**SAMPLE HAZCOM POLICY**

To ensure that information about the dangers of all hazardous chemicals used by (FACTORY) is known by all affected employees and/or staff, the following hazardous information program has been established. Under this program, you will be informed (prior to beginning work) of the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our factory where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All departments of this factory will participate in the hazard communication program. Copies of the hazard communication program are available in the (location) for review by all employees and/or staff members.

(Name of responsible person and/or position) is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

**PRIMARY CONTAINER LABELING**

(Name of responsible person and/or position) will verify that all containers received for use will be clearly labeled as to the contents and the following:

* **Product Identifier**: Name of the product
* **Pictogram(s)**: a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Each pictogram consists of a different symbol on a white background within a red square frame set on a point (i.e., a red diamond).
* **Signal words:** a single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used are “Danger” and “Warning.” “Danger” is used for the more severe hazards, while “Warning” is used for less severe hazards.
* **Hazard statement:** a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.
* **Precautionary statement:** a phrase that describes recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling of a hazardous chemical.
* **Supplier Information:** Contact information for the manufacturer/supplier of the product including company name, address and telephone number.

Attachment XX contains an example of a label our factory will follow.

**SECONDARY/WORKPLACE CONTAINER LABELING**

(Name of responsible person and/or position) in each area will ensure that all secondary/workplace containers are labeled with an extra copy of the original manufacturer’s label or with labels that displays the following information:

* The identity of the chemical (chemical name)
* The associated hazards (signal word and/or hazard statement)
* Pictogram

Attachment XX contains an example of a label our factory will follow.

For help with labeling, see (name of responsible person and/or position).

On the following individual stationary containers (e.g., drums of oil, paint), we are using (description of labeling system used) rather than a label to convey the required information:

(List containers here.)

We are using an in-house labeling system that relies on (describe any in-house system that uses numbers or graphics to convey hazard information). (Name of responsible person and/or position) will review the factory labeling procedures every (provide a time period) and will update labels as required. The list of chemicals should be provided to the health and safety committee for review.

**SAFETY DATA SHEETS (SDSs)**

(Name of responsible person and/or position) is responsible for establishing and monitoring the factory SDS (formerly MSDS, material safety data sheet) program. He/she will ensure that procedures are developed to obtain the necessary Globally Harmonized System (GHS) compliant SDSs and will review incoming SDSs for new or significant health and safety information. He/she will see that any new information is communicated to affected employees. The procedure below will be followed when an SDS is not received at the time of initial shipment:

(Describe procedure to be followed here)

Copies of SDSs for all hazardous chemicals to which employees and staff are exposed or are potentially exposed will be kept in (identify location).

SDSs are readily available to all employees and staff during each work shift. If an SDS is not available, contact (name of responsible person and/or position).

SDSs are readily available to employees in each work area using the following format:

(Describe company format here)

Note: If an alternative to paper copies of SDSs is used, describe the format and how employees can access it.

When revised SDSs are received, the following procedures will be followed to replace old SDSs:

(Describe procedures)

**EMPLOYEE TRAINING AND EDUCATION**

(Name of responsible person and/or position) is responsible for the hazard communication program and will ensure that all program elements are carried out.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on this plan before starting work. Each new employee will attend a health and safety orientation that includes the following information and training:

* The hazardous chemicals present at his/her work area
* The physical and health risks of the hazardous chemicals
* Symptoms of overexposure
* How to determine the presence or release of hazardous chemicals in the work area
* How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment
* Steps the company has taken to reduce or prevent exposure to hazardous chemicals
* Procedures to follow if employees are overexposed to hazardous chemicals
* How to read labels and SDSs to obtain hazard information
* Location of the SDS file and written hazard communication program

Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard. The training format will be as follows:

(Describe training format, such as audiovisuals, interactive

computer programs, classroom instruction, etc.)

**HAZARDOUS NON-ROUTINE TASKS**

Periodically, employees are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are:

(Examples: painting, confined space entry)

Prior to starting work on such projects, each affected employee or staff member will be given information by (name of responsible person and/or position) about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy system), and emergency procedures.

Examples of non-routine tasks performed by employees of this factory are:

**Task Hazardous Chemical**

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**INFORMING OTHER EMPLOYERS/CONTRACTORS**

It is the responsibility of (name of responsible person and/or position) to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of (name of responsible person and/or position) to obtain information about hazardous chemicals used by other employers to which employees of this factory may be exposed.

Other employers and contractors will be provided with SDSs for hazardous chemicals generated by this factory’s operations in the following manner:

(Describe factory policy here)

In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by this company. Also, other employers will be informed of the hazard labels used by the company. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous chemicals to which their employees may have exposure.

**LIST OF HAZARDOUS CHEMICALS**

A list of all known hazardous chemicals used by our employees and staff is attached to this plan. This list includes the name of the chemical, the manufacturer, the work area in which the chemical is used, dates of use, and quantity used. Further information on each chemical may be obtained from the SDSs, located in (identify location).

When new chemicals are received, this list is updated (including date the chemicals were introduced) within 30 days. To ensure any new chemical is added in a timely manner, the following procedures shall be followed:

(Identify procedures to be followed)

The hazardous chemical inventory is compiled and maintained by (name of responsible person and/or position and telephone number).

Include here the chemical list developed during the inventory. Arrange this list so that you are able to cross-reference it with your SDS file and the labels on your containers. Additional useful information, such as the manufacturer’s telephone number, an emergency number, scientific name, CAS number, the associated task, etc., can be included.

**PROGRAM AVAILABILITY**

A copy of this program will be made available, upon request, to employees and staff.