**I. PURPOSE**

**The practices and procedures described herein constitute the program by which** **Company will comply with the OSHA Hazard Communication Standard, (29 CFR 1910.1200 & 29 CFR 1926.59), more importantly this is to be done to protect the employees of this organization.**

**II. PROGRAM**

**\_\_\_\_\_\_\_\_\_\_\_ is the facility Coordinator for implementing and administering the Hazard Communications program for this company. This program will be maintained along with the SDS (Safety Data Sheets) files and be available to all employees during any working hours.**

**III. HAZARD CLASSIFICATION**

**This facility does not manufacture or import chemical, therefore hazard classification is performed by the various suppliers or manufacturers of the products we use.**

**In instances where the validity of the information provided by the supplier is in question, or where the SDS are not supplied, the product will not be used until the Safety Manager has been consulted and has given the approval. The Safety Manager will not allow the product to be used until the SDS is obtained.**

**IV. HAZARDOUS MATERIALS/CHEMICAL LIST INVENTORY**

**Attached is a list of all hazardous materials/chemicals that are produced, processed, stored, used or otherwise present in this facility. This list will be maintained by the Safety Manager.**

**This list will be kept with the Safety Data Sheet files and updated on a regular basis. The list will be maintained with the SDS and this written program. .**

**V. SAFETY DATA SHEETS**

Safety Data Sheets (SDS) are obtained from the manufacturers / suppliers for all chemicals/materials prior to their use at the facility. The Safety Manager will be responsible for maintaining the SDS’s.

**The Safety Data Sheets are maintained at the following location within this facility:**

**Safety Office | Medical | Shipping & Receiving | Maintenance | Other [specify]**

**VI. LABELING**

**Containers of hazardous materials/chemicals at this facility are to be labeled. The manufacturers/suppliers label will be used where possible, identifying the material, the manufacturer name and address, the appropriate hazard warning/classification, and hazard statement including pictograms.**

**All secondary containers will be labeled as well, using equivalent information noted for manufacturer’s labels above. All labels will be legible, in English and prominently displayed on each container.**

**Piping Systems will be labeled at all outlet points. All bulk tanks will also be labeled.**

**The Shipping Manager will be responsible for labeling of all containers within the facility. This includes incoming, outgoing and secondary containers.**

**VII. CONTRACTORS**

**Contractors will be required to inform this organization of any hazardous materials they will be bring on our site and supply us with a SDS. In return we will inform the contractor of any materials they might come in contact with in our facility and supply them with a SDS as well. The maintenance manager will be responsible for conducting this communication process.**

**VIII. EMPLOYEE INFORMATION AND TRAINING**

**All employees are provided training and information on hazardous chemicals in their work areas at the time of their initial assignment, and whenever a new hazard is introduced into their work area.**

**Employees are informed of:**

1. **The existence and requirements of the OSHA Hazard Communication Standard.**
2. **The components of the hazard communication program.**
3. **Operations in their work area where hazardous chemicals are present.**
4. **Location of the written hazard communication program, the list of hazardous chemicals and Safety Data Sheets.**
5. **Hazards associated with non-routine tasks.**

**Employee Training Includes:**

1. **Methods to detect the presence of a hazardous chemical in their work area.**
2. **The physical and health hazards of chemicals in their work area.**
3. **How the hazard communication program is implemented in the work place, how to read and interpret information on Labels and Safety Data Sheets, and how to obtain and use the available information.**
4. **Measures employees can take to protect themselves from hazards, including specific procedures required to provide protection against hazards (work practices, personal protective equipment, and emergency procedures).**

**Employee training and information requirements are satisfied through formal classroom training, handouts, signs and placards and periodic safety meetings. All training will be documented and copies maintained by the Safety Manager.**

**IX. NON-ROUTINE TASKS**

**A list of any non-routine tasks that may need to be covered before employees conduct the task will be attached to this program. Non-routine task are those task that are seldom done by employees of this company and involve hazardous materials in conducting those task. If a task that is not listed as a non-routine task is to be done, the supervisor or manager will review the procedure to conduct the task with those employees doing the task prior to the work being completed.**

**X. Piping Systems**

**All piping systems will be identified in the facility with what is flowing through them and the direction of flow. At all piping system outlet points will be labeled as to the requirements of section IV of this program.**

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| **Do you have a …** | **Yes ✓** | **No ✓** |
| **Statement of Purpose Section?**1. Stating why the company wants to comply with the standard (good faith);
2. Stating location and accessibility of the plan to employees
3. Stating (other) - company history, philosophy, commitment statements, etc. (Optional)
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| **Chemical Inventory Section?**1. Stating person(s) responsible for maintaining current chemical inventory?
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| **Labeling Section?**1. Stating person(s) responsible for ensuring labeling in-plant containers and correct label contents.
2. Stating person(s) responsible for ensuring correct labeling of shipped containers (if applicable).
3. Stating labeling systems(s) used and their description(s).
4. Stating alternative labeling of in-plant containers (if applicable).
5. Stating procedures to review/update label information
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| **Safety Data Sheet Section?**1. Stating person(s) responsible for obtaining and maintaining SDS records
2. Stating the supply needed and how and where employees, their representatives and OSHA can readily access SDS’s
3. Stating the procedure and documentation when SDS’s are not received
4. Stating the procedure for updating SDS’s
5. Stating alternative(s) to SDS’s in the workplace (if applicable)
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| **Information and Training Section?**1. Stating person(s) responsible for training
2. Stating training formats used
3. Stating the elements of training per 1910.1200
4. Stating the procedure to train new, transferred or employees returning from long leaves, and procedures to all affected employees when data changes
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| **List of Hazardous Chemicals & Hazards of Non-Routine Tasks Section?**1. Stating the hazards, basic training called for and frequency of training
2. Stating person(s) responsible for training
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| **On-Site Contractors Section?**1. Stating how hazardous materials information concerning the company environment will be communicated to contractors.
2. Stating how contractor hazardous materials information will be communicated to company employees
3. Stated person(s) responsible for ensuring 1) and 2) above are achieved
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| **Do you have a labeling system for pipes?**1. Stating what pipes are labeled and how they are labeled.
2. Are all outlet points labeled as to their contents.
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