**29 CFR 1910.1200—Hazard Communication**

***Scope & Application:*** *This standard applies when employees may be exposed to any chemical present in the workplace under normal conditions of use or in a foreseeable emergency.*

*The following standard references the Hazard Communication Standard and/or having a Hazard Communication Program:*

* *29 CFR 1910.1027—Cadmium*

***Note:*** *29 CFR 1910.1027—Cadmium requires that the chemical be included in the Hazard Communication Program.*

*The following standard is referenced in 29 CFR 1910.1200—Hazard Communication:*

* *29 CFR 1910.1020—Access to Employee Exposure and Medical Records*

***Note:*** *29 CFR 1910.1200—Hazard Communication requires that the Hazard Communication Program and safety data sheets be retained per the requirements of 29 CFR 1910.1020(e)—Access to Employee Exposure and Medical Records.*

***Standard Requirements for 29 CFR 1910.1200—Hazard Communication:***

* ***Programs/Plans:*** *Hazard Communication Program*
* ***Procedures/Practices:*** *Operating procedures, safety data sheet (SDS) preparation (Include in your Hazard Communication Program)*
* ***Training:*** *Initially, refresher*
* ***Inspections:*** *None required*
* ***Recordkeeping/Documentation:*** *Program, medical records, exposure records, safety data sheets, chemical inventory*

***Example Program:*** *The following example program may be modified to be site-specific to the organization. Please reference 29 CFR 1910.1200—Hazard Communication to ensure that all requirements are being met.*

**Hazard Communication Program**

This program will describe how to protect the safety and health of employees who are exposed to hazardous chemicals in the workplace, and to comply with the provisions of 29 CFR 1910.1200—Hazard Communication Standard.

The Hazard Communication Program is accessible during each work shift for any employee to review. It is located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Responsibilities**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has been assigned the title of hazard communication program coordinator and is responsible for monitoring all related activities to ensure compliance with both the intent and specifics of this program.

Each supervisor will be held responsible for strict adherence to these policies and will closely monitor all activities involving hazardous chemicals.

Each employee will carefully follow established work practices and promptly report observed or potential problems to supervision.

**Chemical Inventory**

A list of all hazardous chemicals for the workplace as a whole has been made and is readily available upon request to any employee working on any shift. It is located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Safety Data Sheets**

A safety data sheet (SDS) for each hazardous chemical on the list referenced above is on file at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The SDSs are accessible during each work shift for any employee to review. If you have further questions about the SDS procedure, contact your supervisor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is responsible to ensure that the list of hazardous chemicals is kept current and that a current SDS is on hand for each hazardous chemical used. A chemical that is not shown on the current list will not be ordered without prior coordination with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Labels**

All containers of hazardous chemicals in each workplace will be conspicuously labeled with the identity of the chemical (same as on the applicable SDS) and the appropriate hazard warnings. If the chemical is a known or suspected cancer causing agent (carcinogen) or if it is known to affect a specific organ of the body, this information will also be placed on the container label. The person having supervisory responsibility for the storage or use of each hazardous chemical will ensure that such labels are not defaced and that they remain legible at all times.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will ensure that an adequate supply of labels is kept on hand and made available to the responsible supervisors.

**Non-Routine Tasks**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is responsible for anticipating, as much as possible, the hazards that would be present for non-routine tasks, such as a chemical spill or container rupture. Cleanup procedures and proper personal protective equipment will be considered and adequate training for such tasks will be addressed.

**Contractors**

When an outside contractor will be used, it will be the responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to advise the contractor of any hazardous chemicals to which its employees may be exposed, the labeling system, and the appropriate protective measures to be taken. Conversely, it will be the same person’s responsibility to determine if the contractor will be using any hazardous chemicals during this work that would expose employees and methods employees can use to obtain SDSs for each of these hazardous chemicals.

**Training and Information**

Appropriate training and protective measures must be taken in order to protect employees. Prior to any work being performed by an outside contractor involving hazardous chemicals, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is to be advised.

All employees exposed to any hazardous chemicals will complete an information and training program that includes at least the subjects listed below. New employees must complete similar instruction before initial exposure to any hazardous chemical in the workplace.

Adequate training of all employees exposed to hazardous chemicals will be given by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_assisted as needed by the hazard communication program coordinator.

Employee information for this program will include:

* The purpose and need for such a program, including the basic concept that gives every employee the right to know about hazardous chemicals with which they work.
* The location and availability of the written hazard communication program, plus the list of hazardous chemicals and their corresponding SDSs.
* The identity, upon request, of any chemical to which the employee is exposed. In the case of a trade secret chemical, the name shown on the SDS will be provided.

Employee training will include at least the following:

* Methods and observations used to detect the presence or release of a hazardous chemical in the work area, such as monitoring devices, appearance or odor.
* The physical and health hazards associated with each chemical, as specified in the SDS.
* Action that employees can take to protect their own safety and health, including specific procedures that have been established for normal work practices, emergency procedures and policies on the use of personal protective equipment.
* Details of the hazard communication program, including an explanation of the labeling system used on in-house containers of hazardous chemicals. Also details of how employees can obtain and use information contained in the SDS.

It is the intent of management to protect the safety and health of each employee. By following correct procedures, no employee should experience any harmful effects from working with chemicals in the workplace.

**Records**

Employee exposure record contains any of the following kinds of information:

* Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained;

* Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs;
* Safety data sheets indicating that the material may pose a hazard to human health; or
* In the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent.

Safety data sheets or chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent) records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty (30) years(1); and biological monitoring results designated as exposure records by specific occupational safety and health standards shall be preserved and maintained as required by the specific standard.

Each analysis using exposure or medical records shall be preserved and maintained for at least thirty (30) years.