**Hazard Communication Plan**

[Company Name Here]

Date

**Regulation:**29 CFR 1910.1200 Hazard Communication Standard *[replace with the state regulation if applicable]*

**Policy Statement**

It is the policy of [Company Name Here] to reduce employee exposure to hazardous chemicals and the overall incidence of chemical-related injuries and illnesses. All employees who are potentially exposed to hazardous chemicals in their assigned jobs will be fully informed of the hazards of the chemicals and protective measures to minimize exposure to these chemicals. This type of information will be made available to employees by means of labels on chemical containers, safety data sheets (SDSs), and training. Employees will be informed of any known hazards associated with chemicals to which they may be exposed before their initial assignment, whenever the hazards change, or when new hazardous chemicals are introduced into their respective work areas.

**Plan Administration**

The ***Program Contact Information*** table provides the roles and contact information for the administration of the hazard communication program.

**-Program Contact Information**

|  |  |  |
| --- | --- | --- |
| **Task** | **Contact Person** | **Contact Information** |
| Program Administrator | Name, Job Title, and Department | Work: Number Mobile: Number |
| Chemical Labeling | Name, Job Title, and Department | Work: Number Mobile: Number |
| Safety Data Sheet (SDS) Inventory | Name, Job Title, and Department | Work: Number Mobile: Number |
| Employee Training | Name, Job Title, and Department | Work: Number Mobile: Number |

The program administrator is responsible for the implementation of the Plan, including reviewing and updating it as necessary. The administrator or designee(s) is responsible for:

• Properly labeling all containers of hazardous chemicals and for maintaining and updating the labels,

• Maintaining up-to-date SDSs and ensuring that they are readily accessible in all work areas,

• Informing and training employees concerning hazardous chemicals in their work areas.

***Plan Review and Update***

This Plan will be periodically reviewed and updated, and updated whenever new hazards are introduced into the workplace.

***Plan Availability***

Copies of the Plan, including the written training program, are available upon request to employees, their designated representatives, safety and health regulatory agency, and to NIOSH.

Copies of the Plan are available at Location(s).

**Definitions**

*Chemical*--any substance, or mixture of substances.

*Hazardous chemical*--any chemical that is classified as a physical hazard or a health hazard, a simple asphyxiant (i.e., displaces oxygen in the ambient atmosphere), combustible dust, pyrophoric gas (i.e., gas that will ignite spontaneously in air at 130 degrees Fahrenheit or below), or hazard not otherwise classified.

*Chemical label*--an appropriate group of written, printed, or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical or to the outside packaging, with the specified pictogram, hazard statement, signal word, and precautionary statement for each hazard class and category.

*Safety data sheet (SDS)*--a written description of a hazardous chemical or chemical product in a 16-section format that contains comprehensive technical information about a particular substance and explains the risks, precautions, and remedies to exposure related to the chemical.

**Labeling of Containers**

All containers with hazardous chemicals will be labeled. Each container will include either:

• The label shipped with the chemical container; *or*

• A label, tag, or marking with product identifier and combination of words, pictures, or symbols that provide general information regarding the hazards of the chemicals and information about the physical and health hazards of the chemical.

**Secondary Container**

The administrator or designee will ensure that all secondary containers in which a chemical has been transferred from the original manufacturer’s container are labeled, tagged, or marked with either an extra copy of the original manufacturer’s label or with alternative labels that contain the same information required on the manufacturer’s label.

**Stationary Process Container**

On individual stationary process containers, Describe the Labeling System such as Signs, Placards, Batch Tickets, or Process Sheets will be used rather than a label to convey the required information. The written materials used as an alternative to container labels will be readily accessible to employees in their work area throughout each work shift.

The ***Stationary Process Containers*** table contains the list of stationary process containers and their locations in the facility.

**Stationary Process Containers**

|  |  |  |
| --- | --- | --- |
| **Process Container** | **Location** | **Type of Label** |
| Name | Location Name | Name |
| Name | Location Name | Name |
| Name | Location Name | Name |
| Name | Location Name | Name |

**In-House Container Label System**

Where in-house labels on containers replace the original labels provided by the chemical supplier, they will include at least the following label elements:

• Pictogram that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical,

• Hazard statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard,

• Signal word (i.e., "Warning" or "Danger") to indicate the relative level of severity of hazard,

• Precautionary statement for each hazard class and category that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

The in-house labeling system is designed according to the Indicate the System Used, such as NFPA, HMIS, or In-House System as Long as the In-House System Complies with the GHS Provisions of the Hazard Communication Standardsystem.

The administrator will review the organization’s labeling procedures every [frequency] and will update labels as required.

**Portable Containers**

Labels are not required on portable containers into which hazardous chemicals are transferred from labeled containers and that are intended only for the immediate use of the employee who performs the transfer.

**SAFETY DATA SHEET (SDS)**

Procedures will be developed to ensure that employees obtain the necessary SDSs and that any new information is communicated to affected employees.

*[If applicable, describe the policy for withholding certain trade secret information about chemicals from SDSs. See the****Hazard Communication****regulatory analysis on safety.blr.com for more information about withholding trade secret information about a chemical.]*

**SDS Access**

SDSs will be readily available to all employees during each work shift. The primary method for accessing SDSs in work areas is Method, e.g., Printed Copies, Computer Systems, Fax-Back Service Name, and Phone Number..

***Primary Access System***

Following are the steps that employees will follow to access an SDS:

Describe the steps employees must follow to access the SDS file system.]

