

# Sample

## Hazard Communication Program

Company Name , has developed a Hazard Communication Program to enhance our employees' health and safety.

As a company we intend to provide information about chemical hazards and other hazardous substances, and the control of hazards via our comprehensive Hazard Communication Program which includes container labeling, Material Safety Data Sheets (MSDS) and training.

### CONTAINER LABELING

It is the policy of this company that no container of hazardous substances will be released for use until the following label information is verified:

- Containers are clearly labeled as to the contents
- Appropriate Hazard warning are noted
- The name and address of the manufacturer are listed

This responsibility has been assigned to Name of person. To further ensure that employees are aware of the hazards of material used in their work areas, it is our policy to label all secondary containers.

Supervisors will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identity and blocks for the hazard warning.

### MATERIAL SAFETY DATA SHEETS (MSDS)

Copies of MSDS for all hazardous substances to which employees of this company may be exposed are kept in the office and on the job site. The supervisor for the shop and all field supervisors will be responsible for maintaining these MSDS's.

**Name of person will review incoming data sheets for new and significant health/safety information. He/she will ensure that any new information is passed on to the affected employees.**

**MSDS will be reviewed for completeness by Name of person. If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer. Cal/OSHA will be notified if a complete MSDS is not received.**

**MSDS are available to all employees in their work area for review during each work shift. If MSDS are not available or new hazardous substances(s) in use to not have MSDS, please contact Name of person immediately.**

## **EMPLOYEE INFORMATION AND TRAINING**

**Employees are to attend a health and safety orientation set up by Name of person, prior to or just after starting work for information and training on the following:**

- **An overview of the requirements contained in the Hazard Communication Regulation, including their rights under the Regulation.**
- **Inform employees of any operations in their work area where hazardous substances are present.**
- **Location and availability of the written hazard communication program.**
- **Physical and health effects of the hazardous substances.**
- **Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.**
- **How to lessen or prevent exposure to these hazardous substances through usage of control, work practices and personal protective equipment.**
- **Steps the company has taken to lessen or prevent exposure to these substances.**
- **Emergency and first aid procedures to follow if employees are exposed to hazardous substances.**

- **How to read labels and review MSDS to obtain appropriate hazard information.**

**NOTE: It is critically important that all of our employees understand the training. If you have any additional questions, please contact Name of person.**

**When new hazardous substances are introduced, Name of person will review the above items as they are related to the new material in your work area safety meeting.**

### **LIST OF HAZARDOUS SUBSTANCES**

**The list of all known hazardous substances in this company is attached. Specific information on each noted hazardous substance can be obtained by reviewing the Material Safety Data Sheets.**

### **HAZARDOUS NON-ROUTINE TASKS**

**Very rarely, employees may be required to perform hazardous non-routine tasks. In this event, prior to starting work on such projects, each affected employee will be given information by their supervisor about hazards to which they may be exposed during such an activity.**

**This information will include:**

- **Specific hazards**
- **Protective/safety measures which must be utilized**
- **Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.**

### **HAZARDOUS SUBSTANCES IN UNLABELED PIPES**

**This is not applicable to this business.**

### **INFORMING CONTRACTORS**

**To ensure that outside contractors work safely in our plant, it is the responsibility of Name of person to provide contractors the following information:**

- **Hazardous substances to which they may be exposed while on the jobsite.**
- **Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.**

**If anyone has questions about this plan contact Name of person. Our plan will be monitored by Name of person to ensure that the policies are carried out and that the plan is effective.**

**Name of Company President**



