Hazard Communication—An Overview

Overview Of Topic

OSHA’s Hazard Communication Standard (HCS) is based upon the concept that employees have both a need and a right to know the chemical hazards they may be exposed to in their work areas, and how they can protect themselves from those hazards.

The HCS is designed to help you provide your employees with this information so that employees can take steps to reduce exposures and establish proper work practices.

The Written HCS Program

Employers who use hazardous chemicals must have a program to ensure the information is provided to exposed employees. This includes any situation where employees may be exposed to the chemical under normal conditions or in a foreseeable emergency.

Examples of “use” include packaging, handling, transferring, or reacting a chemical.

Employees must have access to the employer’s written hazard communication program, a list of hazardous chemicals present in the workplace, and to MSDSs.

Training Elements

The hazcom training program must contain the following elements:

• an explanation of the standard’s requirements;
• a description of the operations where hazardous chemicals are present;
• the location of written programs, chemical lists, and MSDSs;
• methods used to detect the presence or release of hazardous chemicals;
• the physical and health hazards of chemicals in employee work areas;
measures employees can take to protect themselves from the hazards, including work practices, emergency procedures, and PPE; and

• details of your written hazcom program, including an explanation of labels and MSDSs.

There are generally two types of chemical hazards: physical hazards and health hazards. A chemical can have both physical and health hazards.

Chemicals that present physical hazards can include flammable liquids or solids, combustible liquids or solids, combustible liquids, compressed gases, explosives, organic peroxides, oxidizers, pyrophoric materials, unstable materials, and water-reactive materials.

The types of health hazards include: irritants, corrosives, toxic agents, sensitizers, carcinogens, reproductive toxins, and organ-specific agents. Health hazards can be acute (immediate or short-term) or chronic (long-term), and a chemical can have both acute and chronic health hazards.

In the workplace, each container must be labeled, tagged, or marked with the identity of the hazardous chemical and the appropriate hazard warning. The only exception is “portable containers” used to transport hazardous chemicals when the chemical is used only by the employee who performs the transfer on that work shift.

Training Tips


Using the employee handout, review the requirements of §1910.1200. Show samples of the workplace hazard labeling system used. Use a sample MSDS to explain what information is available on the MSDS and where employees can find MSDSs in their work areas.

Tell employees which jobs involved hazardous chemicals.

Take a tour of the workplace to show employees where they can access a copy of the written hazcom program and MSDSs.

Where To Go For More Information


Sample MSDS and workplace container labels used in your workplace.

Your company’s written hazard communication program.
Hazard Communication—An Overview

Overview

OSHA’s Hazard Communication Standard (HCS) is based upon the concept that employees have both a need and a right to know the chemical hazards they may be exposed to in their work areas, and how they can protect themselves from those hazards.

What must the employer do?

Employers must:

• Keep a list of hazardous chemicals in the workplace,
• Prepare and follow a written hazcom program,
• Make sure all chemical containers are properly labeled,
• Make sure material safety data sheets (MSDSs) are available to employees, and
• Provide training to employees.

What are chemical hazards?

There are two general types of chemical hazards:

• Physical hazards, such as flammable or combustible materials, compressed gases, explosives, organic peroxides, oxidizers, pyrophoric materials, unstable materials, and water-reactive materials; and
• Health hazards, such as irritants, corrosives, toxins, sensitizers, carcinogens, reproductive toxins, and organ-specific agents. Health hazards can be immediate or short-term (acute) or long-term (chronic).

What must be on a label?

In-plant hazcom labels must include:

• the identity of the material in the container, and
• appropriate hazard warnings, which can be words, pictures, symbols, or a combination.
KELLER’S 5-MINUTE WORKPLACE SAFETY TALKS

Hazard Communication—An Overview—
Sign-Off Sheet

This sign-off sheet documents the employees at this company, ____________________________, who have taken part in a training session on Hazard Communication—An Overview. The session covered:

- Operations at this facility which expose employees hazardous chemicals.
- OSHA’s hazcom training requirements.
- Where employees can find a copy of the written hazcom plan.
- Hazcom labeling requirements.

