# 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**

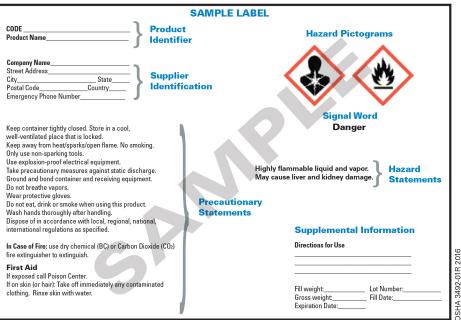
Labels must be posted on all hazardous chemical containers. The label should not be removed or defaced unless it's being replaced with updated hazard information. According to OSHA, all secondary and portable containers must be labeled unless the employee who transferred the chemical is the only employee 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 <u>Labels and Pictograms PDF</u>.

Please see the <u>OSHA Hazard Communication Standard (OSHA 29 CFR 1910.1200)</u> 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



#### **GHS Pictograms and Hazards**





WB-3028 (7-21)