

SAFE CHEMICAL HANDLING HAZARDOUS COMMUNICATION CHECKLIST

- All employees need to know the location of your Hazardous Communication Plan.
- Always read the container label and review the Material Safety Data Sheet (MSDS) before handling or working with any hazardous chemical.
- Wear appropriate clothing and/or personal protective equipment recommended on the MSDS.
- Follow recommendations for the safe handling, storage and disposal as instructed on the MSDS. Careful attention needs to be given to any ventilation requirement when using chemicals.
- Understand potential emergencies involving the chemical and how best to respond.
- Appropriate washing should be done immediately after working with chemicals.

SAMPLE Hazard Communication Program

Assessment will be made of all hazardous chemicals used in the workplace. The assessment will be made to identify what hazardous chemicals or materials are used. It will also aid in determining which employees are exposed. The data sheet contains all pertinent information relevant to the product and also instructs what protective measures should be taken.

Once the hazardous chemicals or materials are identified, the next step will be to focus on where they are used. Each potentially exposed employee will be identified along with each department he/she works in. This will facilitate training, downstream labeling, and procuring any personal protective equipment or measure required by the data sheet.

1. Container Labeling

The plant supervisor will be responsible for verifying that each container received is properly labeled pursuant to the requirements of the hazardous communication program. At a minimum, each container will:

- be clearly labeled as to its contents.
- note the appropriate hazards warning.
- include the name and address of the manufacturer.

No container shall be allowed into the plant until the above data is verified. If the data is not on the container, the information will be gleaned from the Material Data Safety Sheet (MSDS) and transposed onto one of our labels and affixed to the container. If no data sheet is available, the manufacturer will be immediately contacted and a request for the data sheet will be made.

Downstream labeling

Hazardous chemicals or materials taken from a bulk container and placed into a smaller container will also be labeled. It shall be the supervisor's responsibility to ensure that the container is labeled.

2. Material Safety Data Sheets

A master set of all material safety data sheets for all hazardous chemicals to which employees may be exposed will be kept in the main office.

The data sheets will be available for review to all employees upon request. Copies will be made for anyone requesting them.

3. Employee Training and Information

Training will be provided for all current employees. All new hires will be trained during the orientation session prior to beginning work. The training will cover the program and any data sheets covering those chemicals which the employees may be exposed to during daily operations. The training will include information on the following:

- the written program and the policies outlined.
- the location and availability of the written hazardous communication program, including the list of hazardous chemicals and material safety data sheets.
- the physical and health hazards of chemicals in the work area.
- how to lessen or prevent exposure to these chemicals through work practices, emergency procedures, and the use of personal protective equipment.
- what the company has done to lessen or prevent exposure to these chemicals.
- procedures to follow if exposure to these chemicals occurs.
- method and observation that may indicate the presence or release of a hazardous chemical (i.e. monitoring, visual appearance, odor of chemical when released).
- in-depth explanation of the details of the hazardous communication program including the labeling system, list, data sheets, etc.; in short, what the company's policies are, what is expected of the employee, and what his/her rights are under the program.

In order to certify that the employee has been trained, each employee will be required to sign a form stating that he/she has received the written material, has actually been trained on the program, and knows what his/her rights are under the program.

Any time a new hazardous chemical is introduced into the workplace, each employee will be trained in the same manner as during the orientation training. Accordingly, the subsequent training will also be certified.

4. List of all Hazardous Chemicals

The following is a "kind of use" listing of all the hazardous chemicals used in our operations. These safety data sheets give the exact chemical names and pertinent safety operation.

1. Restroom cleaners – See Addenda, Section 1
2. Floor care cleaners – See Addenda, Section 2
3. Kitchen cleaners – See Addenda, Section 3
4. Boiler water treatment – See Addenda, Section 4
5. Special Misc. products – See Addenda, Section 5

All of these addenda sheets should be explained to concerned employees, kept on file, and made available to employees at all times at the supervisor's office.

5. Hazardous Non-routine Tasks and Chemicals in Unlabeled Pipes

Presently, we are unable to identify anything we would consider non-routine in nature, nor have we been able to identify any hazardous chemicals in unlabeled pipes. However, in order to establish a company policy that would provide guidance for employees who might encounter these conditions in the unforeseeable future, we are incorporating the following policy.