The space below is for employees to “sign off” that they were in attendance.

Date of Training: __________________________ Facility: __________________________

Employee Signature

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

Print Name Here

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

Supervisor’s Signature

Original content is the copyrighted property of J. J. Keller & Associates, Inc.®
Overview Of Topic

OSHA’s Hazard Communication Standard (HCS) is based on the simple concept that employees have both a need and a right to know the identities and hazards of the chemicals they are exposed to at work.

They also need to know what protective measures are available to prevent adverse effects from occurring. OSHA designed the HCS to help you provide your employees with this information.

When given the proper information about the chemicals that your employees use, steps can be taken to reduce exposures and establish proper work practices.

Chemical information

Chemical suppliers must report hazard information to your company using labels on containers and material safety data sheets (MSDS).

As an employer, you are required to implement a hazard communication program designed to get information to your employees. You must:

• obtain MSDS and labels for each hazardous chemical in your workplace.
• identify and list the hazardous chemicals in the workplace.
• design and implement employee protection programs.
• develop and implement a written hazard communication program.
• establish a training and information program.
• ensure your employees have access to MSDSs and the company’s written program.

Each container of hazardous chemicals in the workplace must be labeled, tagged, or marked with:

• identity of the chemical.
HAZARD COMMUNICATION—LABELS & LABELING—2

Employee Training

You must provide training to your employees on hazardous chemicals in their work area:

- at the time of the initial assignment; and
- whenever a new physical or health hazard is introduced into their work area.

The hazard communication rule is very specific about employee training requirements. Look at §1910.1200(h) for requirements.

Training Tips


Using the employee handout, review the requirements of §1910.1200.

Explain the location of the company’s written hazard communication program.

Show a sample label for a hazardous chemical in your workplace. Explain how to interpret the information on the label.

Show examples of personal protective equipment (PPE) which the company provides.

Where To Go For More Information


MSDS sheets and labels for chemicals in your workplace.

Your company’s written hazard communication program.
Hazard Communication—Labels & Labeling

Overview

Exposure to chemicals sometimes poses a threat to health for many workers. The Department of Labor estimates that up to 32 million workers are potentially exposed to one or more chemical hazards.

How can it hurt me?

Chemical exposure may cause or contribute to many serious health effects such as heart ailments; kidney, liver and lung damage; sterility; cancer; and burns and rashes. Some chemicals may present physical hazards, having the potential to cause fires or explosions.

OSHA developed the Hazard Communication standard to establish uniform requirements for informing employees about hazards related to workplace chemicals.

What must my employer do?

The Hazard Communication standard ensures that the hazards of all chemicals produced are evaluated, and that information concerning these hazards is transmitted to employers and employees.

Your employer must:

• implement a hazard communication program in your workplace.
• obtain MSDS and labels for each hazardous chemical in your workplace.
• identify and list the hazardous chemicals in your workplace.
• design and implement an employee protection program.
• train you, and provide information on hazardous chemicals.
• assure your access to the MSDSs and the company written program.

Labeling requirements

Each container of hazardous chemicals in the workplace must be labeled, tagged, or marked with:

• the identity of the chemical.
• physical and health warnings for the chemicals.
• the name and address of the chemical manufacturer, importer, or other responsible party.
Hazard Communication—Labels & Labeling—
Sign-Off Sheet

This sign-off sheet documents the employees at this company, ____________________________, who have taken part in a training session on Hazard Communication—Labels & Labeling. The session covered:

- OSHA’s 1910.1200 and the company written hazard communication program.
- the hazardous chemicals in the workplace.
- how to interpret chemical labeling.
- location of MSDS sheets in the workplace.

The space below is for employees to “sign off” that they were in attendance.

