

HAZARD COMMUNICATION PROGRAM

Introduction

<MEMBER NAME> is firmly committed to providing all of its employees with a safe and healthy work environment. It is company policy to provide our employees with information about hazardous chemicals in the workplace through our hazard communications program, which includes container labeling, Material Safety Data Sheets (MSDS) and employee information/training.

The Safety Director will make our written hazard communication program available to employees and subcontractors, and upon request, their designated representatives, the Assistant Secretary of Labor for Occupational Safety and Health and the Director of the National Institute for Occupational Safety and Health.

Each subcontractor that uses hazardous materials shall use this program (or its equivalent).

List of hazardous chemicals

The Safety Director will compile a list of all hazardous materials that will be used in the workplace by reviewing container labels and Material Safety Data Sheets. A master list of products (MSDSs) will be developed and updated as necessary. The master list will be kept <LOCATION OF MASTER LIST> *****Key item – you must maintain a current list of chemicals, and list the locations of those chemicals.

Labeling

It is the policy of this company to ensure that each container of hazardous chemicals in the workplace is properly labeled. The labels will list:

1. The contents of the container;
2. The appropriate hazard warnings; and
3. The name and address of the manufacturer, importer or other responsible party.

To further insure that employees are aware of the chemical hazards of materials used in their work areas, it is our policy to label all secondary containers. Secondary containers will be labeled with either an extra copy of the manufacturer's label, or with a sign or generic label that lists the container's contents and appropriate hazard warnings.

This responsibility has been assigned to <RESPONSIBLE PERSON/JOB TITLE>.

This Document is a sample to assist you in developing your own plan for Hazard Communication. Der Manouel Insurance Group does not guarantee that implementing this sample program will prevent any incidents that may cause injury. Furthermore It is your responsibility to research the laws of the State, Counties or Municipalities which may govern your operation to ensure compliance with Cal-OSHA requirements.

Material safety data sheets

MSDSs provide a great deal of information about the chemicals that we use. The chemical manufacturers or suppliers are responsible for providing us with MSDSs. Copies of Material Safety Data Sheets for all hazardous materials to which employees may be exposed are kept at the job site, and are readily accessible to employees in the work area during each work shift. <RESPONSIBLE PERSON/JOB TITLE> is responsible for obtaining, maintaining and updating the file of Material Safety Data Sheets.

Non-routine tasks

Periodically employees are required to perform non-routine tasks. Prior to starting on such projects, <RESPONSIBLE PERSON/JOB TITLE> will inform each affected employee about hazards to which they may be exposed and appropriate protective and safety measures.

Informing other employers

To insure that the employees of other contractors (subcontractors) have access to information on the hazardous chemicals at our workplace, it is the responsibility of <RESPONSIBLE PERSON/JOB TITLE> to provide the other contractors the following information:

1. Where MSDSs are available;
2. The name and location of the hazardous chemicals to which their employees may be exposed and any appropriate protective measures required to minimize their exposure
3. An explanation of the labeling system used at our workplace.

Each contractor bringing chemicals onto our workplace must provide us with the appropriate hazard information (MSDS) on these substances to which our own employees may be exposed on our workplace.

Hazard communication employee training program

Our employee-training program has been developed on the basis of groups or types of hazardous chemicals used and the common hazards associated with the group or type of chemicals. For specific hazard information on individual substances, the Material Safety Data Sheets (MSDSs) must be reviewed.

The training will cover the following:

1. An overview of the hazard communication requirements.

This Document is a sample to assist you in developing your own plan for Hazard Communication. Der Manuel Insurance Group does not guarantee that implementing this sample program will prevent any incidents that may cause injury. Furthermore It is your responsibility to research the laws of the State, Counties or Municipalities which may govern your operation to ensure compliance with Cal-OSHA requirements.

2. A review of the chemicals present in the workplace
3. The location, availability and contents of our written hazard communication program and MSDSs
4. How to detect the release or presence of hazardous chemicals in the work area.
5. Physical and health hazards of the chemicals in the work area.
6. How to lessen or prevent exposure to hazardous chemicals by using good work practices, personal protective equipment, etc.
7. Emergency and first aid procedures.
8. How to read labels and MSDSs to obtain hazard information.
9. The location of our MSDSs.

Overview of the OSHA hazard communication requirements

The OSHA Hazard Communication Standard (HazCom) is intended to ensure that both employers and employees are aware of potential hazards associated with the chemicals in their workplace.

Chemicals in the workplace

We use a variety of products. Many of these products contain one or more hazardous chemicals. Many of these products can be divided into groups with similar chemical hazards. We will discuss which products fit in each group and will identify the associated hazards and how to detect and control them through engineering or administrative controls, as well as through the use of protective equipment. The chemicals in these products is listed in the individual product MSDSs.

Written hazard communication program

We have a written program that outlines how we will provide you with information about hazardous workplace chemicals. It is our company policy on hazardous substances. Among other things, it includes:

1. A list of hazardous substances at our workplace.
2. Our procedures for maintaining MSDSs.
3. Our employee training program
4. A statement outlining how information will be exchanged among contractors at our workplace.

This Document is a sample to assist you in developing your own plan for Hazard Communication. Der Manuel Insurance Group does not guarantee that implementing this sample program will prevent any incidents that may cause injury. Furthermore It is your responsibility to research the laws of the State, Counties or Municipalities which may govern your operation to ensure compliance with Cal-OSHA requirements.

Physical and health hazards of workplace chemicals

You will be trained about the hazards of chemicals in your work areas. The training will include the following information:

1. The measures you can take to protect yourself from the hazards.
2. Our company procedures that provide you with protection, such as work practices, personal protective equipment, engineering controls, etc.
3. The physical and health effects of the chemicals;
4. How to detect the presence of a chemical; and
5. General emergency and first aid procedures.

How to read labels

1. You should read product labels before working with a hazardous substance. Each label will have the identity of the hazardous chemical and a hazard warning. Original container labels will also have the name and address of the manufacturer.
2. The label should serve as a reminder of the information we are presenting in this training session and of the information found on the Material Safety Data Sheet.
3. It is essential that you read the hazard warning and use the chemical as prescribed by the label. If you have questions about a specific label, ask your supervisor or refer to the MSDS.

Proposition 65 warnings (California)

Hazardous materials containing “chemicals known to the State of California to cause cancer or reproductive harm” are subject to additional requirements. These chemicals are listed in 22 CCR 12000.

If an MSDS indicates that it contains a chemical on this list, or it is otherwise determined that a material usage results in an exposure to such a chemical, the following will be implemented:

1. The master list of MSDSs will indicate that the product contains a Proposition 65 chemical (e.g., with an asterisk);
2. One of both of the following “Proposition 65” signs will be posted in a prominent employee common area.

This Document is a sample to assist you in developing your own plan for Hazard Communication. Der Manuel Insurance Group does not guarantee that implementing this sample program will prevent any incidents that may cause injury. Furthermore It is your responsibility to research the laws of the State, Counties or Municipalities which may govern your operation to ensure compliance with Cal-OSHA requirements.

- “WARNING: This area contains a chemical known to the State of California to cause cancer”.
 - “WARNING: This area contains a chemical known to the State of California to cause reproductive harm”.
3. Employees shall be advised of the Proposition 65 warnings during their hazard communication training.

This Document is a sample to assist you in developing your own plan for Hazard Communication. Der Manuel Insurance Group does not guarantee that implementing this sample program will prevent any incidents that may cause injury. Furthermore It is your responsibility to research the laws of the State, Counties or Municipalities which may govern your operation to ensure compliance with Cal-OSHA requirements.