**Introduction**

[Business] is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules.

Under this program, our employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they use, safe handling and storage procedures, and measures to take to protect themselves from these chemicals.

This program applies to all our employees, contract and temporary employees while working for [Business]. It applies to all operations in our company where employees may be exposed to hazardous substances under normal working conditions, non-routine job tasks or during an emergency.

We encourage all suggestions because we are committed to the success of our written Hazard Communication Program. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

**Hazard Evaluation Procedures**

Every substance that has any harmful properties must be identified. The list developed will be a list of hazardous chemicals known to be present in our workplace. Anyone who comes in contact with hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. That is why it is so important that hazardous chemicals are identified, whether they are found in a container or generated in work operations. The hazardous chemicals on the list can cover a variety of physical forms including liquids, solids, gases, vapors, fumes and dusts.

Sometimes hazardous chemicals can be identified using purchase orders. Identification of other chemicals requires an actual inventory of the facility. Once a substance has been identified, it must be listed on the chemical list. The list should be in alphabetical order, using the most common name of the substance.

Safety Manager/Team will update the chemical list as necessary. The chemical list is kept in the [Business] office. Copies of the list need to be in the SDS book as it is placed in different areas of the job site where the operations are such that a list of the SDS’s should be present. There must be a SDS for every chemical listed on the chemical inventory list. Quick and easy reference to each chemical listed is critical. Lists and SDS’s should be accessible during working hours

**Safety Data Sheets (SDS’s)**

SDS’s contain specific, detailed information about the chemical’s hazard using a specific format. Each SDS contains 16 parts.

Safety Manager/Team/Project Coordinators are responsible for obtaining/maintaining the SDS’s at our facility. They will contact the chemical manufacturer or vendor if additional research is necessary. All new purchases or changes in the type of chemicals used must be cleared by the Safety Manager/Team.

The Safety Data Sheets are kept in the GC’s onsite office and in the foreman/superintendent vehicles.

If a chemical is received and there was no SDS with the shipment, the chemical shall not be used until a copy of the SDS has been obtained and reviewed. The SDS needs to be reviewed with the employees that will be using the chemical before the work process is started. All requests for missing SDS’s to manufacturers or suppliers need to be documented. All training efforts need to be documented.

An alternative to having a paper SDS would be internet access to chemical information.

**Labels and Other Forms of Warning**

Labels must contain:

* **Name, Address and Telephone Number** of the chemical manufacturer, importer or other responsible party
* **Product Identifier** is how the hazardous chemical is identified. This can be (but is not limited to) the chemical name, code number or batch number. The product identifier must be both on the label and in section 1 of the SDS
* **Signal Word** is used to indicate the relative level of severity of the hazard and alert the reader to a potential hazard on the label. There are only two words used as signal words, “Danger” and “Warning” Within a specific hazard class, “Danger” is used for the more severe hazards and “Warning” is used for the less severe hazards.
* **Hazard Statement(s)** describe the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. All of the applicable hazard statements must appear on the label. The hazard statements are specific to the hazard classification categories, and chemical users should always see the same statement for the same hazards no matter what the chemical is or who produces it.
* **Precautionary Statement(s)** describe recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to the hazardous chemical or improper storage or handling. There are four types of precautionary statements: 1. prevention (to minimize exposure); 2. response (in case of accidental spillage or exposure emergency response, and first-aid); 3. storage; and 4. disposal.
* **Pictogram(s)** are graphic symbols used to communicate specific information about the hazards of a chemical. On hazardous chemicals being shipped or transported from a manufacturer, importer or distributor, the required pictograms consist of a red square frame set at a point with a black hazard symbol on a white background, sufficiently wide to be clearly visible. A square red frame set at a point without a hazard symbol is not a pictogram and is not permitted on the label



Safety Manager/Team is responsible for ensuring that all hazardous chemicals in in-plant containers are properly labeled and updated, as necessary.

Labels on the product should not be removed or defaced.

**Training**

Information and training is a critical part of the Hazard Communication Program. Everyone who works with or has potential exposure to hazardous chemicals will receive initial training and any necessary retraining on the Hazard Communication Standard (GHS) and the safe use of those hazardous chemicals by the Safety Manager/Team.

**Training Content**

The following elements are to be discussed and reviewed during the employee training process:

* An overview of the requirements in OSHA’s Hazard Communication Standard
* Hazardous chemicals present in their workplace
* Any operations in their work area where hazardous chemicals are used
* The location of the written hazard communication plan and where it may be reviewed
* How to understand and use the information on labels and in the SDS’s
* Physical and health hazards of the chemicals in their work areas
* Methods used to detect the presence or release of hazardous chemicals in the work area
* Steps we have taken to prevent or reduce exposure to these chemicals
* How employees can protect themselves from exposure to the hazardous chemicals through use of engineering controls/work practices and personal protective equipment
* An explanation of any special labeling present in the workplace
	+ What are pictograms?
	+ What are signal words?
	+ What are the hazard statements?
	+ What are the precautionary statements?
* Emergency procedures to follow is an employee is exposed to these chemicals

All training activities will be properly documented.

All employees will be retrained on an annual basis in the hazards associated with the chemicals they may be exposed to in their work activities.

**Hazard of Non-Routine Task**

When employees are required to perform any hazardous non-routine tasks including those that are not part of the daily job tasks and if the activity has the potential to expose workers to hazardous chemicals, the foreman must advise the employee of the hazards associated with job tasks. If the foreman is not aware of the potential hazards, they must contact the Safety Manager to obtain the SDS(s). Once the SDS has been obtained, it must be reviewed with the employee(s) involved in the non-routine job task(s).

**Emergency Information**

[Business] will, where required by state law or local statute, provide the local fire department with the name(s) and telephone number(s) of the employees who are knowledgeable in the chemicals used and/or stored in the plant. A chemical list and SDS’s will be provided to the local fire department upon request.

**Multi-Employer Facility**

When contractor’s employees or any other employers' workers (i.e., painters, electricians, or plumbers) will be working at this workplace, Safety Manager/Team will:

* Provide the other employer(s) access to SDS’s for any of our chemicals to which their employees may be exposed. It is the responsibility of the other employer(s) to review the SDS(s) with their employees before the job task(s) begins.
* Provide necessary label and/or emergency precautionary information to the other employer(s).

**Additional Information**

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable SDS’s, and chemical information lists from the Safety Manager/Team.

**Appendix**

* Inventory chemical list is attached for your reference.