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**HAZARD COMMUNICATION   
SAFETY PROGRAM**

***Insert the creation or revision date here***

**TABLE OF CONTENTS**

1. Purpose
2. Policy
3. Container Labeling and Inventory
4. Safety Data Sheets (SDS)
5. Employee and Contractor Safety Orientation
6. Employee Training – Hazardous Chemicals
7. Informing Contractors of Hazardous Chemicals
8. Responding to an Emergency
9. Recordkeeping

**Purpose**

This Hazard Communication Program is intended to ensure compliance with Occupational Health and Safety Administration (OSHA) requirements for the adoption of the United Nations Globally Harmonized System (Hazcom 2012/GHS) and provide a safe work environment for employees and contractors.

**Policy**

Our organization is committed to providing a safe and healthy workplace for all staff. We have adopted this program to prevent illness and injury produced by exposure to hazardous substances and comply with OSHA Hazard Communication Standard, 29 CFR 1910.1200. The Hazard Communication Program has been developed to reflect the following elements:

* Use of labels, placards, posters and other forms of warning
* Use of Safety Data Sheets (SDSs)
* Hazardous chemical inventory
* Communication of hazards by SDSs and labels
* Training of employees and contractors
* Procedure for non-routine tasks
* Communications with other employers concerning hazardous materials used on our site
* Recordkeeping

***Administration***

(Insert employee/manager name or job title here) is responsible for the implementation of this program and its review, maintenance and updating as necessary. This employee will be referred to as the Program Administrator. The Program Administrator may designate employees to assist with elements of the program at his/her discretion.

This organization will be responsible for maintaining OSHA records at all times. This organization will also be responsible for training and will maintain training records for employees and contractors.

**Container Labeling**

*Primary Containers:* Designated employees will ensure all containers of hazardous materials received for use or shipped by this organization are clearly labeled according to the regulated requirements of Hazcom 2012 (GHS). This information should include the name of the material (trade name or chemical name), hazard pictogram(s), signal word, hazard statements, precautionary statements, and the manufacturer or distributor’s name, address and emergency contact information.

*Secondary Containers:* When the contents of large containers are broken down into smaller or secondary containers for in-house use (such as spray bottles), a supervisor must ensure that the label shows the chemical identity and appropriate warnings as required by OSHA.

*Portable Containers and Pipes:* Portable containers are those in which an employee or contractor transfers chemicals from a labeled container to a portable one solely for immediate use. Designated supervisors will ensure all containers of hazardous chemicals are clearly labeled with the identity and appropriate hazard warnings.  
  
*Chemicals Used in Unlabeled Pipes:* All employees and contractors working in areas where chemicals are transferred through unlabeled pipes shall contact their immediate supervisor prior to starting work and obtain information on:

* the chemical(s) in the pipe(s)
* the potential hazards of those chemical(s)
* details of the safety precautions to be taken

Designated employees will post placards, signs and other written or illustrated materials displaying the same information as labels on stationary containers and processes. Employees and contractors shall have the opportunity to review these signs and placards at any time during their shift by contacting their immediate supervisor.

The Program Administrator or designated employees will review labeling procedures periodically and update as necessary.

***Hazardous Chemical Inventory***

The Program Administrator or designated employees will be responsible for compiling, maintaining and updating a list of all known hazardous materials used on site by employees or contractors. The inventory shall be kept at each work location with the SDS files.

* Employees and contractors shall be allowed to review the inventory and obtain information from the SDS at any time during their work shift. Supervisors shall be responsible to ensure the inventory is available at all times.
* When new chemicals are received the Program Administrator or designated employees will update the inventory as required, including the date the chemical was introduced. Supervisors will ensure that separate lists of hazardous chemicals used at each location are maintained and posted in individual work areas.

**Safety Data Sheets (SDS)**

The Program Administrator or designated employees will collect, manage, monitor and update SDSs and SDS library as required. No container will be released for use until the SDS is received and the information verified.

Supervisors must first obtain approval from The Program Administrator for all new hazardous chemicals to be shipped or used by employees.

The Program Administrator or designated employees will be responsible for obtaining all SDSs for hazardous materials used or shipped by employees or contractors. Designated supervisors are thereafter charged with informing employees and contractors of any new information prior to their exposure. Update training will be documented and maintained.

