



Texas Department
of Insurance

Hazard Communication



Program Requirements

Provided by

Division of
Workers'
Compensation

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EMPLOYER'S NAME, ADDRESS, PHONE #

SAMPLE HAZARD COMMUNICATION PROGRAM

General

In order to comply with 29 CFR 1910.1200, the following written Hazard Communication Program (HCP) is to be implemented for personnel of [name of company] _____. The original will be kept on file by (name/title) _____ at (location) _____.

All personnel will use it. (Name/title) _____ will be responsible for ensuring the program is current and enforced.

A copy of this program must be made available to every employee upon hiring, and a copy will be supplied to any employee upon request. (Name/title) _____ will be contacted when a copy of the program is needed.

The program will be updated when new chemicals or hazards are introduced into the working environment, and reviewed annually. (Name/title) _____ will check all chemical purchase orders (POs) to be sure a statement requesting a Material Safety Data Sheet (MSDS) appears on the PO before being processed.

Container Labeling

Appropriate labels must be on all chemical containers regardless of size.

(Name/title) _____ will be responsible for all primary containers of hazardous chemicals entering the workplace and will assure that the chemical containers are properly labeled with:

- product identity;
- hazard warnings; and
- name and address of the manufacturer, importer, or responsible party.

If the chemical is to be transferred to a secondary container, (name title) _____ will ensure that the new container is an approved type for the chemical and is properly labeled; i.e., that all secondary containers are labeled with an extra copy of the original manufacturer's label or with generic labels which have a block for identity and block for the hazard warning.

Employees must report all incorrect, damaged, or missing labels to their supervisor or to (name/title) _____ who is responsible for replacing the labels.

(Name/title) _____ will review the labeling system annually and update as required.

Pipe Labeling

(Name/title) _____ will ensure that all chemical transfer pipe(s) are labeled and identified properly.

(Name/title) _____ will also inform employees of the hazards associated with chemicals contained in pipes within the work areas.

Material Safety Data Sheets (MSDS)

(Name/title) _____ will be responsible for obtaining and maintaining the MSDS system for this company. (Name/title) _____ will review incoming data sheets for new and significant health/safety information and will ensure that the new information is given to the affected employees. Copies of all MSDSs will be kept by (name/title) _____ and reviewed annually for accuracy and completeness of each MSDS.

The MSDS system shall include:

- current master inventory list of all MSDSs indexed to each individual MSDS.
- the identity used on the MSDS shall be the same as used on the container label.
- 'Right-To-Know' centers containing all necessary MSDS's located in or near each work area.

Each MSDS shall list:

- the chemical and common name of all ingredients determined to present a hazard
- the physical and chemical characteristics of the chemical, including vapor pressure, flash point, etc.;
- the fire, explosion, and reactivity hazard(s) of the chemical mixture, including the boiling point, flash point and auto-ignition temperature;
- health hazards of the chemical mixture, including signs and symptoms of exposure and medical conditions recognized as aggravated by exposure with primary route(s) of entry;
- permissible exposure limit (PEL) or any other exposure limit used or recommended by the manufacturer, importer, or employer;
- whether the chemical is on the carcinogen listing by the National Toxicological Program (NTP), or has been found to be a potential carcinogen by the International Agency for Research on Cancer (IARC) or is considered a carcinogen by OSHA;
- control measures including fire, engineering, personal protective equipment;
- general precautions for safe handling and use including protective measures during repair and maintenance and procedures for cleanup of spills and leaks;
- emergency and first aid procedures;
- date prepared or changed; and
- name, address, telephone number of manufacturer, importer, or responsible party to call in an emergency.

The originals will be kept on file by (name/title) _____.

(Name/title) _____ will keep a current and up-to-date copy of the program on file. New chemicals shall not be used until a MSDS has been obtained.

Employee Training And Information

Before any affected employee can start work, they must be given a copy of the HCP and trained in Hazard Communication applicable to their job by (name/title) _____.

(Specify methods to be used; i.e., handouts, video tapes, etc.) _____.

The minimum orientation and training for a new employee is as follows:

- an overview of the requirements contained in the Hazard Communication standard, 29 CFR 1910.1200;
- chemicals present in their workplace operations and storage areas for those chemicals;
- location and availability of the written HCP;
- physical and health effects of the hazardous chemicals listed on the inventory of this program;
- methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
- how to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices

- and personal protective equipment;
- steps taken by (name of company) _____ to lessen or prevent exposure to the chemicals listed on the inventory list;
- emergency procedures to follow if exposed to chemicals, including the locations of eye wash/shower stations and first aid stations;
- locations of MSDS files and location of chemical inventory list;
- proper labeling requirements for containers; and
- explanation on how to read and interpret each MSDS.

Prior to a new chemical hazard being introduced into any section of the workplace, each employee will be given information and training as outlined above and/or as outlined on the attached Employee Training Guidelines by (name/title) _____ who is responsible for ensuring that MSDS(s) on the new chemical(s) are available prior to use. All employees will attend additional training, as necessary, to review the HCP and MSDSs. Retraining in Hazard Communication shall be given to each employee on an annual basis at a minimum.

After attending the training class, each employee will sign a form to verify that they received the training, that the written HCP was made available for review, and that he/she understands the HCP. An example of this type of form is provided on page 6.

When employees are sent to other businesses to perform contract work the following shall apply: Before entering an establishment, (name/title) _____ will ascertain what hazards they may be exposed to and then take appropriate action to protect them. If the employee has any question about what protection they need, they will contact (name/title) _____ immediately.