Date of Training: ___________________________ Facility: ___________________________

Employee Signature

_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________

Print Name Here

_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________

Supervisor’s Signature


Original content is the copyrighted property of J. J. Keller & Associates, Inc.®
Hazard Communication—MSDS

Overview Of Topic

Chemicals can pose a wide range of hazards, from mild irritation to possible death. OSHA’s Hazard Communication Standard is designed to ensure that workers and employers have information about these hazards and can establish appropriate protective measures. One important source for this information is the material safety data sheet (MSDS).

The MSDS is the primary tool for finding information about the chemicals in the workplace. OSHA has established certain requirements for MSDSs.

First, they must be in English. Second, MSDSs must be accessible during each work shift. MSDSs may be kept at a central location, but they must be immediately accessible.

MSDSs come in a variety of formats, but still must have the following sections which contain the specified information.

<table>
<thead>
<tr>
<th>MSDS section:</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Identity</td>
<td>The identity used on the label, except trade secrets.</td>
</tr>
<tr>
<td>Physical and chemical characteristics</td>
<td>Vapor pressure, flash point, and other characteristics.</td>
</tr>
<tr>
<td>Physical Hazards</td>
<td>Including the potential for fire, explosion, and reactivity.</td>
</tr>
<tr>
<td>Health Hazards</td>
<td>Including signs and symptoms of exposure, and any medical conditions which are generally recognized as being aggravated by exposure to the chemical.</td>
</tr>
<tr>
<td>Primary route(s) of entry</td>
<td>Including skin contact, inhalation, and ingestion.</td>
</tr>
<tr>
<td>Exposure limits</td>
<td>Exposure limits used or recommended by the chemical manufacturer, importer, or employer preparing the MSDS, where available.</td>
</tr>
<tr>
<td>Carcinogenic properties</td>
<td>Whether the hazardous chemical is listed in the official lists of carcinogens and potential carcinogens.</td>
</tr>
<tr>
<td>Precautions for safe handling and use</td>
<td>Any generally applicable precautions for safe handling and use, including hygienic practices, personal protective measures, and procedures for cleanup of spills and leaks.</td>
</tr>
<tr>
<td>Control Measures</td>
<td>Any generally applicable control measures, such as appropriate engineering controls, work practices, or PPE.</td>
</tr>
</tbody>
</table>
Most MSDSs come on paper, but some companies have placed their MSDS information on a computer. OSHA approves of this method, but only if the information is in English and readily available to workers.

**Employee Training**

An effective MSDS training program will:

- explain to employees what MSDSs are.
- inform workers as to the location of MSDSs at the workplace.
- explain how to use the hazard information on MSDSs.
- designate and train someone to obtain and maintain MSDSs.

**Training Tips**

Review 1910.1200—Hazard communication. Review the company’s written chemical hazard plan.

Explain where employees can find MSDSs in the workplace.

Explain how to interpret the information on the MSDS, especially when selecting PPE.

Tell employees who is responsible for obtaining and maintaining MSDSs in the workplace.

### Where To Go For More Information

- The company’s written hazard communication plan.
- MSDSs of chemicals present in the workplace.
Overview

OSHA requires that employees who come into contact with hazardous chemicals be provided with thorough and accurate information on each hazardous chemical present in the workplace. MSDSs must be readily accessible to all employees. Your safety director should tell you where those MSDSs are located in your workplace.

What must be included on an MSDS?

OSHA requires that all MSDSs, whether printed or electronic, have the following information:

- Chemical identity
- Physical and chemical characteristics
- Physical hazards
- Health hazards
- Primary route(s) of entry
- Exposure limits

- Whether the chemical is a carcinogen
- Precautions for safe handling
- Control measures
- Emergency and first aid measures
- Date of preparation
- Manufacturer, importer, or responsible party

Why should I consult the MSDS?

You should consult the MSDS to:

- determine if symptoms you are experiencing can be attributed to the chemicals.
- make sure you are using the correct PPE for the chemical.
- find out if the chemicals you are working with are toxic.
- verify the information on the label of the container of chemicals you are using.

