Hazard Communication (HAZCOM) Program

### Company Policy

Company Name is dedicated to the protection of its employees from occupational injuries and illnesses. Company Name is responsible for providing a safe working environment, and the employees have and assume the responsibility of working safely.

The objective of this program is to supplement the safety policy by providing specific standards regarding Hazard Communication, and to ensure that each employee is adequately trained and fully aware of safety procedures associated with the Hazard Communication program.

Elimination of injuries and illnesses improves employee morale, improves customer service, improves product quality, and reduces Workers’ Compensation costs. Hazard Communication serves as a tool to increase employee protection, and to reduce jobsite hazards.

Job Title/Specific Name will conduct routine safety inspections of jobsites to ensure compliance with this program. Job Title/Specific Name has the authority to enforce the PPE program in accordance to any and all Company Name safety rules and applicable OSHA regulations.

Employees are required to comply with the guidelines set forth, and to comply with the instruction of Job Title/Specific Name. In the event an unsafe condition arises in the absence of Job Title/Specific Name, employees shall alert the lead person on the jobsite immediately. Employees shall alert coworkers of any unsafe conditions that arise.

Any Company Name employee who disobeys and/or disregards the guidelines set forth in this program or the company’s safety program shall be subject to disciplinary action.

### Hazard Communication Written Program

The Hazard Communication Program is implemented for Company Name employees. Management is responsible for ensuring the program is current and enforced. Current copies of the program will be kept: (place(s) Written HAZCOM Program kept)

The Company Name Hazard Communication Program will be supplied to new hires and to employees and subcontractors upon request. The program will be updated when new chemicals or hazardous materials are introduced to the workplace.

### Hazard Communication And Your “Right To Know”

The Occupational Safety and Health Act has established OSHA standard 29 CFR 1926.59: The Hazard Communication Standard (HAZCOM Standard). This standard is based on the concept that employees have both a need and a right to know the identities and hazards of the chemicals and hazardous materials to which they are exposed when working.

Here are a few examples of what OSHA considers hazardous chemicals or other hazardous materials:

• Paints and Varnishes • Treated lumber

• Caulking • Wood dusts (Saw dusts)

• Insect repellents • Kerosene

• Cleaning solutions • Glue

• Gasoline • Sheetrock mud

• Tile grout • Mortar and Mortar mix

29 CFR 1926.59 requires employers to provide information to their employees about the hazardous chemicals or other hazardous materials to which they are exposed, by means of a Hazard Communication Program, labels, safety data sheets (SDSs), via information and training.

### “Right To Know”

The Hazard Communication Program is a written record of what Company Name is doing and has done to protect their employees from the chemicals or other hazardous materials employees may be exposed to while working. A written Hazard Communication Program must provide all of the following in order to comply with OSHA standard 29 CFR 1926.59:

* A list of hazardous chemicals and/or other hazardous materials used.
* A Safety Data Sheet (SDS) for each chemical and/or other hazardous material being used.
* Proper labeling of chemicals.
* Information and training on proper use of chemicals and/or other hazardous materials.

**Responsibilities**

Job Title/Specific Name is in charge of developing, coordinating, and maintaining the HAZCOM Program. Job Title/Specific Name obtains the SDS for each chemical, ensures all chemicals are labeled properly, and conducts HAZCOM training.

Each supervisor and/or lead person must enforce the requirements of this program and report any non-compliance. Each employee is responsible for making sure all safety and health rules associated with this program are followed. Employees must report hazardous conditions, unsafe working conditions, and exposures to hazardous chemicals to their supervisors immediately. Any non-routine jobs, tasks, or functions must be discussed in advance with Job Title/Specific Name.

**Material Safety Data Sheets**

The Safety Data Sheet (SDS) is the primary document of the HAZCOM Program. Company Name is required by OSHA to have an SDS for each hazardous chemical used. Safety Data Sheets (SDSs) are available from the chemical manufacturer, chemical importer, and chemical distributor. Building supply stores should be able to supply an SDS upon request. In the event a supplier does not provide the SDS, the SDS may be obtainable from the manufacturer or by visiting their web site via the internet and downloading a copy of the SDS.

**Note:** Do not use any chemical until you have read and understand the SDS. The SDS provides safety information needed to treat a person exposed to a chemical. An SDS is a guide to safety.

**Hazard Determination**

The hazard determination performed by the manufacturer or importer of the chemical will be accepted as the official health assessment for chemicals.

**Chemical Labeling**

Proper labeling of chemicals is mandatory. No chemical will be accepted for use unless it is properly labeled with at least the following information:

* Identity of the chemical contained (the common or trade name of the chemical)
* Hazard warnings
* Name and address of chemical manufacturer or other responsible party.

Each employee is responsible for labeling containers filled with chemicals transferred from their original containers to other, typically smaller, containers. These containers must be labeled with a minimum of the following information:

* Identity of the hazardous chemical(s) contained (the common or trade name of the chemical such as “Windex”)
* Hazard warning(s) associated with that chemical(s).

Labels for chemicals transferred from other containers should be clear and legible. Containers of hazardous chemicals must always be labeled. Keeping containers labeled is in the employee’s best interest, a job requirement, and an OSHA requirement. Compliance with these labeling requirements will be monitored by Job Title/Specific Name.

**Information and Training**

All employees, including sub-contractors, temporary and part-time employees, working with or potentially exposed to hazardous chemicals, will be informed and trained about the hazardous chemicals used. Any non-routine jobs, tasks, or functions must be discussed in advance with Job Title/Specific Name.

The On-The-Job HAZCOM training procedure is as follows:

* Show each employee the location of the SDS forms & the written HAZCOM program.
* Explain to each employee how to read and understand an SDS form.
* Discuss chemical labeling and the hazards of each chemical.
* Inform employees how to safely handle and use each chemical.
* Discuss possible hazards and ill health effects should contact occur.
* Identify jobs that use hazardous chemicals.
* Discuss procedures to protect against exposure and/or spills.
* Discuss proper storage of each chemical.
* Have employee sign training acknowledgment form.

Training records will be kept on file by Job Title/Specific Name.

**List of Hazardous Chemicals**

Company Name is required to have a list of all the chemicals used. This list of hazardous chemicals is located at the end of the written HAZCOM program and in the office of Job Title/Specific Name. This list is updated as new chemicals or hazardous materials are introduced to Company Name. Updated chemical lists will be distributed to job sites.

See Table 1 for Hazardous Chemical List.

# Table 1

## Hazardous Chemical List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chemical Name | Date Added to Inventory | Date Taken Out of Inventory | SDS On Each Job Site | Initials |
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