

## HAZCOM QUICK REFERENCE GUIDE

### This is a Reference Guide for Supervisors and Employees:

#### WHAT IS HAZCOM?

Hazcom is MSHA's chemical hazard information and training standard (30 CFR 47).

#### WHO IS COVERED?

Any operator who is using or producing any hazardous chemicals to which a miner can be exposed.

#### WHAT DO I HAVE TO DO?

1. **Inventory** the chemicals at your mine and determine which are hazardous.

Chemicals may be any element, chemical compound, or a mixture of these. They may be a liquid, such as diesel fuel; a solid, such as coal dust; or a gas, such as nitrogen dioxide (NO<sub>2</sub>).

Chemicals may be:

- Physical hazards
- Health hazards
- Both physical and health hazards
- Neither a physical nor a health hazard
- Exempt from HazCom

Chemicals exempt from HazCom:

- Consumer products – Ordinary consumer products used as intended; no exposure longer or greater than ordinary consumer use
- Articles – Manufactured goods such as plastic pipes, conveyor belts, and repair steel are exempt if they release only a trace of a hazardous chemical and pose no physical or health risk.
- Personal items
- Biological hazards
- Radiation hazards
- Untreated wood and wood products

2. **Establish** a written HazCom program.

Your HazCom program must include:

- How you will implement your plan
- A list of the hazardous chemicals at your mine. This list must:
  - Use a chemical identity that permits cross – referencing between the list, a chemicals label, and its Material Safety Data Sheet (MSDS); and
  - Be compiled for the whole mine or individual work areas.
- What labeling system you use, that is, how you will label containers
- What training you will give miners

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3. **Make sure** that all containers of hazardous chemicals are labeled, unless exempt.

Exempt containers are:

- Raw material containers, such as a feed hopper at your primary crusher, wash tanks for your sand plant, or bagging machines.
- Portable temporary containers (When used by a person who knows the contents and leaves it empty at the end of the work shift).

4. **Prepare** a label and an MSDS for your product.

Labels must:

- Be in English and prominently displayed;
- Have a chemical's identity as it appears on the MSDS; and
- Contain appropriate hazard warnings.

5. **Keep** MSDS's for the hazardous chemicals at your mine for each work area or the mine as a whole.

You may keep them in any format you choose, such as a 3 – ring binder, an electronic database, or use a fax – on demand service.

MSDS's must be:

- Current, legible, accurate, and in English
- Readily accessible to miners where they can be exposed; in their work areas or where chemicals are used or produced.

MSDS's must contain:

- **Identity:** The chemical and common name if it is a single substance and those of the hazardous ingredients if it is a mixture. It must permit cross – referencing between the list of hazardous chemicals, the chemical's label, and the MSDS.
- **Properties:** The physical and chemical properties, such as boiling point, melting point, vapor pressure, evaporation rate, solubility in water, pH, appearance and odor, flash point, and flammability limits.
- **Physical hazards:** the potential for fire, explosion, and reactivity.
- **Health hazards:** The potential to cause an illness or injury, such as its acute and chronic health effects, the signs and symptoms of exposure, any medical conditions that are aggravated by exposure, and the primary routes of entry.
- **Carcinogenicity:** The carcinogenic classification, if any, such as whether the chemical is potential, probable, or known human carcinogen.
- **Exposure limits:** Must include those set by the Mine Safety and Health Administration (MSHA) or the Occupational Safety and Health Administration (OSHA). May also include others recommended by the preparer, and set by groups such as the American Conference of Governmental Industrial Hygienists (ACGIH), or the National Institute for Occupational Safety and Health (NIOSH).

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- **Safe use:** Any precautions for safe use, such as appropriate hygienic practices, protective measures during repair and maintenance of contaminated equipment, and procedures for cleanup of spills and leaks.
  - **Control measures:** Such as ventilation, process controls, restricted access, protective clothing, respirators, and goggles.
  - **Emergency information:** Emergency procedures, such as special instructions for firefighters and first aid procedures, and the name, address, and telephone number of a contact person who can provide additional information about the hazardous chemical and the emergency procedure.
  - **Date prepared:** The preparation or revision date of the MSDS.
6. **Train** your miners about the HazCom program and the hazardous chemicals to which they can be exposed.

