

Worksite: _____ Instructor: _____ Date/Time: _____

Topic C282: Hazard Communication

Introduction: The Hazard Communication Standard (HCS) is based on a simple concept – that employees have both a need and a right to know the hazards and identities of the chemicals they are exposed to when working. They also need to know what protective measures are available to prevent adverse effects from occurring. The HCS addresses the issues of evaluating and communicating hazards to workers including issues such as chemical labeling, Material Safety Data Sheets (MSDSs), a written program, and employee training requirements.

OSHA requires that all employers develop a written Hazard Communication Program and train their workers on the aspects the program covers. A copy of this written program must be available at the workplace for review by any interested employee. Make sure you are familiar with your company's written hazard communication program, and where the MSDSs are stored.

Frequently overlooked items usually covered by HCS requirements at the workplace include: adhesives, gasoline, paint thinner, grease, cleaners, solvents, and sealers. MSDSs are usually very easy to obtain. Retail stores selling hazardous chemicals to employers having a commercial account are required to provide MSDSs upon request.

Containers and Labels: Your company must rely primarily on the manufacturers' container labels to meet the labeling requirement of the standard. All chemicals on site must be stored in their original container with the manufacturers' label attached. Workers may dispense chemicals from original containers in small quantities for immediate use by a single employee on a single shift. These secondary containers will be labeled with at least the generic name of the product dispensed (e.g., paint, thinner, etc.). Excess chemical will be returned to the original container at the end of the shift or given to a supervisor for proper handling and disposal. Supervisors shall ensure that all containers are labeled with the manufacturers' label, or equivalent, containing the following information: chemical name, manufacturers' name and address, and, appropriate hazard warnings such as "Flammable", "Toxic", etc. No unmarked containers of any size will be left in the work area unattended.

Make sure you are familiar with your company's written hazard communication program, and where the MSDSs are stored.

Hazardous Chemical List & Material Safety Data Sheets (MSDS): A master list of all the hazardous chemicals and copies of MSDSs for all hazardous chemicals to which employees may be exposed should be kept at each workplace and available to all employees at the office for review at any time.

Employee Information and Training: Each employer is responsible for providing required Hazard Communication training and hazard information to their affected employees and to confirm understanding of such training and instructions. Training must be documented. Prior to starting work, each new employee should attend a health and safety orientation and should receive information and training on the following:

- An overview of the requirements contained in OSHA's Hazard Communication Standard.
- Methods to reduce or prevent exposure to any hazardous chemicals including safe work practices and use of personal protective equipment.
- Location and availability of the written hazard communication program and the MSDSs for any hazardous chemicals present at the job site.
- Physical hazards and health effects of the hazardous chemicals.
- Methods used to determine the presence or release of hazardous chemicals in the work area.
- Steps the company has taken to reduce or prevent exposure to these chemicals.
- Emergency procedures to follow in the event of exposure to chemicals.
- How to read container labels and interpret MSDSs to obtain appropriate hazard information.

Conclusion: It is each company's responsibility to inform all employees and contract employers in the workplace of chemical hazards. In order for the Hazard Communication Standards to be effective, a commitment must be made by all involved persons to the prevention of incidents or happenings that result in injury and/or illness and to comply with all safety rules.

Employee Attendance: (Names or signatures of personnel who are attending this meeting)

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These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.