An awareness of the hazard information on the MSDS can mean the difference between safely working with chemicals, and a chemical tragedy.
Hazard Communication—MSDS—Sign-Off Sheet

This sign-off sheet documents the employees at this company, ____________________________, who have taken part in a training session on Hazard Communication—MSDS. The session covered:

- what MSDSs are, and what information they contain.
- where MSDSs are located in the workplace.
- how to interpret the hazard information from the MSDS.
- how to access MSDSs if a computerized system is used.

The space below is for employees to “sign off” that they were in attendance.

Date of Training: __________________________ Facility: __________________________

Employee Signature

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

Print Name Here

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

Supervisor’s Signature

Original content is the copyrighted property of J. J. Keller & Associates, Inc.
Overview Of Topic

Generally, chemical hazards are considered to be physical and/or health hazards.

Chemicals with physical hazards are those which pose a danger of fire or explosion. These chemicals would be those that are:

- flammable, combustible, or explosive material.
- organic peroxides.
- oxidizers.
- pyrophoric (spontaneously igniting substances).
- unstable or water-reactive materials.

Chemical threats

Chemicals which pose a threat to worker health, either through short-term or long-term exposure, are those chemicals which are:

- carcinogens (cancer causing).
- toxic agents, like insecticides and arsenics.
- irritants, such as bleach or ammonia.
- corrosives, such as battery acid or caustic sodas.
- sensitizers, such as creosote or epoxy resins.
- reproductive toxins, like thalidomide or nitrous oxide.
- organ-specific agents, like asbestos.

Worker exposure

Workers can come into contact with chemicals in three ways:

- through the skin—burning, irritation, or penetration of the skin into the body.
- ingestion—swallowing a chemical by eating contaminated food, or by touching the mouth or handling food with contaminated fingers.
- inhalation—breathing in toxic dust or vapors.
Your company should evaluate all chemical products in the workplace to determine if they are hazardous according to the hazard communication standard, or by reviewing the evaluation performed by the chemical manufacturer or importer.

Health affects can either be acute, happening rapidly after a brief exposure, or chronic, appear during or after long-term exposure.

**Employee Training**

The employer is responsible for determining the hazards of all chemicals in the workplace, and then training exposed workers on the hazards of those chemicals.

OSHA allows you some flexibility in how you train your workers. Train on each specific chemical trainees work with, or train by categories of hazards.

**Training Tips**

Review the requirements of §1910.1200.

Using the employee handout, review the requirements of §1910.1200 and the company’s written hazard communication plan.

Explain the types of hazards employees are likely to be exposed to.

Explain the common ways that employees can come into contact with hazardous chemicals (i.e., skin contact, ingestion, or inhalation).

Explain the use, care, and storage of all applicable PPE.

Train employees on each specific chemical used, or train each employee based upon hazard categories (flammable liquids, corrosive material, carcinogens).

**Where To Go For More Information**


The company’s written hazard communication plan.

MSDSs of chemicals used in the workplace.
KELLER’S 5-MINUTE WORKPLACE SAFETY TALKS

Hazard Communication—Physical & Health Hazards

Overview

OSHA requires that employees who come into contact with hazardous chemicals be provided with thorough and accurate information on each hazardous chemical present in the workplace.

How can it hurt me?

Many chemicals pose health problems to humans. Some ways that chemicals can pose a health risk or hazard are:

- Carcinogens (cancer causing agents) such as benzene and formaldehyde.
- Toxins, such as pesticides and arsenic.
- Irritants, such as bleaches and ammonia.
- Corrosives, like battery acid or caustic sodas.
- Sensitizers, such as creosote and epoxy resins.
- Reproductive toxins, like thalidomide and nitrous oxide.
- Organ specific agents, like sulfuric acid and asbestos.