1. Procedure

2. Procedure

3. Procedure

4. Procedure

*Backup System*

The backup system for accessing SDSs should the primary system fail is System Description and Location.

The steps for accessing the SDS backup system are:

1. Procedure

2. Procedure

3. Procedure

***SDS Not Available***

If an SDS is not available, or an employee has a problem accessing a SDS, the employee will contact the plan administrator or a supervisor. The missing SDS will be provided to the employee requesting it by the employee’s next work shift at the latest, unless the SDS has not been received from the chemical supplier.

If an SDS is not received at the time of initial shipment, the administrator will contact the supplier, in writing, to request the SDS. If an SDS is not received from the supplier within 15 days after the written request is sent, the appropriate government agency will be contacted for assistance in obtaining the SDS.

***New or Revised SDSs***

The notice that identifies the person responsible for maintaining SDSs and where the SDSs are located are posted atLocation(s). Employees will be notified at the same location(s) when new or revised SDSs are received.

When new or revised SDSs are received, the following procedure will be followed to replace old MSDSs:

1. Procedure

2. Procedure

**EMPLOYEE TRAINING AND INFORMATION**

**Employee Information**

Each employee will be informed about:

• The employer’s duty to provide information and training about chemical hazards, chemical labeling, SDSs, and protective measures

• The hazardous chemicals present in the employee’s work area

• The location and availability of the written hazard communication program, list of hazardous chemicals, and SDSs

**Initial Employee Training**

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and this Plan before starting work. Before a new hazardous chemical is introduced into any work area, each employee in the affected work area will be given information and training about the new chemical hazard.

**Training Content and Format**

Each new employee will receive information and training that covers:

• The physical and health risks of the hazardous chemicals

• Symptoms of overexposure

• How to determine the presence or release of hazardous chemicals in the work area

• How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment

• Steps taken to prevent exposure to hazardous chemicals

• Procedures to follow if employees are exposed to chemical hazards

• How to read and interpret chemical labels and SDSs

Training will be delivered through a combination of hands-on demonstration, audiovisuals, interactive electronic programs, and classroom instruction.

**Retraining**

Additional training will be conducted when new chemicals are introduced into the work area. Retraining is not required if the new chemical contains hazards similar to previously existing chemicals for which training has already been conducted.

**Training Records**

All employees attending hazard communication training sessions must sign a sheet at the end of the session or otherwise record their attendance.

**NONROUTINE TASKS INVOLVING HAZARDOUS CHEMICALS**

From time to time, employees may be required to perform nonroutine tasks that could potentially result in temporary exposure to hazardous chemicals. The ***Nonroutine Tasks Involving Hazardous Chemicals*** table contains a list of nonroutine tasks that are periodically performed by employees, the hazardous chemical(s) involved, and the specific hazard(s) to be avoided.

**Nonroutine Tasks Involving Hazardous Chemicals**

|  |  |  |
| --- | --- | --- |
| **Non-routine Task** | **Hazardous Chemical** | **Hazard(s)** |
| Task Description | Chemical Name | Hazard Description |
| Task Description | Chemical Name | Hazard Description |
| Task Description | Chemical Name | Hazard Description |

If it is determined that a hazardous condition exists with the nonroutine task, employees performing the task will be provided with information that includes specific chemical hazards, safety measures or protective equipment the employee should use, and steps taken to reduce the hazards, such as ventilating, providing respirators, and implementing emergency procedures

Employees will not be provided hazardous chemical information and training for such nonroutine tasks unless it is determined through a hazard assessment that a hazardous condition exists. Upon request by an employee, the administrator will provide the employee with information about the hazardous chemicals that may be encountered during the nonroutine activity.

**INFORMING OTHER EMPLOYERS OR CONTRACTORS AT MULTIEMPLOYER WORKSITES**

When worksites or projects involve employees of other employers or contractors, the administrator will provide them with information about hazardous chemicals that their employees may be exposed to on a jobsite and precautionary protective measures for their employees. The administrator will obtain information about hazardous chemicals used by other employers or contractors to which employees of this organization may be exposed.

Other employers and contractors will be provided with SDSs for hazardous chemicals introduced into the work area.

In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by this organization.

Also, other employers will be informed about container labels used by the organization. Where labeling systems are used that are not the original container labels, the employees of other employers or contractors will be provided with information explaining the labels used for hazardous chemicals to which they may be exposed.

**LIST OF HAZARDOUS CHEMICALS**

A list of all known hazardous chemicals used in work areas is attached to this Plan. See the *Chemical List*.

The list will include each chemical’s product identifier (i.e., name or number used to identify the chemical), the manufacturer, the work area in which the chemical is used, dates of use, and quantity used. Detailed information about each chemical may be obtained from the chemical’s SDS.

When new chemicals are received, the chemical list will be updated within 30 days. To ensure any new chemical is added to the list in a timely manner, the following procedures must be followed:

1. Procedure

2. Procedure

The hazardous chemical list is compiled and maintained by the administrator..

*[NOTE: The chemical list should be arranged so that it can be cross-referenced with the SDS file system and the label system. Additional useful information (the manufacturer’s telephone number, an emergency number, scientific name, CAS number, the associated task, etc.), can be included.]*

**CHEMICALS IN UNLABELED PIPES**

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employees’ supervisor should contact Name for information regarding:

• The chemical in the pipes

• Potential hazards

• Required safety precautions

**ANTIDISCRIMINATION POLICY**

Each employee must be informed that the organization is prohibited from discharging or discriminating against employees who exercise their rights to obtain information regarding hazardous chemicals used in the workplace.