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| Hazard Communication Template |

## Hazard Communication Plan

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**SECTION I: INSTRUCTIONS**

Please do the following:

1. *Use the attached template to document your compliance with the requirements of the Federal Hazard Communication Standard by replacing the highlighted areas in each section with your area’s information.*
2. *The primary purpose of the template is to assist you in creating a hazard communication plan for your department/area.*
3. *Initial & Date each page*
4. *Your hazard communication plan should be made available to state and federal inspectors as requested*

**SECTION II: ASSIGNMENT OF RESPONSIBILITY**

Department or Area Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Building and Room No(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Last date revised: \_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Department Head or Area Supervisor) (Title)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Hazard Communication Program Coordinator for this area is responsible for assuring (**name of area**) fulfills the compliance requirements of the Hazard Communication Standard. The following individual is designated to fulfill this responsibility in the (**name of department/area**):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Employees name or title Telephone #

This program applies to all work operations in **(name of department/area)** where employees may be exposed to chemical and/or physical hazards under normal working conditions and during an emergency situation. Under this program, employees will be informed of the contents of the OSHA Hazard Communications standard, any physical or chemical hazards in their work areas, safe handling procedures and measures to recognize and protect themselves from these hazards. All employees in this area are required to participate in the Hazard Communication Program. Copies of the Hazard Communication Plan are available in (**location** **of copies**) for review by any interested employee.

This plan shall be reviewed and updated annually by (**name of responsible person and/or position**).

**SECTION III: PRODUCT AND CHEMICAL LABELS**

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

* Note the appropriate hazard warning, and list the manufacturer's name and address
* Ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning.
* Review the company labeling procedures every **(provide a time period)** and will update labels as required.

**SECTION IV**: **SAFETY DATA SHEETS (SDS)**

The **(name of responsible person and/or position)** is responsible for ensuring that procedures are developed to obtain the necessary SDS’ including:

* Reviewing incoming SDS’ for new or significant update in health and safety information.
* Communicating new information to affected employees.
* Developing of procedure when an SDS is not received at the time of initial shipment or needs to be replaced
* Maintaining current SDS inventory and updating as necessary

Copies of SDS’ for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in **(identify location)**.

**SECTION V: HAZARDOUS NON-ROUTINE TASKS**

Employees may be required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: confined space entry, spill response, work in chemical and research labs.

Prior to starting work on such projects, each employee will be given information by **(name of responsible person and/or position)** about physical or chemical hazards that may be encountered during the activity. This information will include specific physical and chemical hazards, protective and safety measures the employee should use, and steps the company is taking to reduce the hazards, including ventilation, ear plugs, warning signs, respirators, the presence of another employee (buddy systems), and emergency procedures.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task(s)** | **Area** | **Hazardous Chemical** | **Physical Hazards** | **Special Instructions** |
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**SECTION VI: LIST OF HAZARDOUS CHEMICALS**

The list of all known hazardous chemicals used by **(name of department/area)** is available via the EHS Assist online database**.** 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 SDS located in **(identify location)**.  
  
When new chemicals are received, this list is updated within 30 days of receipt.   
**(Name of responsible person and/or position and telephone number)** is responsible for compiling, updating, and maintaining this area’s hazardous chemical inventory.

**SECTION VII: LIST OF PHYSICAL HAZARDS**

The following is a list of all known physical hazards present in the work area (**name of department/area**). This list includes the type of physical hazard, the source, the work area in which the physical hazard is present, dates of use, and length of time used. Further information on each physical hazard may be obtained from the SDS or user manual located in (**identify location**).  
  
When a piece of equipment or container is received that presents its own physical hazards, this list is updated within 30 days of receipt.

(**Name of responsible person and/or position and telephone number**) is responsible for compiling, updating, and maintaining this area’s physical hazards list.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Physical Haz.** | **Source** | **Work Area** | **Date(s) of Use** | **Time Used** |
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**SECTION VIII: OTHER EMPLOYERS/CONTRACTORS**

It is the responsibility of **(name of responsible person and/or position)** to provide visitors, volunteers, and contractors with information about chemical and physical hazards that they may be exposed to on a job site in this department and suggested precautions which should be taken.

The information provided will at minimum include reference and location of physical hazards in the area, type and source of the hazard, and information on the following:

* Necessary precautionary measures to protect employees exposed to operations performed by this company
* Hazard labels and signs (lettering, symbolic or numerical labeling systems used by the department

**SECTION IX: EMPLOYEE TRAINING AND INFORMATION**

**(Name of responsible person and/or position)** is responsible for ensuring that all employees receive the appropriate training.

Employees who work with or are potentially exposed to hazardous chemicals are required to receive initial training on the hazard communication standard and the opportunity to review this plan before starting work. Each new employee will be provided with a health and safety orientation that includes the following information:

* An overview of the OSHA hazard communication standard
* The chemical and physical hazards present at his/her work area
* The physical and health risks of these hazards
* Symptoms of overexposure
* How to determine the presence or release of hazardous chemicals in the work area
* How to reduce or prevent exposure to physical and chemical hazards through use of control procedures, work practices and personal protective equipment
* Steps the company has taken to reduce or prevent exposure to physical and chemical hazards.
* Procedures to follow if employees are overexposed to hazardous chemicals
* Procedures to follow if employees are injured due to a physical hazard.
* How to read labels and SDS’ to obtain hazard information.
* Location of the SDS file and written Hazard Communication program

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

**SECTION X: RECORDS**

The FIU Environmental Health & Safety offers the following resources to assist with meeting training requirements:

* “24/7 Online Anytime” Training: <http://ehs.fiu.edu/Training/Pages/default.aspx>

Training records shall be maintained as follows:

1. Dates of training sessions.
2. Contents and summary of training sessions.
3. Names and qualifications of persons conducting the training.
4. Name and job titles of all persons attending the training.

