

Hazard Communication Program (HCP)

This Hazard Communication Program is based on the requirements of the OSHA Hazard Communications Standard, 29 CFR 1910.1200. The intent of this program is to protect the health & safety of all company employees and guests.

1. Company Policy

To ensure that information about the dangers of all hazardous chemicals & substances used by our Company is known by all affected employees and guests, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals & substances with which you work, safe handling procedures and measures to take to protect all employees and others.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals & substances under normal working conditions or during an emergency situation. All job/work divisions of this company will participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available in the **General Manager's** office and the office of each division supervisor for review by any interested employee.

The **General Manager, NAME**, is currently the program coordinator, with overall responsibility for this program, including reviewing and updating this program as necessary.

2. Container Labeling

The company **General Manager** (or his designee) will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warnings, and list the manufacturer's name and address, OSHA 1910.1200.

The departmental supervisors in each division will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warnings. For help with labeling, see your departmental supervisor.

Our company is using an in-house labeling system that relies on (describe any in-house system which uses numbers or graphics to convey hazard information).

The company **General Manager** will review the company labeling procedures annually and will update labels as required.

3. Material Safety Data Sheets (MSDSs)

The **company General Manager** is responsible for establishing and monitoring the company MSDS aspects of the company Hazard Communication Program. He will ensure that procedures are developed

to obtain the necessary MSDSs, and he will review incoming MSDSs for new or significant health and safety information. He will see that any new information is communicated to all affected employees.

The following procedure will be used when a MSDS is not received at the time of initial shipment:

- (a) The receiving personnel will immediately notify the departmental supervisor;
- (b) The departmental supervisor will immediately review the chemical/substance for hazard information;
- (c) A MSDS will be obtained from the vendor or computer websites;
- (d) The MSDS will be reviewed and distributed by the General Manager;
- (e)

Copies of MSDSs for all chemicals & hazardous substances to which employees are exposed, or are potentially exposed, will be kept in notebooks located in the General Manager's office and each departmental Supervisor's office.

MSDSs will be readily available to all employees during each work shift. If an MSDS is not available, contact your departmental supervisor or the General Manager immediately.

When revised MSDSs are received, the General Manager will review and distribute the MSDSs with implementation directions.

4. Employee Training and Information

The company General Manager is responsible for the Hazard Communication Program and will ensure that all program elements are carried out.

Everyone who works with or is potentially exposed to hazardous chemicals & substances will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will attend a health and safety orientation training program that includes the following information and training:

- (a) An overview of the OSHA Hazard Communication standard,
- (b) The hazardous chemicals & substances present in his/her work area,
- (c) The physical and health risks of the hazardous chemicals & substances present,
- (d) Symptoms of overexposure and other health effects,
- (e) How to determine the presence or release of hazardous chemicals & substances,
- (f) How to reduce or prevent exposure to hazardous chemicals & substances through use of control procedures, work practices and personal protective equipment (PPE),
- (g) Steps the company has taken to reduce or prevent exposure to hazardous chemicals or substances,
- (h) Procedures to follow if employees are overexposed to hazardous chemicals or substances,
- (i) How to read labels and MSDSs, and
- (j) Location of the MSDS notebooks and written Hazard Communication Program.

Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training. The training format may include safety meetings, classroom presentation, interactive computer-based learning, and/ or audio visual training.

5. Hazardous Non-routine Tasks

Periodically, employees may be required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: confined space entry, tank cleaning, sand-blasting, spray painting, etc. Prior to starting work on such projects, each affected employee will be given adequate training and information by a trained specialist or trained supervisor. A hazard assessment will be conducted and reviewed with persons affected by the non-routine task activities to be performed. Training will include the review of the hazard assessment, a review of the MSDSs of chemicals & substances that will (or may be) encountered during the job activity, a review of protective and safety measures the employee should use, a review & inspection of personal protective equipment (PPE) to be used, and a review of any emergency plan procedures.

Examples of non-routine tasks performed by company employees are:

Task Hazardous Chemical

6. Informing Other Employers/Contractors

It is the responsibility of the company **General Manager** (or his designee) to provide other employers and contractors with information about the company Hazard Communication Program and all hazardous chemicals & substances that their employees may be exposed to on our company's job site. This will be conducted in a pre-work meeting in which safety & health programs and management information will be exchanged and reviewed. It is the responsibility of the company General Manager (or his designee) to obtain information about hazardous chemicals used by other employers to which our company employees may be exposed during their activities on our company worksites.

In addition to making the Hazard Communication Program available, a copy of company MSDSs and container labeling requirements will be available to other affected employers. A review of other company safety & health program information will be reviewed to provide a safe & healthy work environment.

7. List of Hazardous Chemicals

A list of all known hazardous chemicals & substances used by our company employees is attached to this plan. This list includes the name of the chemical, the manufacturer, the work area in which the chemical is used, dates of use, and quantity used.

When new chemicals or hazardous substances are received, this list will be updated (including date the chemicals were introduced) within 30 days. To ensure any new chemical or hazardous substance is added in a timely manner, the following procedures shall be followed:

- (a) The new product's MSDS shall be forwarded to the company General Manager (or his designee) immediately for review;
- (b) The new MSDS and implementation information will be distributed to each departmental supervisor for review and adding to the departmental Hazard Communication Program (HCP) notebook; and
- (c) Each department will train and document their employees regarding additions or changes to the company HCP.

The hazardous chemical inventory is compiled and maintained by the company **General Manager, NAME**.

8. Transfer of Chemicals or Hazardous Substances

Work activities are sometimes performed by employees in areas where chemicals or hazardous substances (such as gasoline, diesel, paint thinner, etc.) are transferred into another, usually smaller, container. Prior to transferring the chemical or substance, the container must be labeled with the product name and any safety & health information prior to use in company work areas. Employees shall inspect the work area frequently to insure there are no unlabeled containers of product left in the work area. Containers meeting OSHA regulations should be used for all flammable & combustible products.

Updated:

By:

Date: