## 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.

1. **Scope**

This program applies to all work locations 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.

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 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. **Container 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
* Pictogram(s)
* Hazard Statement(s)
* Signal Word
* Precautionary Statement(s)
* 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)

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.

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 that are being taken 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 these 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 these operations.
* Information on the hazard labels that are used.

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.