country _____
Emergency Phone Number _____

Supplier Identification

Hazard Pictograms

Signal Word

Danger

Keep container tightly closed. Store in a cool, well-ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measures against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO_2) fire extinguisher to extinguish.

First Aid
If exposed call Poison Center.
If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.

Precautionary Statements

Highly flammable liquid and vapor.
May cause liver and kidney damage.

Hazard Statements

Supplemental Information

Directions for Use

_____
_____
_____

Fill weight: _____ Lot Number: _____
Gross weight: _____ Fill Date: _____
Expiration Date: _____

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Label Pictograms

OSHA's Hazard Communication Standard (HCS) requires pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	**Flame**  • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	**Exclamation Mark**  • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  • Gases Under Pressure	**Corrosion**  • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals	**Exploding Bomb**  • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  • Oxidizers	**Environment** **(Non-Mandatory)**  • Aquatic Toxicity	**Skull and Crossbones**  • Acute Toxicity (fatal or toxic)

List of Hazardous Chemicals and their locations