[Insert Company Name]

**Written Hazard Communication Program**

**PURPOSE**

The purpose of this Written Hazard Communication program is to ensure that:

1. Hazardous substances present in the work place are properly identified and labeled.
2. Employees have access to information on the hazards of these substances.
3. Employees are provided with information and training on how to prevent injuries or illnesses due to exposure to these substances.
4. A responsible person is assigned and identified responsibility for overseeing and maintaining the program.

**Note:** This program will be available to all employees for review and a copy will be located in the [Place where program is kept in Safety Data Sheet Binder].

This standard applies to all work operations within [Insert Company Name] where an employee is exposed to hazardous substances under normal work conditions or during any foreseeable emergency situation.

The program is updated as new information or interpretations of regulations and supplier information becomes available. This Hazard Communication Program remains uniform throughout all departments in order to maintain the effectiveness of the information provided and to keep the employee instruction consistent within this program.

In order to comply with the Hazard Communication Standard, [Insert Company Name] has taken the following steps:

1. Compiled an inventory list of all hazardous chemicals.
2. Maintained and updated Safety Data Sheets (SDS) for each of the hazardous chemicals.
3. Ensured all incoming and in-plant containers are properly labeled.
4. Provided employee instruction and training according to the guidelines of the standard. All employees of [Insert Company Name] are provided safety orientation training which includes initial information on Hazard Communication. Employees whose job duties involve working with any hazardous chemicals receive more detailed instruction at the time of their initial assignment and whenever a new chemical hazard is introduced into their work area.

## The program is updated as new information or interpretations of regulations and supplier information becomes available. This Hazard Communication Program remains uniform throughout all departments in order to maintain the effectiveness of the information provided and to keep the employee instruction consistent within this program.

## In order to comply with the Hazard Communication Standard, [Insert Company Name] compiled an inventory list of all hazardous chemicals.

## Maintained and updated Safety Data Sheets (SDS) for each of the hazardous chemicals.

## Ensured all incoming and in-plant containers are properly labeled.

## Provided employee instruction and training according to the guidelines of the Hazard Communication Standard.

## Employees of [Insert Company Name] are provided safety orientation training which includes initial information on Hazard Communication. Employees whose job duties involve working with any hazardous chemicals receive more detailed instruction at the time of their initial assignment and whenever a new chemical hazard is introduced into their work area.

**RESPONSIBILITY FOR COMPLIANCE**

[Insert the Individual’s Name & Title Here] will be responsible for seeing that all aspects of our program are carried out according to the regulatory requirements.

The administrative responsibilities of this individual/position include:

1. Identification of the employees to be included in the Hazard Communication Program.

2. Development and maintenance of a hazardous substance master inventory.

3. Coordination and supervision of employee training.

4. Coordination and supervision of the facility's container labeling program.

5. Coordination and supervision of required recordkeeping.

6. Monitoring and maintaining of the overall program.

Employees are responsible for following all safe work practices and using proper precautions required by the guidelines in this program.

**HAZARD DETERMINATION**

[Insert Company Name] relies on the manufacturers’ evaluations of the various hazards of the chemicals they supply to us and will therefore accept the information as provided on the Safety Data Sheets (SDS).

Each SDS will be reviewed when received to see that it contains the required information and has no blank spaces. If any information is missing from the SDS, or if questions arise, the supplier will be contacted. [Insert the Individual’s Name & Title Here] will ensure that information concerning the hazards is transmitted and and will retain the original in a master SDS book.

**HAZARDOUS CHEMICAL INVENTORY**

[Insert the Individual’s Name & Title Here] is responsible for compiling, maintaining, and updating, as necessary, a master list of hazardous chemicals used or produced in the facility and placing a copy of the inventory list within the applicable SDS binder.

The inventory list will include the product name, common identity, or trade name of the product that is referenced on the appropriate safety data sheet.

**SAFETY DATA SHEETS**

Safety Data Sheets (SDS) will be available to the employees on all hazardous substances to which there is potential or actual exposure. [Insert the Individual’s Name & Title Here] is responsible for ensuring that an SDS is available on all incoming products. If the SDS is not available, or is incomplete, a request will be made to the supplier for the missing SDS or information.

A single collection of SDSs is maintained for all departments, stored within SDS binders. [Insert the Individual’s Name & Title Here] is responsible for maintaining and updating the master SDS file. This binder will be kept in the [Insert Place Where Safety Data Sheet Binder Is Kept].

