

What we need for our Hazard Communication Program

Workplace chemical list

A list that contains the identity used on the MSDS and container label and the area in which the chemical is normally present. List should be updated at least once a year.

MSDS Sheets

Have MSDS sheets updated as needed and accessible to any employee present in the workplace. All incoming data sheets should be reviewed for new information that could affect employee health/ safety.

Container Labeling

All containers are clearly labeled as to its contents. Hazard warnings are noted. Name and address of manufacture is present. If label is damaged it must be immediately replaced. Labels may not be intentional removed or damaged.

Employee information and Training

Employees should be provided:

- Requirements of the Hazard Communication Act

- Information on interpreting labels and MSDS

- Location, acute and chronic effects and safe handling of hazardous chemicals found in the work area

- Location of

 - Written Hazard communication Program

 - Workplace chemical list

 - MSDS sheets

- Information about unlabeled pipes (hazardous substance in the pipe, potential hazards and safety precautions which shall be taken)

Employees should be trained in:

- Proper use of protective equipment and first aid treatment to be used with respect to the hazardous chemicals found in the workplace.

- General safety instructions on handling and disposal of hazardous chemicals

- General laboratory safety

- How chemicals can be detected

Employee training can be done by categories of chemicals. Training must be documented on Hazard Communication Employee/Student Training Acknowledgement Sheet and may be documented after each section on a separate training document sheet.

Employee Training Sheet

Name	Equipment/ First Aid	Handling and Disposal	Laboratory Safety	Chemical Detection
SSN				
Chemical category 1				
Chemical category 2				
Chemical category 3				
Chemical category 4				
Chemical category 5				

Employee and Supervisor sign and date each section under each category upon completion of training.

