

**FACILITY'S BUSINESS NAME  
OWNER(S) NAME  
ADDRESS**

**CHEMICAL HAZARD COMMUNICATION**

**I. COMPANY/FACILITY POLICY**

To ensure that information about the dangers of all hazardous chemicals used by **(name of facility)** are known by all affected employees, the following hazardous information program has been established:

All work units of the company/facility will participate in the hazard communication program. This written program will be available in the **(location)** for review by any interested employee.

**II. CONTAINER LABELING**

The **(person/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 name and address of the manufacturer.

The **(person/position)** in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels that have the identity and the appropriate hazard warning. For help with labeling, see **(person/position)**.

NOTE: If written alternatives to in-plant container labeling are used add a description of the system used.

The **(person/position)** will review the company labeling procedures every **(time period)** and update as required.

**III. MATERIAL SAFETY DATA SHEET (MSDS)**

The **(person/position)** is responsible for establishing and monitoring the company MSDS program. He/she will make sure procedures are developed to obtain the necessary MSDS's and will review incoming MSDS's for new or significant health and safety information. He/she will see that any new information is passed on to affected employees.

Copies of MSDS's for all hazardous chemicals in use will be kept in **(location)**.

MSDS's will be available to all employees during each work shift. If an MSDS is not available, immediately contact **(person/position)**.

**NOTE: If an alternative to material safety data sheets is used, provide description of the format.**

#### **IV. EMPLOYEE TRAINING AND INFORMATION**

The **(person/position)** is responsible for the company employee training program. He/she will ensure that all program elements specified below are carried out:

Prior to starting work, each new employee of **(name of facility)** will attend a health and safety orientation that includes the following information:

- a. An overview of the requirements contained in the Hazard Communication Standard.
- b. Hazardous chemicals present at his/her workplaces.
- c. Physical and health risks of hazardous chemicals.
- d. The symptoms of overexposure.
- e. How to determine the presence or release of hazardous chemicals in his/her work area.
- f. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.
- g. Steps the company/facility has taken to reduce or prevent exposure to hazardous chemicals.
- h. Procedures to follow if employees are overexposed to hazardous chemicals.
- i. How to read labels and review MSDS's to obtain hazard information.
- j. Location of the MSDS file and written hazard communication program.

Prior to introducing a new chemical hazard into any section of this company/facility, each employee in that section will be given information and training as outlined above for the new chemical hazard.

## V. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Some examples of non-routine tasks are: **(tasks)** (e.g., confined space entry, tank cleaning and painting reactor vessels). Prior to starting work on such projects, each affected employee will be given information by **(person/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 employee can use, and steps the company/facility is using to reduce the hazards, including ventilation, respirators, presence of another employee and emergency procedures.

## VI. INFORMING CONTRACTORS

It is the responsibility of **(person/position/department/etc)** to provide contractors with information about hazardous chemicals their employees may be exposed to on a jobsite and suggested precautions for the contractor's employees.

The following option is recommended for your program: Contractors will be contacted before work is started to gather and distribute information concerning any chemical hazard that they may bring to our workplace.

## VII. LIST OF HAZARDOUS CHEMICALS

The following is a list of all known chemicals used by our employees. Further information on each chemical may be obtained by reviewing MSDS's located at **(location)**:

### MSDS Identity

(Here's where you put the chemical list developed during the inventory. Arrange this list so that you are able to cross-reference it with you MSDS file and the labels on your containers.)

**NOTE: Laboratories and agricultural employers do not have to prepare a written program. However, the department recommends that these employers do prepare a written program to provide a basis for follow-up, evaluation and improvement of their hazard communication program.**