HazCom training must include:

- The physical and health hazards of the chemicals in the individual's work area.
  - The mine's HazCom program.
  - What protective measures to take.
7. **Allow** your miners to look at the HazCom information you have and give them a copy if they ask.
- Access to HazCom information must be provided to miner's representatives, MSHA and NIOSH.

This pamphlet is intended as a basic guide to HazCom and is not all – inclusive. If you have questions call MSHA SMO, MSHA EFS or your local MSHA Field Office.

# Hazard Communication Program

Mine Name \_\_\_\_\_ ID # \_\_\_\_\_

## Program Implementation

### General Overview

This program applies to all employees, contractors and their employees while at our mine site, and any other person who could be exposed to a hazardous chemical at our mine site. We will provide information about the hazardous chemicals to each of these groups who will work with or may encounter them. Our primary objective is to provide necessary information to keep people safe on our mine site and prevent accidental exposure to these chemicals.

In case of an accidental spill or exposure:

Follow the First Aid and Spill procedures specified on the Material Safety Data Sheet (MSDS).

Call the emergency number on the MSDS, 9-1-1 if necessary, and contact \_\_\_\_\_ (company official's name) at \_\_\_\_\_ (phone #).

A current copy of this Program and MSDS will be available at \_\_\_\_\_ and \_\_\_\_\_ . A free first copy of this material will be provided to any employee if requested. A reasonable fee for additional copies may be assessed.

### Specific Elements

#### I. Hazard Determination

Each chemical brought on mine property and each chemical produced on mine property will be evaluated to determine if it is hazardous. If any of the following criteria apply, the chemical will be determined to be hazardous.

- The chemical has a warning label or a MSDS indicating it as being hazardous.
- The mixture of chemicals produced at the mine contains at least 1% of a hazardous chemical or 0.1% of a carcinogen.
- Scientifically valid evidence indicates the chemical to be hazardous.
- The chemical has been tested and found to be either a physical or health hazard.

## 2. Labels and Other Forms of Warnings

- Each container of a hazardous chemical will be labeled and the label will contain the information required by the Hazcom regulation (47.42). This will include bulk storage containers such as diesel fuel or gasoline.
  - Labels will be replaced immediately if they are missing or if the information cannot be read.
  - Existing labels on containers will not be removed or defaced.
- We will prepare a container label for any hazardous chemical produced at our mine and update this label as required.
- Outdated labels will be replaced when a revised label is received from the chemical's supplier or manufacturer.
- We will use placards or signs as a label alternative for stationary process containers.

Employees will immediately report any container or bulk storage of chemicals found with a missing or unreadable label to:

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## 3. Material Safety Data Sheets (MSDS)

This program includes a current, legible, and accessible MSDS for each hazardous chemical found at this mine site. We will rely on the manufacturer or supplier for the MSDS for the hazardous chemicals brought to the mine. We will prepare a MSDS for hazardous chemicals we produce at the mine.

MSDSs will be accessible to miners during each work shift for each hazardous chemical they may be exposed to. The MSDS will be located at:

- Each work area where the chemical is produced or used and/or
- A location, such as the main office, break room, supervisor's office, etc. where the MSDS will be readily available in an emergency.

## 4. Miner Training

All new employees will receive training as required by the HazCom regulation.

Training will be provided as part of Health and Safety Aspects of the Task to be Assigned. HazCom training will also be provided when an employee is transferred to a task in which he/she has no previous experience.

We will include information on hazardous chemicals in our Site-specific Hazard Awareness training for visitors, customers, etc. when appropriate.

We will inform contractors performing work at our mine about any hazardous chemicals and all relevant information before the contractor begins work. This will be done through the Site-specific Hazard Awareness training we provide. We will also require contractors to provide our company information about any hazardous chemical they will bring to the mine.

The information we will provide the contractor will include:

- The location of MSDS's,
- Hazardous chemicals to which their miners can be exposed,

- The labeling system on the containers, and
- Appropriate protective measures.

We will require this same information for hazardous chemicals brought on to our mine site by the contractor.