Training records shall be maintained in EH&S for a minimum of 5 years. Copies of the training certificates for all staff must be maintained at the worksite. (**Name of person**) is responsible for maintaining staff training certificates.

**APPENDICES**

**APPENDIX A ACKNOWLEDGEMENT OF COMPLIANCE WITH WORKER RIGHT-TO-KNOW REGULATIONS**

**APPENDIX B LOCATION OF SPILL KITS AND SAFETY SUPPLIES**

**APPENDIX A: ACKNOWLEDGMENT OF COMPLIANCE WITH WORKER RIGHT-TO-KNOW REQUIREMENTS**

As part of the Federal Hazard Communications standard requirements (29 CFR 1910.1200) and the Laboratory Safety standard (29 CFR 1910.1450), employers shall provide employees with effective information and training on hazardous materials in their work area at the time of their initial assignment, and whenever a new physical or health hazard is introduced into the employee’s work area.

The FIU Environmental Health and Safety Department (EH&S) fulfills part of this requirement with online Hazard Communications Training (HAZCOM: In-sync with GHS). This online course provides an overview of the standards and general information on how to read and interpret safety-related information from product labels, signs, and Safety Data Sheets. The last step in this training is specific to the area that the employee works in. This training must be given by the employees’ supervisor, principle investigator or lab manager. Following is a guide on what type of specific information should be covered:

* Employee has successfully completed the FIU on-line HAZCOM: In-sync with GHS (there may be other required training courses if the person is required to work with animals, blood-borne pathogens, radiation producing equipment, etc. If training is not completed, the employee may not use hazardous materials or equipment until this training is successfully completed).
* Employee has read, understood and agreed to comply with the University Laboratory Safety Manual. (If working with biological hazards, radioactive sources, or machines which produce a radiation hazard, the corresponding university safety manuals must also be read)
* Employee has been shown routes of exit from the immediate work area, the closest two exits which lead out of the building, and the area to assemble outside the building during emergency evacuations.
* Employee has been shown the location of the nearest fire alarm and pull-box.
* Employee has been shown the location of, and how to operate, the nearest safety-shower and/or eyewash station.
* Employee has been shown the location of the nearest fire extinguisher. (All laboratory employees must successfully complete the on-line basic fire extinguisher course and at least one person in every lab is required to take Hands on Fire Extinguisher training).
* Employee has been shown the location of emergency chemical spill supplies and what types of chemical they are to be used on.
* Employee has been shown the emergency contact list and has read and understands their responsibilities during a chemical spill, gas leak, fire, etc.
* The employee has read, understood, and agreed to comply with all of the written emergency evacuation procedures for their work area.
* Employee has been shown the location where the Materials Safety Data Sheets are kept, hard copy or on-line (for on-line SDSs the employee must show ability to retrieve the sheet in a time frame appropriate in case of emergency).
* Employee has been shown how to read and interpret information on labels and in the SDSs.
* Employee has been shown where to access the list of all chemicals present in the laboratory.
* Hazards of chemicals which the employee will be using as part of their employment have been reviewed. This can be accomplished by reviewing the SDSs for each of the chemicals that the employee will use within the work area. (This activity should be done personally between the supervisor, primary investigator or lab manager, so the correct handling and control methods, for each material, can be explained. A list of the materials reviewed, along with the date, should be in the employee’s training file. The law also specifies that when a new chemical or physical hazard is introduced to the employees work area this type of review is required.)
* Employee has read, understood, and agreed to follow all safety requirements specified in written standard operating procedures (SOPs). The SOP should identify any physical or chemical hazards associated with the activity(s) that apply.
* Employee has been shown the location of laboratory ventilation hoods in their work environment. (If the employee is expected to use a laboratory or BioSafety ventilation hood as part of their job activities they must successfully complete the on-line Safe Use of Laboratory Fume Hood course).
* Laboratory PPE requirements (eye-ware, respirator, gloves, lab coat, shoes, etc.), have been reviewed with the employee. Specific glove PPE which is suitable for each chemical to be handled can be found in the SDS or on-line at the EH&S web site under Industrial Hygiene – Lab Safety Reference Documents – Chemical Protective Clothing Guide.
* If the employee is required to wear a respirator as part of their work activities, they must enter the Medical Monitoring Program, pass a respirator fit test, and successfully complete the Respiratory Protection course. All three of these steps must be completed annually in order to work with the specified materials. If you or your supervisor have any questions regarding PPE (appropriate glove material, respirator to use or filter type, etc.) contact EH&S at 348-2621.
* Employee has been shown how to label secondary chemical containers. (Name of chemical and associated hazards).
* The location, safe handling requirements and control measures of physical hazards within the employee’s work area (compressed gas, cryogenic materials, hot surfaces, etc.) have been reviewed with the employee.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Print Name – Employee)** **(Date Completed)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Employee Signature)** **(Supervisors Signature)**

# APPENDIX B: Spill Kit and Safety Supply Locations

|  |  |
| --- | --- |
| **Supply Type** | **Location** |
| **Fire Extinguisher** |  |
| **First Aid Kit** |  |
| **Spill Kit 1: \_\_\_\_\_\_\_\_\_\_\_**  **Spill Kit 2: \_\_\_\_\_\_\_\_\_\_\_**  **Spill Kit 3: \_\_\_\_\_\_\_\_\_\_\_** |  |
| **Nearest AED** |  |
| **Nearest Evacutrac** |  |
| **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |