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## **HAZARD COMMUNICATION PROGRAM**

### **WELCOME!**

This sample program is provided to assist you as an employer in developing programs tailored to your own operation. We encourage you to copy, expand, modify and customize this sample as necessary to accomplish this goal.

This document is provided as a compliance aid, but does not constitute a legal interpretation of OSHA Standards, nor does it replace the need to be familiar with, and follow, the actual OSHA Standards (including any North Carolina specific changes.) Though this document is intended to be consistent with OSHA Standards, if an area is considered by the reader to be inconsistent, the OSHA standard should be followed. Of course, we welcome your comments and feedback!

The North Carolina Department of Labor OSH Consultative Services Bureau can be contacted for further assistance such as helping you set up your individual program and even with on-site surveys. Feel free to contact us at 1-800-NCLABOR or at 919-807-2899. You may also want to visit our website at <http://www.nclabor.com/osh/consult/bcs1.htm>

Remember: A written safety/health program is only effective if it is put into place!

# HAZARD COMMUNICATION PROGRAM

## INTRODUCTION

The North Carolina Department of Labor has adopted the federal OSHA Hazard Communication Standard 29 CFR (Code of Federal Regulation) 1910.1200. The Hazard Communication Standard became effective on May 25, 1986 for North Carolina manufacturing employers and for state and local government agencies, which have one or more employees who are exposed to hazardous chemicals. The standard became effective to non-manufacturing employers on May 25, 1987. This regulation also covers North Carolina construction employers per 1926.59 which now reference the use of 1910.1200 for applicable construction work.

The goal of the Hazard Communication Standard is to reduce the occurrence of workplace illnesses and injuries caused by hazardous chemicals. The standard is designed to achieve this goal by providing information and training for employees who work with hazardous chemicals.

All employers subject to the standard must have a written hazard communication program.

The written program must:

- (1) Describe how the criteria specified in the standard will be met for labels and other forms of warning for material safety data sheets and for employee information and training;
- (2) Include a list of hazardous chemicals known to be present using the chemical or common name that appears on the appropriate material safety data sheet;
- (3) Identify the methods used to inform employees of the hazards of non-routine tasks and those hazards associated with chemicals in unlabeled pipes in their work areas; and
- (4) Describe methods used to inform any contractor with employees in the workplace of hazards that may be exposed to and appropriate protective measures.

The written hazard communication program must be made available upon request to employees; designated employee representatives; and authorized representatives of the North Carolina Commissioner of Labor.

This guide is provided to assist employers in developing a written hazard communication program that meets the requirements of paragraph (e) of the standard. Although this guide does not address the specific circumstances in each workplace, it can be adapted to meet the needs of most employers. Advice and assistance in preparing the written program is available from the Bureau of Consultative Services, Division of Occupational Safety and Health, North Carolina Department of Labor, 1101 Mail Service Center, Raleigh, NC 27699-1101, (919) 807-2899.

I. This program will describe how \_\_\_\_\_ intends to protect the safety and health of our employees who are exposed to hazardous chemicals in the workplace, and to comply with the provisions of 29 CFR 1910.1200.

II. \_\_\_\_\_ has been assigned the title of Hazard Communication Program Monitor 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.

There is no job at \_\_\_\_\_ so vital or urgent as to justify the risk of employee overexposure to a hazardous chemical. Ask when in doubt. Proceed with a job only after being satisfied that it is safe for you to do so.

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

IV. A Material Safety Data Sheet (MSDS) for each hazardous chemical on the list referenced above is on file at \_\_\_\_\_.

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

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

VI. All containers of hazardous chemicals in each workplace will be conspicuously labeled with the identity of the chemical (same as on the applicable MSDS), 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.

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

VIII. When an outside contractor will be used, it will be the responsibility of \_\_\_\_\_ to advise the contractor of any hazardous chemicals to which their employees may be exposed and the appropriate protective measures to be taken. Conversely, it will be the same persons responsibility to determine if the contractor will be using any hazardous chemicals during this work that would expose \_\_\_\_\_ employees. 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.

IX. All employees exposed to any hazardous chemicals will complete an information and training program which 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 Monitor.

Employee information for this program will include:

- (1) 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.
- (2) The location and availability of the written Hazard Communication Program, plus the list of hazardous chemicals and their corresponding MSDSs.
- (3) 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 MSDS will be provided.

Employee training shall include at least the following:

- (1) 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.
- (2) The physical and health hazards associated with each chemical, as specified in the MSDS.
- (3) 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.
- (4) 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 MSDS.

X. It is the intent of \_\_\_\_\_ management to protect the safety and health of each employee, our most valuable and valued asset. By following correct procedures, no employee should experience any harmful effects from working with chemicals in their workplace.