

SAMPLE WRITTEN HAZARD COMMUNICATION PROGRAM
Revised Edition - 2012

General Information:

In order to comply with the South Carolina Occupational Safety and Health standard on hazard communication, Subarticle 6, Section 1910.1200, the following written Hazard Communication Program has been established for (Name and location of Company) _____.

All divisions and sections of the company are included within the program. The written program will be available in (location) _____ for review by any interested employee.

(Name of Company) _____ will meet the requirements of this regulation as follows:

1. Container Labeling:

(Person/position) _____ will verify that all containers received for use will be provided with:

- a. Product identifier
- b. Signal word
- c. Hazard statement(s)
- d. Pictogram(s)
- e. Precautionary statement(s);and
- f. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party

2. Solid Material Labeling

(Person/position) _____ will verify that all solid materials not exempted due to there downstream use; were delivered with a label or received the label prior to the initial shipment, and need not be included in subsequent shipments unless information on the label changes.

(Person/position) _____ at each work site will ensure that all Secondary containers are labeled with either an extra copy of the original manufacturer's label or with our company's own labels which have: Product identifier, words, pictures, symbols or combination thereof, which provide at least general information regarding the hazards of the chemicals. For help with labeling contact the safety/health officer who is

_____.

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3. Safety Data Sheets (SDS)

Copies of the SDSs for all hazardous chemicals to which employees of this Company may be exposed will be in (Location) _____ and (Location)_____ .

SDSs will be available to all employees in their work area for review during each work shift. If SDSs are not immediately available or new chemicals in use do not have an SDS, please immediately contact (person/position) _____ .

4. Employee Training and Information

Prior to starting work each new employee of (name of company) _____ will attend a safety and health orientation and will receive information and training on the following:

Written Hazard Communication Program (Cont'd)

- a. An overview of the requirements contained in the Hazard Communication standard, Section 1910.1200.
- b. Chemicals present in the workplace operations.
- c. Location and availability of our written hazard communication program, including our list of hazardous chemicals, and Safety data sheets.
- d. Physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.
- e. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- f. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- g. Steps the company has taken to lessen or prevent exposure to these chemicals.
- h. Safety emergency procedures to follow if they are exposed to these chemicals.
- i. How to read labels on shipped containers, as well as workplace labeling systems and review SDSs format and how to obtain appropriate hazard information.

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After attending the training class, each employee will sign a form to verify that they attended the training, received our written materials, and understood this company's policies on hazard communication. (Optional item- which South Carolina OSHA recommends for the employer to use to track the employee training).

Prior to a new hazardous chemical being introduced into any section of this company, each employee of that section will be given information as outlined above. (Person/position) _____ is responsible for ensuring that SDSs on the new chemical(s) are available.

5. List of Hazardous Chemicals

The following is a list of all known hazardous chemicals used by employees of (name of company) _____. Further information on each noted chemical can be obtained by reviewing SDSs located in/at (location) _____ and (location) _____.

<u>HAZARDOUS CHEMICALS</u>	<u>WORK PROCESS WHERE USED</u>
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: The hazard communication standard only requires a list of all hazardous chemicals; however, it is felt that identifying the location and possible processes will aid the employer in carrying out the full program.

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6. Hazardous Non-routine Tasks

Occasionally, employees are required to perform hazardous non-routine tasks. Prior to starting work on such given projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- a. Specific chemical hazards
- b. Protective/safety measures the employee can take
- c. Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by employees of this company are:

<u>TASK</u>	<u>HAZARDOUS CHEMICAL</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7. Chemicals in Unlabeled Pipes

Work activities are often performed by employees in areas where chemicals are transferred through unlabeled pipes.

Prior to starting work in these areas, the employee must contact _____ (person/position) for information regarding:

- a. The chemicals in the pipes
- b. Potential hazards
- c. Safety precautions which should be taken

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8. Informing Contractors

It is the responsibility of (person/position)_____ to provide contractors (with employees) the following information:

- a. SDSs for hazardous chemicals to which they may be exposed while on the work site.
- b. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
- c. The labeling system used in the work place.