You can come into contact with chemicals in three ways:

- If they come into contact with your bare skin.
- If they are swallowed, or if you eat or drink contaminated food or drink, or if you eat with contaminated fingers.
- By breathing in the dust or vapors.

What must my employer do?

Your employer must:

- Develop a written hazard communication plan, and make a copy available to you if you request one.
- Have copies of all MSDSs for the chemicals used in your workplace available for you to look at.
- Train you on chemical safety to be followed in the workplace.
This sign-off sheet documents the employees at this company, ____________________________, who have taken part in a training session on Hazard Communication—Physical & Health Hazards. The session covered:

- The types of hazardous chemicals found in the workplace.
- How these chemicals can cause harm to the employees.
- Ways the employees can protect themselves from harm.
- How to interpret the warnings contained in the MSDSs.

The space below is for employees to “sign off” that they were in attendance.

<table>
<thead>
<tr>
<th>Date of Training:</th>
<th>Facility:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Print Name Here</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supervisor’s Signature
KELLER’S 5-MINUTE WORKPLACE SAFETY TALKS

Hazard Communication—What’s in it for me?

Overview

OSHA’s hazard communication standard (hazcom) says that employees have a right to know about chemical hazards they work with.

Types of hazards

A chemical with physical hazards can be a combustible liquid, compressed gas, explosive, flammable, organic peroxide, oxidizer, pyrophoric, unstable (reactive), or water-reactive.

Chemicals with health hazards are toxic or highly toxic, irritating, corrosive, sensitizing, carcinogenic, teratogenic, mutagenic, or are organ-specific toxins. Health hazards can be either acute (immediate or short-term) or chronic (long-term).

Routes of entry

There are three common routes for chemicals to enter your body: direct contact, inhalation, or ingestion.

When you work with chemicals, they might get on your skin and cause burns or irritation.

Breathing in toxic dust, gases, vapors, mists, or fumes is a very common exposure method. OSHA has set exposure limits for many chemicals. These are safe levels that workers can routinely be exposed to.

Another way that exposure occurs is through swallowing. Drinking and eating where chemicals are used increases the chance of accidentally swallowing a chemical.

Material safety data sheets

An MSDS is available for each product containing hazardous materials in your work area. MSDSs provide information on the hazards, precautions for safe handling and use, emergency and first aid procedures, and so on.

Hazard labels

Incoming containers of hazardous chemicals must have warning labels. Do not remove or deface these labels. If chemicals are transferred into unlabeled containers in the workplace, those containers must be labeled with the chemical’s identity and its hazards.

Your employer must train you on the hazcom standard, and on the in-house labeling system being used in your workplace. Be sure you understand how to read hazcom labels before you use any chemicals.
This sign-off sheet documents the employees at this company, ____________________________, who have taken part in a training session on Hazcom: What’s in it for me? The session covered:

- Types of hazards found in the workplace.
- Routes of entry for chemicals.
- Review of material safety data sheets.
- Review of hazard labels in use in the workplace.

The space below is for employees to “sign off” that they were in attendance.

**Date of Training:** ____________________________  **Facility:** ____________________________

**Employee Signature**

_________________________________________

_________________________________________

_________________________________________

_________________________________________

_________________________________________

_________________________________________

_________________________________________

_________________________________________

_________________________________________

**Print Name Here**

_________________________________________

_________________________________________

_________________________________________

_________________________________________

_________________________________________

_________________________________________

_________________________________________

_________________________________________

_________________________________________

_________________________________________

**Supervisor’s Signature**
**Overview Of Topic**

Many OSHA regulations require a written program. Hazard communication regulations, 29 CFR 1910.1200, require a written hazcom program, even if there is only one employee and one hazardous chemical on site.

