

Hazard Communication

Establish a workplace Hazardous Communication Program and communicate it to employees!

According to OSHA, employers must have a written hazard communication (HazCom) program if both of these exposures exist:

1. Hazardous chemicals are present throughout the workplace.
2. Employees may be exposed to chemicals under normal conditions or in an emergency situation.

The five main elements that make up an effective HazCom program include:

1. Written chemical inventory
2. Written HazCom program
3. Safety data sheets
4. Employee training
5. Labeling system

Chemical Inventory

Maintain a list of all the hazardous chemicals in the facility. A hazardous chemical is defined as a chemical which has a physical or health hazard effect.

Written HazCom Program

Develop a written program which classifies chemicals according to the Globally Harmonized System (GHS) of Classification and Labeling and explain your protective measures. The HazCom program must be communicated to all employees. The HazCom program should be reviewed annually and/or if chemicals/exposures change.

Safety Data Sheets

A Safety Data Sheet (SDS) should be accessible for each hazardous chemical in the workplace. Safety data sheets provide specific information on each hazardous chemical, such as:

- the physical and chemical properties (appearance, smell, behavior under certain conditions, color, etc.)
- safety precautions for handling, storage, and transportation
- physical, health, and environmental hazards
- protective measures

All safety data sheets must be readily available to all staff during each work shift in an identified location. They should be monitored and updated by designated personnel on an annual basis and/or if chemicals/exposures change. Designated personnel should also be responsible for ensuring that all chemical information is communicated appropriately to staff.

Employee Training

Employees must be trained on the different chemicals and hazards related to each (i.e., health and physical effects, flammability, disposal, etc.). Training should be completed immediately upon hire, annually, and each time a new chemical is introduced to the work area. Each hazardous chemical should have information available through labels and safety data sheets. Employees should be trained on how to read and locate the chemical inventory list, written HazCom program, labels, and safety data sheets. The training should also consist of protective measures, emergency response procedures (ex: release of chemicals in work area), and proper personal protective equipment.

Container Labeling

Labels must be posted on all hazardous chemical containers. The label should not be removed or defaced unless it's being replaced with updated hazard information. According to OSHA, all secondary and portable containers must be labeled unless the employee who transferred the chemical is the only employee using that chemical and it's intended for immediate use.

Labels should include pictograms, a signal word, a hazard and precautionary statement, product identifier, and supplier information. For additional information on labels and pictograms, please see the [Labels and Pictograms PDF](#).

Please see the [OSHA Hazard Communication Standard \(OSHA 29 CFR 1910.1200\)](#) for more information on the requirements for both the general and construction industries. The links below provide additional HazCom resources. And for more resources or assistance, please consult your West Bend Mutual Insurance loss control representative.

<https://www.osha.gov/sites/default/files/publications/OSHA3696.pdf>
<https://www.osha.gov/sites/default/files/publications/OSHA3514.pdf>

Hazardous Chemical Sample Label

CODE _____

Product Name _____

Product Identifier

Company Name _____

Street Address _____

City _____ State _____

Postal Code _____ Country _____

Emergency Phone Number _____

Supplier Identification

Keep container tightly closed. Store in a cool, well-ventilated place that is locked.

Keep away from heat/sparks/open flame. No smoking.

Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measures against static discharge.

Ground and bond container and receiving equipment.

Do not breathe vapors.

Wear protective gloves.

Do not eat, drink or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

Precautionary Statements

Hazard Pictograms

Signal Word

Danger

Highly flammable liquid and vapor.

May cause liver and kidney damage.

Hazard Statements

Supplemental Information

Directions for Use










Fill weight: _____ Lot Number: _____

Gross weight: _____ Fill Date: _____

Expiration Date: _____

OSHA 3492-01R 2016

GHS Pictograms and Hazards

<div>Health Hazard</div> <div></div> <div><ul style="list-style-type: none">• Carcinogen• Mutagenicity• Reproductive Toxicity• Respiratory Sensitizer• Target Organ Toxicity• Aspiration Toxicity</div>	<div>Flame</div> <div></div> <div><ul style="list-style-type: none">• Flammables• Pyrophorics• Self-Heating• Emits Flammable Gas• Self-Reactives• Organic Peroxides</div>	<div>Exclamation Mark</div> <div></div> <div><ul style="list-style-type: none">• Irritant (skin and eye)• Skin Sensitizer• Acute Toxicity (harmful)• Narcotic Effects• Respiratory Tract Irritant• Hazardous to Ozone Layer (Non-Mandatory)</div>
<div>Gas Cylinder</div> <div></div> <div><ul style="list-style-type: none">• Gases Under Pressure</div>	<div>Corrosion</div> <div></div> <div><ul style="list-style-type: none">• Skin Corrosion/ Burns• Eye Damage• Corrosive to Metals</div>	<div>Exploding Bomb</div> <div></div> <div><ul style="list-style-type: none">• Explosives• Self-Reactives• Organic Peroxides</div>
<div>Flame Over Circle</div> <div></div> <div><ul style="list-style-type: none">• Oxidizers</div>	<div>Environment (Non-Mandatory)</div> <div></div> <div><ul style="list-style-type: none">• Aquatic Toxicity</div>	<div>Skull and Crossbones</div> <div></div> <div><ul style="list-style-type: none">• Acute Toxicity (fatal or toxic)</div>