## Cal/OSHA Hazard Communication

1. **Purpose**

The purpose of this program is to ensure that workers have access to information on the hazards associated with the exposure of hazardous chemicals present in the workplace. This program must be made available to all employees or their representative.

1. **Scope**

This program applies to all work locations in the company where employees could be exposed to hazardous chemicals under normal working conditions or during an emergency situation. This program has been developed to comply with the Hazard Communication Standard 29 CFR 1910.1200. This program must be maintained on a continuing basis.

1. **Responsibility**

All Employees shall:

* Follow all safe work practices and precautions pertaining to chemical handling and usage as required by the guidelines of the program.
* Participate in all required training.

The Safety Coordinator shall:

* Implement and administer the hazard communication program.
* Periodically review the effectiveness of the written hazard communication program and update it as necessary.
* Monitor the work place to determine employee exposure and safe use of hazardous chemicals.
* Maintain a list of all hazardous chemicals in the workplace and a master file of SDSs.
* Ensure that all containers are clearly and properly labeled.
* Ensure that training of the Hazard Communication program is provided to workers upon hire, annually, and as needed.
* Identify hazardous chemicals used in non-routine tasks and assess their risks.
* Ensure that contractors who are performing work on company property are informed about hazardous chemicals they may be exposed to.

1. **General Information**

A list of hazardous chemicals, SDSs, and a written hazard communication program will be developed, implemented & maintained at each work location. Copies of the written hazard communication program are available in the main office for review upon request.

1. **Labeling**

All hazardous chemical containers shall be labeled by the manufacturer or importer according to the Hazard Communication Standard and Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

The Receiving Department will verify that labels on all incoming hazardous chemical containers include:

* Product Identifier: How the hazardous chemical is identified such as batch number.
* Pictogram(s): Graphic symbols used to communicate specific information about the hazards of a chemical.
* Hazard Statement(s): Describes the nature of the hazard(s) of a chemical.
* Signal Word: indicates the relative level of severity of the hazard.
* Precautionary Statement(s): Recommended measures to minimize or prevent adverse effects.
* The name, address, and telephone number of the chemical manufacturer, importer or other responsible party.

The Safety Coordinator will ensure that all secondary containers are labeled with the original supplier’s label or with an alternative workplace label to include:

* Product Identifier
* Pictogram(s)
* Hazard Statement(s)
* Signal Word
* Precautionary Statement(s)

Example: Label

**HS85**

Batch number: 85L6543



**Warning**

Harmful if swallowed

Wash hands and face thoroughly after handling. Do not eat, drink or smoke when using this product. Dispose of contents/container in accordance with local, state and federal regulations.

**First aid:**

If swallowed: Call a doctor if you feel unwell. Rinse mouth.

GHS Example Company, 123 Global Circle, Anyville, NY 130XX Telephone (888) 888-8888

**HCS Pictograms and Hazards**

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

As of June 1, 2015, the Hazard Communication Standard (HCS) will require 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.

Secondary containers that are intended for the immediate use of the employee who performs the transfer do not require a label.

Employer or employees shall not remove or deface labels on incoming containers of hazardous chemicals.

Workplace labels or other forms of warning shall be legible, in English and prominently displayed on the container or readily available in the work area throughout each work shift. If employees speak languages other than English, the information in the other language(s) should be included.

Where an area may have a hazardous chemical in the atmosphere (e.g., where extensive welding occurs), the entire area should be labeled with a warning placard.

Pipes that contain hazardous chemicals should be labeled in accordance with ANSI/ASME.

Supervisors must continually inspect label, throughout every work shift, to ensure the labels are legible and readily available.

1. **Safety Data Sheets (SDS)**

Chemical manufacturers are responsible for developing SDSs. An SDS will be obtained for each chemical used and/ or purchased.

The Purchasing Agent will obtain SDSs and secondary labels from the manufacturer for hazardous chemicals used or stored in the workplace. Hazardous chemicals will be held in the receiving area until receipt of the SDS for the product.

Copies of SDSs for all hazardous substances to which employees may be exposed will be kept in the SDS books located at posted Hazard Communication Stations.

Copies of all SDSs will be available to all employees at all times at those locations. If an SDS is not available, contact shipping/receiving immediately and an SDS will be obtained and distributed as necessary.

SDSs for new products or updated SDSs for existing products will be obtained by the Purchasing Agent and forwarded to the Safety Coordinator. When a new or revised SDS is received, the Safety Coordinator will remove the old SDS from the master file and all Hazard Communication Stations and replace it with the new one.

1. **Chemical Inventory List**

A list of hazardous chemicals in the workplace shall be compiled, maintained, updated, and attached to the Hazard Communication program.

The chemical inventory list must include the name of each chemical and the work area(s) in which each chemical is used. The name of each chemical must match the product identifier that is referenced on the appropriate SDS.

Further information on each listed chemical can be obtained from the appropriate SDSs.

The Safety Coordinator will review and update chemical inventory list annually and whenever a new chemical is introduced to the workplace.

1. **Non Routine Tasks**

Prior to the start of a hazardous non-routine task, the direct Supervisor of the work to be performed will gather all information concerning any hazardous chemicals involved with the task.

The Supervisor will then inform the affected worker(s) of the hazardous chemicals they may encounter to include:

* Specific chemical hazards.
* Protective measures the worker should use.
* Emergency and spill procedures.
* Methods to detect the release or presence of chemicals.
* Steps the company is taking to reduce the hazards, such as ventilation, respirators, and the presence of another worker.
* The identity, hazards, and precautionary measures associated with the chemicals that are transferred through unlabeled pipes in areas where work activities are to be performed.

1. **Coordination with Other Employers and Contractors**

Prior to beginning work at a multi-employer worksite, the Safety Coordinator will inform other employers and contractors with information about hazardous chemicals that their workers may be exposed to by this company’s operations.

The Safety Coordinator will provide other employers and contractors with:

* A copy of SDSs and information on precautionary measures to protect workers exposed to hazardous chemicals generated by this company’s operations.
* Information on the hazard labels used by the company.

Where employees must travel between work places during a work shift (multi job sites), the written program may be kept at a primary job site. If there is no primary, then the program should be sent with employees.

The Safety Coordinator will obtain information about hazardous chemicals used by other employers and contractors to which our workers may be exposed.

1. **Employee Training Information**

Prior to starting work or introducing new chemical hazards into the work area, each employee will receive information and training on the following:

* Requirements of the Hazard Communication Standard 29 CFR 1910.1200.
* Operations in the work area where hazardous chemicals are present and their physical and health effects.
* Measures employees can take to protect themselves from hazards, such as appropriate controls, work practices, emergency and spill cleanup procedures, and personal protective equipment to be used.
* Location and availability of the written hazard communication program, listing of hazardous chemicals present, and SDSs.
* Methods and observation techniques used to determine the presence of release of hazardous chemicals in the work area.
* How to read labels received on shipped containers.
* Workplace labeling system.
* How to read and interpret SDSs to obtain and use appropriate hazard information.
* All training will be documented to include the trainers name, date, trainees present and the topics covered during the training. All training documentation will be maintained for at least two years.
* All employees will be trained in the hazardous substances in their work area before they begin any work and when any new hazardous substances are introduced into the affected employees work area.