Specifically, employers must develop, implement, and maintain at each workplace a written hazard communication program, which describes at least the following:

<table>
<thead>
<tr>
<th>Program element:</th>
<th>Describes the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Container labeling and other forms of warning</td>
<td>How the labeling requirements in 29 CFR 1910.1200(f) are to be met at your workplace. This includes what type of labeling system is being used, if any.</td>
</tr>
<tr>
<td>MSDSs</td>
<td>How MSDSs are kept, accessed, and updated per the requirements in 29 CFR 1910.1200(g). This includes information on emergency backup systems, if MSDSs are kept electronically.</td>
</tr>
<tr>
<td>Employee information and training</td>
<td>How the training requirements of 29 CFR 1910.1200(h) will be met in your workplace, including methods for communicating hazards and protective measures to employees and others.</td>
</tr>
<tr>
<td>Chemical inventory list</td>
<td>A copy of the list of the hazardous chemicals known to be present at the worksite using the chemical’s identity that can be referenced on the appropriate MSDS.</td>
</tr>
<tr>
<td>Multi-employer work places—Methods for providing information to other employer’s employees, such as contract workers</td>
<td>Employers who produce, use, or store hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be exposed (for example, contract workers) must additionally ensure that the hazard communication programs developed and implemented include: Methods used to provide other employer’s workers onsite access to MSDSs for the hazardous chemicals they may be exposed to at your workplace; Methods used to inform other employer’s workers of any precautionary measures needed to protect themselves during normal operations and in foreseeable emergencies; and Methods used to inform other employer’s workers of the labeling system used in the workplace.</td>
</tr>
<tr>
<td>Nonroutine task and unlabeled pipe hazard notification</td>
<td>Methods used to inform other employer’s workers of the hazards of non routine tasks (such as cleaning reactor vessels) and the hazards associated with chemicals in unlabeled pipes in the workplace.</td>
</tr>
</tbody>
</table>

Preparation of the plan must be complete. All elements must be implemented for the employer to be in compliance with 29 CFR 1910.1200.

**HAZARD COMMUNICATION—WRITTEN PROGRAM—1**

4/04

Original content is the copyrighted property of J. J. Keller & Associates, Inc.®
The written plan must list the chemicals present at the site, indicate who is responsible for the various aspects of the hazcom program at the worksite, and indicate where written materials will be made available to employees.

The only work operations which do not have to comply with the written plan requirements are work operations where employees only handle chemicals in sealed containers, such as in warehouses. The types of operations must comply with the other hazard communication requirements in 1910.1200(b).

### Employee Training
Inform employees of the role the written plan plays in the company hazcom program. Tell employees where they can obtain a copy of the written program. Explain that occasional refresher training on issues such as hazcom will help keep employees aware of workplace hazards.

### Training Tips
Review the employee handout. Review the key information in the written plan with the trainees. Explain that the written plan is only one part of the overall hazcom program.

### Where To Go For More Information
KELLER’S 5-MINUTE SAFETY TALKS

Hazard Communication—Written Program

Overview
In order for OSHA to ensure that your company is implementing a hazard communication program, your company is required to develop a written plan that describes how it will comply with the requirements of 29 CFR 1910.1200 Hazard Communication.

This written plan is available to you at any time. Your employer will tell you where you may find a copy of the plan, or who you can request a copy from. The written plan explains exactly what chemical hazards are in the workplace, and other information about chemical hazards such as:

In-house labeling system
- What labeling system is being used in the workplace;
- Who is responsible for the labeling of containers of hazardous materials;
- What alternatives to labeling are used, if any;
- How the company reviews and updates label information when necessary.

MSDSs
- Who is responsible for obtaining and maintaining MSDSs;
- How MSDSs are maintained at the worksite;
- How employees can access MSDSs in their work areas;
- What alternatives to MSDSs are used, if any.

Training
- Who is responsible for conducting training and elements of the training program;
- How training is to be done, and what training methods will be used;
- When training is to be done (at the time of initial assignment to work with a hazardous chemical, and when a new chemical is introduced into the workplace).

Nonroutine tasks
- How the company will inform workers of the hazards of non-routine tasks, such as the cleaning of reactor vessels, etc.