Employees will contact their direct supervisor or the Program Administrator if an SDS is lost, destroyed or has not been supplied with an initial shipment. The Program Administrator or designated employees will then contact the chemical manufacturer or distributor to obtain the SDS in the form of an email correspondence. Email correspondence with chemical manufactures will be documented and kept on file with other records associated with the Hazard Communication Program.

If our organization has hazardous materials on site but is unable to contact the distributor, we will access the information at [www.msds.com](http://www.msds.com/) or [www.msdssearch.com](http://www.msdssearch.com/).

Employees and contractors will be informed as to the locations of SDS libraries before their work assignment begins as part of their orientation. SDS sheets will be readily accessible to all employees and contractors.

SDS Sheets are located in the following areas:

(Insert SDS locations here)

**Employee and Contractor Safety Orientation**

Before commencing any work, all new hires and contractors must receive a safety orientation appropriate for the nature of their work.

For all staff and contractors the minimum safety orientation will include:

* Overview of the Corporate Safety Policy
* Detailed review of the emergency response action plan
* Detailed review of hazardous chemicals used onsite
* Overview of the Hazard Communication Program

For Temporary Contractors and Consultants who will only spend a short period of time on site the safety orientation will include:

* Review of the specific worksite hazards and emergency procedures, e.g. evacuation.
* General safety requirements, e.g. required PPE

**Employee Training – Hazardous Chemicals**

Any employee who is exposed or may be exposed to hazardous chemicals will receive training during new hire orientation and throughout the course of employment on an annual basis. Retraining will also be provided when a new hazard is introduced into the workplace or new hazard information becomes available for chemicals already in use. Supervisors will receive additional training on chemical hazards and protective measures so they can monitor staff and provide appropriate safety advice.   
  
Hazcom training will include but not be limited to:

* Overview of OSHA’s Hazard Communication Standard
* Overview of the written Hazard Communication Program
* Description of the physical risks of chemicals used such as fire or explosion
* Description of the health risks, including the signs and symptoms of exposure and any medical conditions that might be aggravated by exposure
* Overexposure procedures
* Information on how to detect the presence of a hazardous chemical release such as the odor or visual appearance
* Description of emergency procedures
* Description of protective measures against chemical exposure such as engineering and work practice controls
* Personal protective equipment (PPE) usage and maintenance
* Procedures for spills and leaks of hazardous substances (refer to SDS)
* How to locate, read and interpret SDS files
* How to read and interpret information on Hazcom 2012/GHS labels
* Location of written hazard evaluation procedures, written Hazcom/GHS program, and the hazardous chemical inventory

*Recordkeeping:* All training provided to employees and contractors will be documented and kept on file.

*New and Non-Routine Task Instruction:* Supervisors will ensure that all staff performing a critical task involving a hazardous substance for the first time receives instruction by a competent person prior to commencing the work. This instruction will include a complete review of the task to be completed and review of the SDS file for the substance(s) to be used. Training prior to a new or hazardous non-routine task will include but not be limited to:

* Hazardous chemicals that may be present in such work
* Potential hazards associated with the task
* Details of the safety precautions that will be taken such as PPE and ventilation
* Review of other work procedures/policies that will be involved such as lockout/tagout, hot-work or confined space entry
* Details of emergency procedures

**Informing Contractors of Hazardous Chemicals**

The Program Administrator will determine if employees of other employers or contractors will be exposed to hazardous chemicals used at our facility or shipped from us. If exposure is likely, supervisors will make employees of other companies aware of the hazards and will suggest necessary precautions. Supervisors will provide them with:

* Copy of the SDS master list
* Explanation of the necessary precautions
* Information on hazard labels, including pictograms, or numerical labelling (if used) and details on how to read and interpret the labels

**Recordkeeping**

This organization will maintain its hazardous chemicals inventory for chemicals used at or shipped from the facility for at least 30 years. Such list will be maintained in accordance with 29 CFR 1910.1020 “Access to Employee Exposure and Medical Records.” Records will also be kept of employee safety orientations and hazardous chemical training. Any retraining will be recorded.

*Program Availability:* Employees and contractors can obtain copies of this program upon request from their immediate supervisor.