

# Hazard Communication Program

\_\_\_\_\_  
(company)

has implemented a Hazard Communication Program to minimize the risk of hazardous materials to our employees.

We provide information about chemical hazards, and the control of hazards via our Hazard Communication Program. This program will include container labeling, Material Safety Data Sheets (MSDS) and training employees on the hazards and controls while using hazardous materials.

## A. Container Labeling

It is the policy of our company, that containers of hazardous substances will not be released for use until the following label information is verified:

- Containers are labeled as to the contents
- Appropriate hazard warnings
- The name and address of the manufacturer

The responsibility is assigned to:

\_\_\_\_\_  
(person)

to further ensure that employees are aware of the hazards of materials used in their work areas, it is our practice to label all secondary containers. The supervisor in each department 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.

## B. Material Safety Data Sheets (MSDS)

Copies of MSDS for all hazardous substances to which employees of this company may be exposed are kept:

Location(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for the hazardous materials being used in their respective areas.

\_\_\_\_\_  
(person)

is responsible for obtaining and maintaining all MSDS for the company and are reviewed for completeness.

If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer. MSHA will be notified if a complete MSDS is not received.

Material Safety Data Sheets are available to all employees in their work area for review during each work shift. If MSDS is not available or new hazardous substance(s) in use do not have MSDS, immediately contact:

\_\_\_\_\_  
(person)

### C. Employee Information and Training

Employees will, as part of their orientation, receive information on the following:

- A summary of the MSHA Hazard Communication Regulation, including their rights under the Regulation.
- Where hazardous substances are present.
- Location of the written hazard communication program.
- Physical and health effects of the hazardous substances.
- How to lessen or prevent exposure to these hazardous substances.
- Steps that have been taken to lessen or prevent exposure to these substances.
- First aid procedures to follow if employees are exposed to hazardous substance(s).
- How to read labels and review MSDS to obtain appropriate hazard information.

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

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(person)

### D. Hazardous Non-Routine Tasks

Periodically, employees may be required to perform hazardous non-routine tasks. 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, related to non-routine tasks.
- Protective/safety measures which are required.

- Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

The following is a list of non-routine tasks performed by our employees:

Tasks	Hazardous Substances
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### E. Hazardous Substances in Unlabeled Pipes

To ensure that our employees who work on unlabeled pipes have been informed as to the hazardous substances contained within, the following policy has been established.

Prior to starting work on unlabeled pipes, employees are to contact the maintenance supervisor for the following information:

- The hazardous substance in the pipe
- Potential hazards
- Controls

## F. Informing Contractors

To ensure that outside contractors work safely in our plant, it is the responsibility of:

\_\_\_\_\_  
(person)

to provide contractors the following information:

- Hazardous substances to which they may be exposed to 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:

\_\_\_\_\_  
(person)

Our plan will be monitored by

\_\_\_\_\_  
(person)

to ensure that the policies are carried out and that the plan is effective.

## G. List of Hazardous Substances

- ★ Attached is an inventory of all known hazardous substances present at our company.

Specific information on each noted hazardous substance(s) can be obtained by reviewing the Material Safety Data Sheets.

## MSHA ID #

## Company Name

## Owner/Operator

## Phone/Cell Phone

## Company's Competent Person

## Phone/Cell Phone

## Mailing Address

## Physical Location (s)

## City

## State/Zip

## Other Info

Keep in mind that the Written Hazard Communication Program is only a step in complying with the Hazard Communication Standard. For more information and assistance in complying with state right-to-know law and MSHA Hazard Communication standard, please contact the Risk Control Representative at your local Industrial Indemnity office.