

Written Hazard Communication Program

General: It is our policy to provide and maintain a safe and healthy workplace for all employees including those who work with potentially hazardous chemicals.

If you work with or around potentially hazardous chemicals, this program affects you. The Hazard Communication Standard is intended to inform you of any potential chemical hazards from products you may come in contact with at the jobsite.

Container Labeling:

All containers of chemical products received at this company, and all containers used as secondary containers, will contain a label listing their hazards, both physical and health hazards. If the label is missing, contact _____ (Add name or title of responsible person here) so that he/she may determine what the product is that has been received, and where it should be stored. DO NOT ATTEMPT TO USE ANY CHEMICAL THAT IS NOT READILY IDENTIFIABLE.

Safety Data Sheets (MSDS):

_____ (Add name or title of responsible person here) has the SDS on file from the various chemical manufacturers for all hazardous chemicals used in connection with this workplace. The SDS sheets list information available about any particular chemical: health hazards, emergency and first aid procedures, how the chemical could enter the body, the safe handling and use of the chemical, name of the manufacturer, etc. The SDS file may be found in these locations:

1. _____(Enter location here)
2. _____(Enter location here)

Employee Information and Training:

_____ (Add name or title of responsible person here) will provide training to all employees and new hires on the proper use of hazardous chemicals and potential hazards. They will be responsible for providing the following informational training to all employees:

1. Hazardous chemicals present in the workplace.
2. Location of the various chemicals.
3. Emergency procedures in case of contact with hazardous chemicals.
4. How to read labels.
5. Location of the SDS files and how to read SDS.
6. Symptoms of over-exposure and personal protective measures to be used.
7. Non-routine tasks that may be encountered.

Hazardous Materials Inventory List: *Note: Hazardous chemicals include such things as: diesel, gasoline, motor oil, bar oil, 2 cycle oil, etc.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.