

MODEL WRITTEN HAZARD COMMUNICATION PROGRAM

1. GENERAL INFORMATION

In order to comply with the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1988 and subsequent updates, the following written Hazard Communication Program has been established for _____.

All work units of the _____ are included within this program. The written program will be available in the _____ for review by all interested employees.

A. Container Labeling

The _____ will verify that all containers received for use will:

- Be clearly labeled as to the contents;
- Note the appropriate hazard warning;
- List the name and address of the manufacturer.

The _____ in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with an approved generic label which has a block for identity and a block for the hazard warning.

For help with labeling, please see _____.

The following is an approved generic label format:

WARNING or CAUTION or DANGER

**Substance Classification (caustic, oxidizer, cancer-causing, etc)
Chemical and/or Product Name (Must be same as name on MSDS)**

In-house part number (if applicable)

Hazardous Components

Warning signs of Overexposure (eg, nausea, headache, dizziness, etc.)

First Aid information and phone number

SEE SAFETY DATA SHEET FOR MORE INFORMATION

All information for labels should come from the supplier's original label and/or from the Material Safety Data Sheet.

(If written alternative to labeling of in-plant containers are used, add a description of the system used.)

The GDC Right to Know Coordinator will review the Department's labeling system annually and update as required.

B. Material Safety Data Sheets (MSDS)

_____ will be responsible for obtaining and maintaining the data sheet system for the work place. He/she will see that any new information is passed on to the affected employees. When a new hazardous substance is to be brought into the work site, this person will review the toxicity information before the final decision is made to acquire the substance, and determine whether a less toxic substance can be used, and whether additional engineering controls and personal protective equipment will be needed.

(If alternatives to actual data sheets are used, provide a description of the system.)

Copies of MSDSs for all hazardous chemicals to which employees may be exposed will be kept in _____.

MSDSs will be available to all employees in their work areas for review during each work shift. If MSDSs are not available or new chemicals in use do not have MSDSs immediately contact _____.

C. Employee Training and Information

_____ is responsible for the employee training program. He/she will ensure that all elements specified below are carried out.

Prior to starting work, each new employee will attend a health and safety orientation and will receive information and training on the following:

- An overview of the requirements contained in the Law;
- Chemicals present in their workplace operations;
- Location and availability of our written hazard program; MSDSs and Labels
- Physical and health effects of the hazardous chemical;
- How to read MSDSs and Labels;
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
- How employees can protect themselves;
- Emergency procedures;
- Employee rights under the Act;
- The grievance procedure;
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment;
- Steps the Department has taken to lessen/prevent exposure to these chemicals.
- Emergency procedures to follow if they are exposed to these chemicals;
- How to read labels and review MSDSs to obtain appropriate hazard information;
- Location of MSDS file and location of hazardous chemical list.

After attending the training class, each employee will sign a form to verify that they attended the training, received our written materials, and understood the Department's and _____ policies on Hazard Communication.

Prior to a new chemical hazard being introduced into any section of this workplace, each employee of that section

will be given information as outlined above. Also, if an employee is transferred into a new area where exposures to hazardous chemicals can occur, that employee will receive additional training.

_____ is responsible for ensuring that MSDSs on the new chemicals are available.

2. LIST OF HAZARDOUS CHEMICALS

The following is a list of all known Hazardous Chemicals used by employees of _____. Further information on each noted chemical can be obtained by reviewing Material Safety Data Sheets located in _____ and _____.

Trade Name Hazardous Chemical MSDS Number or I.D.

3. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees may be required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their section supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- Specific chemical hazards;
- Protective/safety measures the employee can take;
- Measures the Department has taken to lessen the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by the employees of this workplace:

<u>Tasks</u>	<u>Hazardous Chemicals</u>
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4. INFORMING CONTRACTORS

It is responsibility of _____ to provide contractors (with employees) the following information:

- Hazardous chemicals to which they may be exposed while on the job site;
- Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
- _____ will be responsible for contacting each contractor before work is started to gather and disseminate any information concerning chemical hazards that the contractor is bringing to our workplace.