

CHAPTER 12

HAZARDOUS COMMUNICATION PROGRAM

The Hazardous Communication Program is designed to provide employees and outside contractors with information concerning chemical hazards. Employees shall be informed of the Hazardous Communication Standard (29 CFR 1910.1200), the hazardous properties of the chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. The program consists of:

- Hazardous Chemical Lists.
- Safety Data Sheets (SDS).
- Container labeling and other forms of warning.
- Employee safety and health-related training.

All department operations where employees may be exposed to hazardous substances under normal working conditions or during a foreseeable emergency are covered under the program.

The [Position Title] is responsible for ensuring that the Hazardous Chemical List and SDS are maintained and updated. The [Position Title] is also responsible for ensuring that all hazardous material containers are properly labeled and that employees have access to additional information such as the OSHA Standards for General Industry and SDS Hazardous Chemical List.

Further information on the OSHA Hazardous Communication Standard the department Hazardous Communication Program, SDS, and Hazardous Chemical Lists will be made available to all employees.

It should be noted that OSHA has made revisions to the Hazardous Communication Standard of 1994 (HCS 1994). The HCS 2012 includes many new updates and procedural changes. The program outlined in this manual reflects the revised standards listed in HCS 2012. However the timeline for these new changes is as follows:

Effective Completion Date	Requirement(s)	Who
December 1, 2013	Train employees on the new label elements and safety data sheet (SDS) format.	Employers
June 1, 2015* December 1, 2015	Compliance with all modified provisions of this final rule, except: The Distributor shall not ship containers labeled by the chemical manufacturer or importer unless it is a GHS label	Chemical manufacturers, importers, distributors and employers
June 1, 2016	Update alternative workplace labeling and hazard communication program as necessary, and provide additional employee training for newly identified physical or health hazards.	Employers
Transition Period to the effective completion dates noted above	May comply with either 29 CFR 1910.1200 (the final standard), or the current standard, or both	Chemical manufacturers, importers, distributors, and employers

More information on the HCS 2012 can be found at the following web site: www.osha.gov/dsg/hazcom/index.html

HAZARDOUS CHEMICAL LISTS

The department will maintain a list of all hazardous chemicals known to be present in the workplace, regardless of quantity. The Hazardous Chemical List, arranged alphabetically by product name, identifies each hazardous chemical

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and references the appropriate SDS for each. The Hazardous Chemical List applicable to your workplace is available for reference at all times at the [location]. A copy of the list will be made available to employees upon request. The list shall be updated whenever a hazardous chemical is introduced or is removed from the workplace.

SAFETY DATA SHEETS

Safety Data Sheets (SDS) provides employees with detailed information on hazardous chemicals, including potential effects, physical and chemical characteristics, and recommendations for appropriate protective measures. Copies of the SDS for all hazardous chemicals to which employees may be exposed will be kept at [location] and will be readily available for review to all employees during each work shift. The chemical manufacturer or vendor will be contacted if a SDS has not been supplied with an initial shipment. Employees shall not use or receive a hazardous chemical unless a SDS is available in the workplace.

LABELS AND OTHER FORMS OF WARNING

The [Position Title] will ensure that all hazardous chemicals in the workplace are properly labeled. All hazardous chemical containers that are received in the workplace shall be checked for proper labeling. Existing labels on incoming containers of hazardous chemicals will not be removed or defaced, unless the container is immediately marked with the required information.

Containers into which hazardous chemicals are transferred, and which are intended only for the immediate use of the employee who performs the transfer, do not require labels. Secondary containers that have material that will not be completely used within a single shift, or by one individual, must be properly labeled.

As of June 1st 2015, all labels must include the following information: pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. Individual State or local governments may have additional labeling requirements based on Community Right-to-Know laws.

When hazardous non-routine tasks are to be performed, employees will be informed of the hazardous chemicals to which they might be exposed and the proper precautions to be taken to reduce or avoid exposure.

CONTRACTOR EMPLOYERS AND MULTI-EMPLOYER WORKPLACES

The [Position Title] will advise outside contractors of any chemical hazards that may be encountered in the normal course of their work on the premises and in foreseeable emergencies. The [Position Title] will also provide contractors the details of the labeling system in use, location and availability of SDS, and protective measures to be taken. Each contractor bringing hazardous chemicals into the workplace shall be required to provide the [Position Title] with the appropriate hazard information on these substances, including SDS, labeling system used, and precautionary measures to be taken in working with these chemicals. Information on these hazardous materials shall be provided to potentially exposed employees while they are in use in the workplace.

HAZCOM TRAINING PROGRAM

Employees will be provided information on any operations in their work area where hazardous chemicals are present, and the location of the written hazard communication program, chemical listing, and safety data sheets.

Training will be presented prior to first exposure to the hazardous material. Information and training may be designed to cover categories of hazards or specific chemicals. Chemical-specific information must always be available through labels and SDS's. Attendance shall be documented.