Informing the employees of other employers
- Methods the company will use to inform contract workers of the hazards to be found in the workplace;
- How contract employers will inform the company of hazards that their employees and work practices will introduce into the workplace;
- Each employer’s labeling system; and
- How each group of employers can access the MSDSs of the employer of the other group.
KELLER’S 5-MINUTE SAFETY TALKS

Hazard Communication—Written Program
Sign-Off Sheet

This sign-off sheet documents the employees at this company, ____________________________, who have taken part in a training session on Hazard Communication—Written Program. The session covered:

• What the written program does.
• What is in the written program.
• How employees can obtain a copy of the written program.

The space below is for employees to “sign off” that they were in attendance.

Date of Training: _______________________ Facility: ________________________________

Employee Signature
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________

Print Name Here
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________

Supervisor’s Signature
_________________________________________
Overview Of Topic

Under 1910.1200, employers are required to:

- obtain an MSDS and label for each hazardous chemical in the workplace.
- identify and lift the hazardous chemicals in the workplace.
- design and implement employee protection programs.
- develop and implement a written hazard communication program.
- establish a training and information program.
- ensure that employees have access to MSDSs and the company’s written program.

Each container of hazardous chemical in the workplace must be labeled, tagged, or marked with:

- the identity of the chemical.
- appropriate physical and health hazard warnings for the chemical.

The chemical name on the label must match:

- the name on the chemical’s MSDS sheet.
- the name on the chemical inventory.

It happened like this

Lisa was working in the assembly department when she heard her friend Amanda cough and gasp and ask for help. Walking over to her, Lisa notices that Amanda had slumped over with her hands up around her throat.

“Amanda, what’s wrong?” Lisa asks.

“I can’t breath, it’s this chemical stuff,” croaks Amanda.

“Amanda, what are you using? Where’s the container?”
“I don’t know,” Amanda wheezed, “Joe left it from last shift and told me to use it.”

“We need to find the MSDS and see what we need to do! Sit down and I’ll call for help, then find the MSDS,” Lisa said as she went to find help.

**Let’s talk about this, OK?**

What did Lisa do right?

- Tried to determine exactly what the chemical was that Amanda was using.
- Realized that to help Amanda, she needed to locate the MSDS for the chemical.
- Understood that she had to call for help first and then find the MSDS.

What did Lisa do wrong?

- Didn’t move Amanda to fresh air.

**What should happen next?**

The company must review their chemical container labeling procedures to ensure that employees know:

- the identity of the chemical.
- the appropriate physical and health warnings for the chemical.

The company must review their chemical hazard training program to make sure that employees receive appropriate chemical safety training:

- at the time of the initial assignment, and
- whenever a new physical or health hazard is introduced into their work area.

Joe should be re-trained so that he understands that the contents of “portable containers” are not to be passed along to another shift unless the container receives a label.

**Training Tips**

Review the company's hazcom labeling system. Review how to read such a label, and the meaning of all numbers, letters, icons, and other symbols.
Overview
Your employer is required to implement a hazard communication program designed to make you aware of hazardous chemicals that you work with.

Let's talk about this, OK?
What did Lisa do right?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
What did Lisa do wrong?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Hazardous communication-Labels and labeling
The following are some labeling requirements for chemicals you use:
Each container of hazardous chemicals in the workplace must be labeled, tagged, or marked with:

- the identity of the chemical; and
- appropriate physical and health warnings for the chemical.

The chemical name on the label must match:
- the name on the chemical’s MSDS.
- the name on the chemical inventory of hazardous chemicals.

Your employer will review with you:
- the chemical labeling system used in your workplace.
- how to read and understand the chemical labels.
- how to report an unlabeled container, or a container whose label is damaged or unreadable.
This sign-off sheet documents the employees at this company, ____________________________, who have taken part in a training session on Hazard Communication—Real Life Stories. At this training session, we covered:

- The workplace hazcom labels.
- How to interpret what the labels are saying.
- Who to report an unlabeled container to, or a damaged or unreadable label.

