



Suggested Format for a Written Hazard Communication Program

General

The following hazard communication program has been established for _____ (company name) _____. This program will be available for review by all employees.

Hazard Determination

_____ (company name) _____ will rely on material safety data sheets obtained from product suppliers to meet hazard determination requirements.

Labeling

- A. _____ (name or job title) _____ will be responsible for seeing that all containers entering the workplace are properly labeled.
- B. All labels shall be checked for:
 - 1. Identity of the material.
 - 2. Appropriate hazard warning for the material.
 - 3. Name and address of the responsible party. (Only if the container is received from the manufacturer, distributor, or importer.)
- C. Each _____ (employee or supervisor) _____ shall be responsible for ensuring that all portable containers used in their work area are labeled with the appropriate identity and hazard warning.

Material Safety Data Sheets (MSDSs)

- A. _____ (name or job title) _____ will be responsible for compiling and maintaining the master MSDS file. The file will be kept in/at _____ (location) _____.
- B. Additional copies of MSDSs for employee use are located in/at _____ (location) _____.
- C. MSDSs will be available for review to all employees during each work shift. Copies will be available upon request to _____ (name or job title) _____.
- D. Posters identifying the person responsible for maintaining MSDSs and where the MSDSs are located are posted at _____ (location) _____. Posters notifying employees when new or revised MSDSs are received will be located in the same location(s).
- E. If a required MSDS is not received, _____ (name or job title) _____ shall contact the supplier, in writing, to request the MSDS. If an MSDS is not received after two such requests, _____ (name or job title) _____ shall contact the MIOSHA's Construction Safety and Health Division at (517) 322-1856 or General Industry Safety and Health Division (GISHD) at (517) 322-1831, for assistance in obtaining the MSDS.

The MIOSHA program does not maintain a library of MSDSs. However, either of the above divisions will assist an employee in obtaining a copy of an MSDS by contacting their employer.

Employee Information and Training

- A. (name or job title) shall coordinate and maintain records of employee hazard communication training, including attendance rosters.
- B. Before their initial work assignment, each new employee will attend a hazard communication training class. The class will provide the following information and training:

Information:

- X The requirements of the MIOSHA Hazard Communication Standard
- X All operations in their work area where hazardous chemicals are present
- X Location and availability of the written hazard communication program, the list of hazardous chemicals, and the MSDS

Training:

- X Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area
- X Physical and health hazards of the hazardous chemicals
- X Measures the employees should take to protect from these hazards
- X Details of the hazard communication program--including explanation of labeling system and MSDSs and how employees can obtain and use hazard information

- C. The employee shall be informed that:
1. The employer is prohibited from discharging, or discriminating against, an employee who exercises his/her rights to obtain information regarding hazardous chemicals used in the workplace.
 2. As an alternative to requesting an MSDS from the employer, the employee can seek assistance from the MIOSHA Construction Safety and Health Division, at (517) 322-1856, or the MIOSHA General Industry Safety and Health Division at (517) 322-1831, to obtain the desired MSDS. A sign or MIOSHA poster will be posted with the address and telephone number of the MIOSHA Divisions responsible for such requests.
- D. Before any new physical or health hazard is introduced into the workplace, each employee who may be exposed to the substance will be given information in the same manner as during the hazard communication training class.

Hazardous Non-routine Tasks (Delete section if not applicable.)

- A. Occasionally, employees are required to perform non-routine tasks (i.e., clean reactor vessels, enter confined spaces, etc.). Prior to starting work in such areas, each employee will be given information about the hazards of the area or procedure. This information will include:
1. Specific chemical hazards.
 2. Protection/safety measures the employee can take to lessen risks of performing the task.
 3. Measures the company has taken to eliminate or control the hazard, including:
 - a. air monitoring,
 - b. ventilation requirements,
 - c. use of respirators,
 - d. use of attendants to observe procedures, and
 - e. emergency procedures.

- B. It is the policy of _____ (company name) _____ that no employee will begin performance of a non-routine task without first receiving appropriate safety and health training.
- C. Hazardous non-routine tasks we have at our facility include: List hazardous non-routine tasks.

Multi-Employer Worksites -- Informing Contractors

- A. If our company exposes any employee of another employer to any hazardous chemicals that we produce, use, or store, the following information will be supplied to that employer:
 - 1. The hazardous chemicals they may encounter.
 - 2. Measures their employees can take to control or eliminate exposure to the hazardous chemicals.
 - 3. The container and pipe labeling system used on-site.
 - 4. Where applicable MSDSs can be reviewed or obtained.
- B. Periodically, our employees may potentially be exposed to hazardous chemicals brought on our site by another employer. When this occurs we will obtain from that employer information pertaining to the types of chemicals brought on-site, and measures that should be taken to control or eliminate exposure to the chemicals.
- C. It is the responsibility of _____ (name or job title) _____ to ensure that such information is provided and/or obtained prior to any services being performed by the off-site employer. To ensure that this is done the following mechanism will be followed: List all method(s) used to ensure the required information is provided or obtained.

Pipes and Piping Systems

Information on the hazardous contents of pipes and piping systems will be identified by: List means of identification for pipes and piping systems (i.e., label, sign, placard, written operating instructions, process sheet, batch ticket, etc.). Natural gas, steam and compressed air lines (with pressures exceeding 25 psig) must be identified in all industrial facilities. ANSI A13.1-1981 recommends the following colorations: blue for low-medium pressure oxygen and compressed air lines, yellow for variable-high pressure oxygen and compressed air lines, and yellow for acetylene and natural gas lines.

List of Hazardous Chemicals

A list of all hazardous chemicals used by _____ (company name) _____ is attached to this document. Further information regarding any of these chemicals can be obtained by reviewing its respective MSDS.

Materials which can be purchased by the ordinary household consumer, and which are used in the same fashion and amount as by the ordinary household consumer, are not required to be included in this list. (It is suggested that you maintain a separate list of all materials you consider to be "consumer use" materials.)

Hazardous Chemical List

Hazardous Chemical (same name as on container label and MSDS)

NOTE: This sample program is applicable to most employers in Michigan. The federal OSHA Hazard Communication Standard (29 CFR 1910.1200, effective date March 11, 1994) contains information of particular interest to employers such as retailers, wholesalers, warehouses and employers who work at multiple job sites. All employers are strongly recommended to read the new hazard communication standard to determine its applicability to their workplace. Copies of the standard can be obtained by contacting:

Michigan Department of Energy, Labor & Economic Growth
Michigan Occupational Safety and Health Administration

Management and Technical Services Division
MIOSHA Standards Section (517) 322-1845

Consultation Education and Training Division (517) 322-1809

FREE ONSITE CONSULTATION SERVICE FOR EMPLOYERS

To help employers better understand and voluntarily comply with the MIOSHA Act, free Onsite Consultation programs are available to help small employers Identify and correct potential safety and health hazards



Michigan Occupational Safety & Health Administration
Consultation Education & Training Division
7150 Harris Drive, P.O. Box 30643
Lansing, Michigan 48909-8143

For further information or to request consultation, education and training services
call (517) 322-1809

or

visit our website at www.michigan.gov/miosha



www.michigan.gov/dleg

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Voice (517) 322-1809, TTY (517) 335-0191