Employees will have access to these SDSs during all work shifts. Copies will be made available upon request to [Insert the Individual’s Name & Title Here].

All SDSs will be kept for a period of at least 30 years after the use of the substance has been discontinued.

**LABELS**

All containers in the workplace are to be labeled in order to provide information about the product and an immediate visual warning about the hazards of the chemical in the container. [Insert the Individual’s Name & Title Here] and department supervisors are responsible for ensuring that all containers in the plant are labeled.

Each label on an original manufacturer container must contain the following information:

1. Identity of the substance
2. Signal word
3. Hazard statement
4. Pictogram(s)
5. Precautionary statement
6. Name and address of the manufacturer

**Incidental Spill Response Procedures**

Keep appropriate spill-containment material on hand for emergencies. Contact [Insert the Individual’s Name & Title Here] to determine which materials are suitable in a particular department.

Determine if the spill is a simple incidental spill or a major spill. All major spills require the need for outside help.

The following steps shall be followed for incidental spills:

1. Alert employees in the immediate area that a spill has occurred
2. Evaluate the toxicity, flammability, and other hazardous properties of the chemical as well as the size and location of the spill to determine whether evacuation or additional assistance is necessary. Large spills and toxic spills are beyond the scope of this procedure.
3. Cordon off the spill area to prevent further exposure or contamination of employees.
4. Notify management that a spill or release occurred.
5. Identify the hazardous substance, if possible, and consult the applicable SDS for other precautions.
6. Obtain applicable cleaning supplies/equipment and the appropriate PPE, if needed.
7. Wear the appropriate Personal Protection Equipment (PPE) such as gloves, goggles, apron, shoe covers, or respirator. The PPE selection will be based on the hazardous material present.
8. Absorb liquid spills using paper towels, spill pigs absorbent pads, or sand. Place the spill pigs over the spill to draw in the free liquid. Sprinkle vermiculite or sand over the surface of the free liquid.
9. Place the used absorbent materials and waste in plastic bags for proper disposal along with contaminated disposable gear, such as gloves.

**EMPLOYEE TRAINING**

All employees at [Insert Company Name] are given initial orientation training on each general element of the Hazard Communication Program. Employees whose job duties require working with and handling hazardous chemicals are provided with additional training on the specific hazards. Applicable employee training will occur at the time of their initial employment, prior to being exposed to hazards, and whenever a new physical or health hazard is introduced.

Training topics shall include:

1. Scope of the Hazard Communication Standard
2. The details of our hazard communication program and the location and availability of the written program
3. Hazardous properties of all chemicals present and worked with
4. Safe handling procedures and measures to take in order to protect themselves
5. How to read and identify manufacturer and in-plant labels for hazardous substance containers
6. How to locate and read Safety Data Sheets (SDS)
7. The physical, health, simple asphyxiation, and combustible dust hazards, as well as hazards not otherwise classified, of chemicals present in the work area
8. Means to detect releases of hazardous substances and emergency response procedures for hazardous chemical spills.
9. Work practices that may result in exposure
10. How to prevent or reduce exposure to hazardous substances
11. Appropriate personal protective equipment, where it is located, and how to use it

**OUTSIDE CONTRACTORS**

### *Outside Contractors*

Contractors who work at [Insert Company Name] should be informed of any chemical hazards associated with [Insert Company Name] operations in the area where they will be working. Prior to the start of any job involving contractors, [Insert the Individual’s Name & Title Here] should brief the contractor on the hazards related to the areas in which he or she will be working and provide the following information:

1. Precautionary measures that need to be taken to protect workers during normal operating conditions and in possible emergencies
2. The labeling system used in this facility
3. Onsite access to SDSs for each hazardous chemical the contractors may be exposed to while working

The contractor and his or her employees may examine applicable SDSs during regular working hours. It should be noted that [Insert Company Name] is not required to give a copy of an SDS to a contractor unless the contractor specifically requests one.

The contractor must supply an SDS for any products containing hazardous chemicals that is introduced to the facility.

**ENFORCEMENT POLICIES**

Whenever it is discovered or reported that an employee is not following safety and health rules, [Insert Company Name] will take all applicable disciplinary action as required under our current disciplinary policy.