The space below is for employees to “sign off” that they were in attendance.

Date of Training: __________________________ Facility: __________________________

Employee Signature
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Print Name Here
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Supervisor’s Signature
Overview Of Topic

Under 1910.1200, employers are required to:

- obtain an MSDS and label for each hazardous chemical in the workplace.
- identify and lift the hazardous chemicals in the workplace.
- design and implement employee protection programs.
- develop and implement a written hazard communication program.
- establish a training and information program.
- ensure that employees have access to MSDSs and the company’s written program.

Each container of hazardous chemical in the workplace must be labeled, tagged, or marked with:

- the identity of the chemical.
- appropriate physical and health hazard warnings for the chemical.

The chemical name on the label must match:

- the name on the chemical’s MSDS sheet.
- the name on the chemical inventory.

It happened like this

Jerry was working in the storage room near the production area, which contained a variety of hazardous chemicals. A new shipment of chemicals in boxes was delivered to the storeroom. Jerry opened one of the boxes and started to put the containers on the shelf.

Carl walked in to get some degreaser. He went to where it was normally kept, but the chemical he usually used wasn’t on the shelf. Instead, there was a new chemical.

“Hey, where is the degreaser? What’s this stuff?” Carl asks.
“We bought degreaser from a different supplier this time. Use the new stuff,” Jerry told him.

“Alright. Where’s the MSDS?” Carl asks.

“I don’t know, but I’m sure its the same as the other degreaser,” Jerry tells him. “Just treat it like you did the old stuff and you’ll be fine.”

“There’s no hazcom label on this container either,” Carl says. “Is that a problem?”

“I don’t have time right now. I’ll bring you a label later, okay?”

**Let’s talk about this, OK?**

What did Jerry do wrong?

- Didn’t check to see if an MSDS was available for the chemical.
- Didn’t put a hazcom label on the container.
- Assumed that the PPE used would be the same.

What did Carl do wrong?

- Didn’t read the MSDS for the chemical before using it.
- Didn’t go to his supervisor with hazcom questions.
- Didn’t insist that Jerry label the container.

**What should happen next?**

What do you think should happen next?

- Carl should review the MSDS before using the chemical.
- The container must be labeled before employees use the chemical.
- The company should review their hazcom training program to make sure that employees are getting the appropriate information.
- Jerry should be retrained on the hazcom requirements.

**Training Tips**

Review the company’s hazcom labeling system. Review how to read such a label, and the meaning of all numbers, letters, icons, and other symbols. Also review the location of the MSDSs.
Overview

Your employer is required to implement a hazard communication program designed to make you aware of hazardous chemicals that you work with.

Let's talk about this, OK?

What did Jerry do wrong?

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

What did Carl do wrong?

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Hazardous communication-Labels and labeling

The following are some labeling requirements for chemicals you use:

Each container of hazardous chemicals in the workplace must be labeled, tagged, or marked with:

- the identity of the chemical; and
- appropriate physical and health warnings for the chemical.

The chemical name on the label must match:

- the name on the chemical's MSDS.
- the name on the chemical inventory of hazardous chemicals.

Your employer will review with you:

- the chemical labeling system used in your workplace.
- how to read and understand the chemical labels.
- how to report an unlabeled container, or a container whose label is damaged or unreadable.
- where to find the MSDSs for your work area.
This sign-off sheet documents the employees at this company, ____________________________, who have taken part in a training session on Hazard Communication—Container Labels—Real Life Stories. At this training session, we covered:

- The workplace hazcom labels.
- How to interpret what the labels are saying.
- Who to report an unlabeled container to, or a damaged or unreadable label.
- Where to find MSDSs.

The space below is for employees to "sign off" that they were in attendance.

Date of Training: _______________________  Facility: ________________________________

Employee Signature

_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________

Print Name Here

_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________

Supervisor’s Signature