Inventory List of Hazardous Chemicals

The following is a list of the hazardous chemicals used in this workplace. Further information can be obtained from the Material Safety Data Sheets available from the Right-To-Know Center at (location) _____ . The originals will be kept on file by (name/title) _____ at (location) _____ .

Hazardous Material List

(Name of material, work areas where used, where stored, etc.)

1. _____
2. _____
3. _____
4. _____

Non-Routine Tasks

Before any non-routine task is performed, employees shall be advised and/or they must contact (name/title) _____ for special precautions to follow and (name/title) _____ shall inform any other personnel who could be exposed. (No non-routine tasks are known to exist at the time of preparation of this program. Leave in if applicable, otherwise mark through or delete.)

In the event such tasks are required, (name/title) _____ will provide the following information about such activity as it relates to the specific chemicals expected to be encountered:

- specific chemical name(s) and hazard(s);

- protective personal equipment required and safety measures to be taken;
- measures that have been taken to lessen the hazards including ventilation, respirators, and emergency procedures.

Other Personnel Exposure (Contractors)

It will be the responsibility of (name/title) _____ to provide other personnel or outside contractors with the following information as follows:

- hazardous chemicals to which they may be exposed to while in the workplace;
- measures to lessen the possibility of exposure;
- location of MSDSs and labeling requirements for all hazardous chemicals; and
- procedures to follow if they are exposed.

(Name/title) _____ will also be responsible for contacting each contractor before work is started to gather and disseminate any information concerning chemical hazards the contractor is bringing into the workplace, and vice versa. (Signature of employee – title) _____ (Date) _____

Hazard Communication Program Requirements

Employer Checklist

The key elements that each employer must implement are; a written program, employee training, record availability and storage.

The Written Hazard Communication Program

1. Have you prepared a written list of all the hazardous chemicals present in the workplace?
2. Are you prepared to update your hazardous chemical list?
3. Do you have up-to-date Material Safety Data Sheets (MSDSs) for all materials on your hazardous chemicals list?
4. Is the list of hazardous chemicals cross-referenced/indexed so that identifiers on the list refer to the MSDS and warning labels?
5. Have you developed a system to ensure that all incoming hazardous chemicals are received with proper warning labels and MSDSs?
6. Do you have procedures in your workplace to ensure proper labeling and warning signs for bulk storage, secondary usage containers and pipes that hold hazardous chemicals?
7. OR do you have written procedures on how you will inform your employees of the chemical hazards associated with unlabeled pipes?
8. Do you have a complete list of the chemical hazards and precautions that you can give to outside contractors?
9. Have your employees been informed of the hazards associated with performing non-routine tasks (i. e., confined space entry, repair and maintenance operations)?
10. Is your hazard communication program in writing and available to your employees?

Information and Training

Have you developed an employee information and training program that includes the following?

11. Does the training cover all types of harmful chemicals with which the employee may come into contact under normal usage and unforeseeable emergency?
12. Are your workers familiar with the different types of chemicals and the major hazards associated with them (i.e., solvents, corrosives, etc.)?
13. Are your employees aware of the specific requirements in the Hazard Communication Program (HCP)?

14. Does your program train employees in: (a) operations where hazardous chemicals are present and (b) location and availability of your written HCP including lists of chemicals and MSDSs?
15. Does your training program include the explanation of labels and warnings that have been established in their work areas?
16. Do your employees understand methods to detect the presence or release of chemicals in the workplace?
17. Does your training program provide information on the appropriate first aid procedures in the event of an emergency?
18. Are employees trained in the proper work practices and personal protective equipment in relation to the hazardous chemicals in the work area?
19. Does the training include explanation of the labeling system and MSDSs the employees can obtain and use.
20. Have you worked out a system to ensure that new employees are trained?
21. Have you developed a system with purchasing or other staff to make sure that additional training is provided if a new chemical is introduced into the work area?
22. Do you have a system to ensure that the current (up-to-date) MSDSs are in work areas where the chemicals are used?
23. If you become aware of new hazards relating to the chemical in use, do you have a system for informing employees?
24. Do you use the references in the appendices to the Hazard Communication Standard, 29 CFR 1910.1200, to evaluate new chemicals in question?

[COMPANY NAME]
HAZARD COMMUNICATION PROGRAM

ACKNOWLEDGMENT OF RECEIPT OF HAZARD COMMUNICATION TRAINING

My signature below acknowledges that I have received training concerning Hazard Communication. I understand that this training fulfills the employee training requirement of OSHA's Hazard Communication Standard.

The jobsite and classroom training included the following:

1. A personal copy of the [company name] Hazard Communication Plan.
2. Understanding the purpose and scope of the OSHA Hazard Communication Standard.
3. Explanation of the existence of federal, state, and local right-to-know laws.
4. Definition of the classification "hazardous chemical."
5. Explanation of situations and elements that must be present for a material to be considered a health hazard.
6. Explanation and interpretation of labels, including what is required on all containers, and the Hazard Materials Identification System (HMIS).
7. Understanding and interpretation of Material Safety Data Sheets (MSDS), which must be obtained for each hazardous chemical.
8. Names and characteristics of all hazardous chemicals in my work area.
9. My responsibilities as an employee of [company name] _____

Employee name: _____

(Please print)

Employee Signature: _____ Date: _____

Company Representative: _____ Date: _____