

**XYZ Company**

**HAZARD  
COMMUNICATION  
PROGRAM**

**XYZ Company  
1313 Mockingbird Lane  
Anytown, NH 03885**

**Prepared by: John Smith**

## XYZ Company

# Written Hazard Communication Program

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*From October, 1995 through September, 1996, automotive repair shops in the U.S. were cited 38 times for violations of the Hazard Communication Standard 1910.1200. During that time, Hazard Communication was the most commonly cited violation for automotive repair shops.*

### GENERAL

1. In order to comply with 29 CFR 1910.1200, the following written Hazard Communication Program (HCP) is to be implemented for XYZ Company.
2. All original hazard communication documents shall be kept on file by:  
  
Name: Bill Jones  
Location: Service Department
3. All XYZ Company personnel shall comply with this Program.
4. For any questions concerning this program, contact:  
  
Safety Committee, who has responsibility for ensuring that the program is current and enforced.
5. A copy of this program must be available to employees upon hiring, and a copy shall be supplied to any employee on request.
6. The program shall be updated when new chemicals or hazards are introduced into the work environment and shall be reviewed annually.

## CONTAINER LABELING

1. All primary (original) chemical containers in the workplace must have a label which is marked with the following information:
  - Chemical Name
  - Hazard Warning
  - Name and address of the manufacturer, importer, or responsible party.
2. Once a chemical is transferred from the primary container, which is marked with the information listed in (1) above, into a secondary container, the following information shall be marked on the secondary container:
  - Chemical Name
  - Refer to Bulk Container for hazardous information and protective equipment requirements
3. The labeling system used for chemicals in the facility shall conform to the **above requirements**

## MATERIAL SAFETY DATA SHEETS (MSDS)

1. The MSDS system includes the following requirements:
  - A current master inventory list of all MSDS's shall be maintained. This list shall be indexed numerically.
  - The list shall be updated as needed, but at least once a year.
  - All MSDS's shall be kept in a binder that is clearly labeled with the letters "MSDS" and maintained in an area that is always accessible to employees. The MSDS binder shall contain a copy of the inventory list used as an index, as the first page of the binder, followed by each MSDS in numerical order.
  - The Chemical inventory form is shown in ***Appendix B***.
  - MSDS binders shall be kept at **the service counter**.
  - The chemical name or identity used on the MSDS shall be the same as that used on the container label.

2. The information on an MSDS includes:

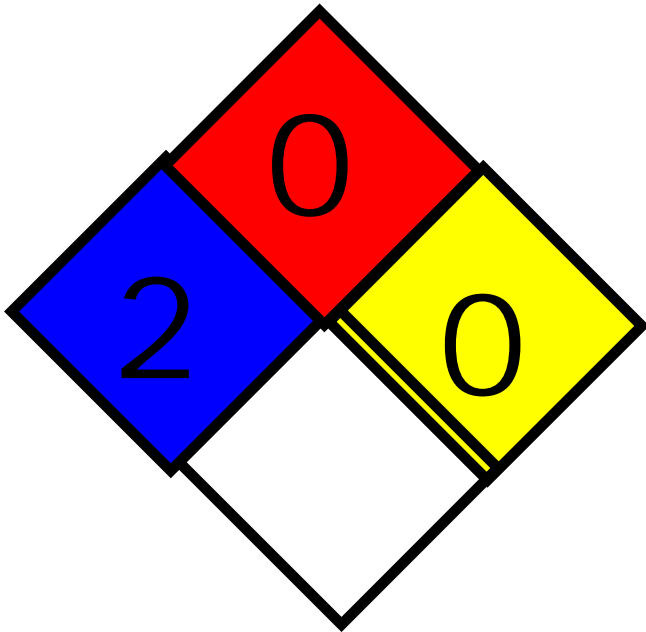
- physical and chemical characteristics of the chemical, including vapor pressure, flash point, etc.
- fire, explosion, and reactivity hazards of the chemical, including boiling point, flash point, and auto-ignition temperature
- health hazards of the chemical mixture, including signs and symptoms of exposure, medical conditions that may be aggravated by exposure, and primary routes of entry
- permissible exposure limit (PEL) or any other exposure limit used or recommended by the manufacturer, importer, or employer
- whether the chemical listed as a carcinogen by the National Toxicology (NTP) or has been found to be a potential carcinogen by the American Conference of Governmental Industrial hygienists (ACGIH) or OSHA
- control measures for the chemical, including fire, engineering, and personal protective equipment
- general precautions for safe handling and use, including protective measures during repair and maintenance of equipment involving the chemical
- procedures for cleanup of spills and leaks
- emergency first aid procedures
- date the MSDS was prepared or revised; and
- name, address, and telephone numbers of manufacturer, importer, or responsible party to call in an emergency.

## EMPLOYEE INFORMATION AND TRAINING

1. Before a new employee starts work, the employee's supervisor shall review the employee's copy of the Hazard Communication Program with that employee.
2. Before any new chemical is used, all employees shall be informed of its use. Each affected employee shall be instructed on safe use and trained on the hazards of the new chemical.
3. All employees shall attend additional training, as appropriate, to review the Hazard Communication Program and MSDS's.
4. **The minimum orientation and training for a new employee contains the following:**
  - an overview of the requirements contained in the Hazard Communication Standard, 29 CFR 1910.1200
  - the chemicals present in the workplace operations
  - location and availability of the written Hazard Communication Program and MSDS's
  - the physical and health effects of the hazardous materials listed on the inventory list of this program
  - methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area; and
  - how to lessen or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.

*Appendix A*

NFPA Label



HMIS Label

<i>Petro Brake Cleaner</i>	
2	HEALTH HAZARD
0	FIRE HAZARD
0	REACTIVITY
SPECIAL PROTECTION	
<i>B</i>	

