

WRITTEN HAZARD COMMUNICATION PROGRAM

GENERAL

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

I. HAZARD DETERMINATION

_____ will be relying on Material Safety Data Sheets from suppliers to meet determination requirements.

II. LABELING

- A. The _____ will be responsible for seeing that all containers coming in are properly labeled.
- B. All labels shall be checked for:
 - 1. Identity
 - 2. Hazard
 - 3. Name and address of responsible party
- C. Each _____ shall be responsible for seeing that all portable containers used in their work areas are labeled with identity and hazard warning.

III. MATERIAL SAFETY DATA SHEETS (MSDS)

- A. The _____ will be responsible for compiling the master MSDS file. It will be kept _____.
- B. Copies of MSDSs for all hazardous chemicals to which employees may be exposed will be kept in a file at _____.
- C. MSDSs will be available for review to all employees during each work shift. Copies will be available upon request to _____.
- D. The _____ will be provided with the required MIOSHA Right-To-Know posters and postings notifying employees of new or revised MSDSs within five (5) days of receipt of new or revised MSDSs.

IV. EMPLOYEE INFORMATION TRAINING

- A. The _____ shall coordinate and maintain records of training conducted for _____.
- B. Before starting work, or as soon as possible thereafter, each new employee will attend a safety class. In that class, each employee will be given information on:
 - 1. Chemicals and their hazards in the workplace.
 - 2. How to lessen or prevent exposure to these chemicals.
 - 3. What the company has done to lessen or prevent workers' exposure to these chemicals.
 - 4. Procedures to follow if they are exposed.
 - 5. How to read and interpret labels and MSDSs.
 - 6. Where to locate MSDSs and from whom they may obtain copies.
- C. The employee will be informed that:
 - 1. The employer is prohibited from discharging, or discriminating against, an employee who exercises the rights regarding information about hazardous chemicals in the workplace.
 - 2. As an alternative to requesting an MSDS from the employer the employee may obtain a copy from the Department of Public Health.
- D. Attendance will be taken at training sessions. These records will be kept by _____.
- E. Before any new hazardous chemical is introduced into the workplace, each employee will be given information in the same manner as during the safety class.

V. HAZARDOUS NON-ROUTINE TASKS (Delete entire section if not applicable)

- A. On occasion, employees are required to do work in hazardous areas (e.g. confined spaces). Prior to starting work in such areas, each employee will be given information about the hazards involved in these areas.

This information will include:

1. Specific chemical hazards.
2. Protection/safety measures the employee is required to take to lessen risks.
3. Measures the company has taken to lessen the hazards, including ventilation, respirators, the presence of another employee, and emergency procedures.

- B. It is the policy of _____ that no employee will begin work in a confined space, or any non-routine task, without first receiving a safety briefing.

VI. INFORMING CONTRACTORS

- A. It is the responsibility of the _____ to provide any other contractors with employees exposed to our chemicals with the following information:

1. Hazardous chemicals with which they may come in contact.
2. Measures the employees should take to lessen the risks.
3. Where to get MSDSs for all hazardous chemicals.

- B. It is the responsibility of the _____ to obtain chemical information from contractors when they will expose our employees to hazardous chemicals which they may bring into our workplace.

VII. PIPE AND PIPING SYSTEMS

- A. Information on the hazardous contents of pipe and piping shall be readily available

VIII. LIST OF HAZARDOUS CHEMICALS

This is a list of the chemicals used by _____

MATERIAL (Name on label and MSDS)

Page ____ of ____

MATERIAL (Name on label and MSDS)

Page ____ of ____

Disclaimer: The information contained in this publication was obtained from sources believed to be reliable. The State Auto Insurance Companies make no representations or guarantee as to the correctness or sufficiency of any information contained herein, nor a guarantee of results based upon the use of this information and disclaims all warranties expressed or implied regarding merchantability, fitness for use and fitness for a particular purpose. State Auto does not warrant that reliance upon this document will prevent accident and losses or satisfy federal, state and local codes, ordinances and regulations. You assume the entire risk as to the use of this information. Further, this document does not amend, or otherwise affect the terms, conditions or coverage of any insurance policy issued by the State Auto Insurance Companies.