

# Written Hazard Communication Program Sample For XYZ COMPANY

This is an example only. Employers are encouraged to develop their own program, specifically tailored to their operation and needs.

To enhance our employees' health and safety, our company has developed, implemented, and maintains a hazard communication program as required by the Hazard Communication Regulation (T8, CCR 5194). The hazard communication manager, (*name*), has full authority and responsibility for implementing and maintaining this program. We provide information about the hazardous substances in our workplace, the associated hazards, and the control of these hazards through a comprehensive hazard communication program that includes the elements listed below:

## 1. List of hazardous substances

(*Person/position*) will prepare and keep current an inventory list of all known hazardous substances present in our workplace. Specific information on each noted hazardous substance can be obtained by reviewing the MSDSs (see Attachment C, "Hazardous Substance Inventory List Sample").

## 2. Proposition 65 list of chemicals

(*Person/position*) is responsible for obtaining updates of Proposition 65 listed chemicals and providing new information to affected employees. In the case of newly added chemicals to the Proposition 65 list, warning requirements take effect 12 months from the date of listing.

## 3. Material Safety Data Sheets (MSDSs)

(*Person/position*) is responsible for obtaining the MSDSs, reviewing them for completeness, and maintaining the data sheet system for our company. In the review of incoming data sheets, if new and significant health/safety information becomes available, this new information is passed on **immediately** to the affected employees by additional training sessions, posting of memos, and other means of communication. Legible MSDS copies for all hazardous substances to which employees of this company may be exposed are kept in (*list all locations*). MSDSs are readily available for review to all employees in their work area and during each work shift. If MSDSs are missing or new hazardous substance(s) in use do not have MSDSs, or if an MSDS is obviously incomplete, please contact (*person/position*) immediately, and a new MSDS will be requested from the manufacturer. If we are unable to obtain the MSDS from the vendor within 25 calendar days of the request, we will either call our local Cal/OSHA compliance office or write to:

Division of Occupational Safety and Health  
Deputy Chief of Health and Engineering Services  
P. O. Box 420603  
San Francisco, CA 94142-0603

If anyone has a specific question or needs additional information on an MSDS, please call the Cal/OSHA Consultation Service at 1-800-963-9424 or HESIS of the Occupational Health Branch of at 510-622-4317. If we use alternatives other than paper MSDSs—computer or microfiche machines with printers or telefax machines—we will make sure that employees have ready access to and know how to operate these devices for retrieval and printing of legible hard copies. Our backup system in the event of failure of the primary MSDS retrieval system will require employees to request paper MSDSs by telephone. An MSDS hard copy will be provided to the requester as soon as possible after the telephone request is made.

#### **4. Labels and other forms of warning**

Before hazardous substance containers are released to the work area, it is the policy of our company that *(person/position)* will verify that all primary and secondary containers are labeled as follows:

*Label Information Primary Container Secondary Container*

Identity of the hazardous substance(s) ✓

Applicable hazard warnings ✓

Name and address of the manufacturer ✓

To address exposures to Proposition 65 chemicals, *(person/position)* will provide clear and reasonable warnings to individuals prior to exposure by means of posting signs conspicuously, labeling consumer products, and training employees.

If applicable, *(person/position)* will arrange for labels, signs, and other warnings to be printed in other languages.

#### **5. Employee information and training**

Employees are to attend a health and safety training session set up by *(person/position)* prior to starting work. This training session will provide information on the following:

- The requirements of the hazard communication regulation, including the employees' rights under the regulation
- The location and availability of the written hazard communication program
- Any operation in their work area, including non-routine tasks, where hazardous substances or Proposition 65 carcinogens/reproductive toxins are present and exposures are likely to occur
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area
- Protective practices the company has taken to minimize or prevent exposure to these substances
- How to read labels and review MSDSs to obtain hazard information
- Physical and health effects of the hazardous substances
- Symptoms of overexposure

- Measures employees need to put into practice to reduce or prevent exposure to these hazardous substances by engineering controls, work practices, and use of personal protective equipment
- Emergency and first-aid procedures to follow if employees are exposed to hazardous substances
- The location and interpretation, if needed, of warning signs or placards to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace  
Employees will receive additional training when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer's work site.

## 6. Hazardous non-routine tasks

Periodically, our employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, affected employees will be given information by their supervisor on hazards to which they may be exposed during such an activity.

This information will cover:

- Specific hazards
- Measures the company has taken to reduce the risk of these hazards, such as providing ventilation, ensuring the presence of another employee, providing a respiratory protection program, and establishing emergency procedures
- Required protective/safety measures

Examples of non-routine tasks performed by employees of this company:

*Sample Non-routine Task Hazardous Substance*

Cleaning sewage tank Sodium hydroxide

---



---



---

## 7. Labeled/unlabeled pipes (if applicable)

Above-ground pipes transporting hazardous substances (gases, vapors, liquids, semi-liquids, or plastics) shall be identified in accordance with T8 CCR, Section 3321, and "Identification of Piping."

Other above-ground pipes that do not contain hazardous substances but may have associated hazards if disturbed or cut (e.g., steam lines, oxygen lines) shall be addressed as follows:

Before employees enter the area and initiate work, (*persons/position*) will inform them of:

- The location of the pipe or piping system or other known safety hazard
- The substance in the pipe
- Potential hazards
- Safety precautions

## **8. Informing contractors**

To ensure that outside contractors work safely in our plant and to protect our employees from chemicals used by outside contractors, *(person/position/department)* is responsible for giving and receiving the following information from contractors:

- Hazardous substances, including Proposition 65 chemicals, to which they may be exposed while on the job site as well as substances they will be bringing into the workplace (To this end, we will provide contractors with information on our labeling system and access to MSDSs.)
- Precautions and protective measures the employees may take to minimize the possibility of exposure

**If anyone has questions about this plan, please contact *(person/position)*. Our plan will be maintained by *(person/position)* to ensure that the policies are carried out and the plan is effective.**

---

*(Signature of Owner or Management Representative)*