Non-routine tasks

Any employee confronted with a task that is not within his or her normal routine work assignment involving maintenance or something similar in nature is instructed to notify their supervisor and the employee violating this procedure.

Once the supervisor is notified, he/she will contact the plant supervisor. The plant supervisor is expected to inform the owner if the situation calls for actions beyond the control of the plant supervisor. Failure to follow these instructions will result in disciplinary action against the plant supervisor. It's extremely important to follow these guidelines to the letter. It may save your life.

Upon notification, the supervisor will take the following steps:

- A hazard analysis will be made to identify all potential chemical hazards.
- Policies and procedures will be developed regarding how to proceed safely avoiding those hazards identified through the analysis.
- Employees required to do the work will be trained as to the procedures developed and equipped with any personal protective equipment necessary to protect them.
- The supervisor shall monitor the actions of the employees to ensure that all procedures are being followed and that all proper equipment is being utilized.

Chemicals in Unlabeled Pipes

The same procedures set out for non-routine tasks will be followed when employees are to work on any pipe in any portion of the plant.

6. Outside Contractors

All outside contractors will be required to provide MSDS sheets on any hazardous materials brought into our establishment. Similarly, the contractor will be provided with a copy of our hazardous communication program which they are required to follow. No contractor will be allowed to conduct work in the plant until these requirements have been met.

It will be the responsibility of the plant supervisor to provide contractors and their employees with the following information:

- hazardous chemicals to which they may be exposed while in our establishment.
- measures employees must take to eliminate the possibility of exposure.
- steps the company has taken to minimize the exposure.
- where they can acquire a copy of our program and the MSDS sheets.

All supervisors will be instructed as to how to coordinate the requirements of this element so they can contact the plant supervisor and owner, if necessary.

STATEMENT OF TRAINING HAZARD COMMUNICATION PROGRAM TRAINING AND INFORMATION

DATE OF TRAINING _____

NAME _____

ADDRESS _____

JOB TITLE _____

I HAVE RECEIVED TRAINING AND INFORMATION ABOUT MY COMPANY'S HAZARD COMMUNICATION PROGRAM AND THE APPLICABLE REGULATIONS. I WAS GIVEN AN OPPORTUNITY TO ASK QUESTIONS DURING THE TRAINING AND INFORMATION SESSION. I UNDERSTAND THAT I ALWAYS HAVE ACCESS TO ANY INFORMATION ABOUT THE HAZARD COMMUNICATION PROGRAM AT ANY TIME DURING MY WORK SCHEDULE AND I KNOW WHERE THE MATERIAL SAFETY DATA SHEETS ARE MAINTAINED AT THE WORKSITE.

SIGNED _____

DATE _____

PRINTED NAME _____

WITNESS _____

OSHA COMPLIANCE MANUAL

Section V — Reactivity Data		
Stability	Unstable	Conditions to Avoid
	Stable	
Incompatibility (<i>Materials to Avoid</i>)		
Hazardous Decomposition or Byproducts		
Hazardous Polymerization	May Occur	Conditions to Avoid
	Will Not Occur	
Section VI — Health Hazard Data		
Route(s) of Entry:	Inhalation?	Skin? Ingestion?
Health Hazards (<i>Acute and Chronic</i>)		
Carcinogenicity:	NTP?	IARC Monographs? OSHA Regulated?
Signs and Symptoms of Exposure		
Medical Conditions Generally Aggravated by Exposure		
Emergency and First Aid Procedures		
Section VII — Precautions for Safe Handling and Use		
Steps to Be Taken in Case Material Is Released or Spilled		
Waste Disposal Method		
Precautions to Be Taken in Handling and Storing		
Other Precautions		
Section VIII — Control Measures		
Respiratory Protection (<i>Specify Type</i>)		
Ventilation	Local Exhaust	Special
	Mechanical (<i>General</i>)	Other
Protective Gloves	Eye Protection	
Other Protective Clothing or Equipment		
Work/Hygienic Practices		

