**Hazard Chemical Communication Program (HazCom)**

[WAC 296-901-140](https://apps.leg.wa.gov/WAC/default.aspx?cite=296-901#:~:text=WAC%20Sections%20%20%20HTML%20PDF%20%20,%20Hazard%20classification.%20%2012%20more%20rows%20)

## A. Company Policy

<<COMPANYNAME>> is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by <<COMPANYNAME>>, the following hazardous chemical communication program has been established.

All work units of <<COMPANYNAME>> will participate in the hazard communication program. This written program will be available with our Accident Prevention Program and available for review by any interested employee.

## B. Container Labeling

If we re-label any chemicals, <<COMPANYHR>> is responsible for container labeling procedures, reviewing, and updating to meet current SDS rules. The labeling system used at <<COMPANYNAME>> is as follows:

The new container will have a replica of the label that was on the original container, updated as necessary.

It is the policy of <<COMPANYNAME>> that no container will be released for use until the above procedures are followed.

## C. Safety Data Sheets (SDS)

<<COMPANYHR>> is responsible to establish and monitor the SDS program. This person will make sure procedures are developed to obtain the necessary SDS’s and will review incoming SDS’s for new or significant health and safety information. This person will see that any new information is passed on to affected employees.

The procedures to obtain SDS’s and review incoming SDS’s for new or significant health and safety information are as follows:

As products are added or discontinued from use in our shop, <<COMPANYHR>> will update the SDS file accordingly. Information regarding the new chemical will be provided to by the manufacture or distributor to <<COMPANYNAME>> in the format they commonly use.

Copies of SDS’s for all hazardous chemicals in use will be kept at each location. SDS’s will be available to all employees during each work shift. If an SDS is not available or a new chemical in use does not have an SDS, immediately contact <<COMPANYHR>>.

## D. Employee Information and Training

<<COMPANYHR>> is responsible for the employee training program.

The procedures for how employees will be informed and trained are as follows:

<<COMPANYHR>> will make sure that before starting work, each new employee will attend a health and safety orientation that includes information and training on the following:

* An overview of the requirements contained in the Hazard Communication Standard.

Hazardous chemicals present at his or her workplace.

Physical and health risks of the hazardous chemical.

The symptoms of overexposure.

How to read labels and review SDS’s to obtain hazard information.

Location of eyewash stations.

Precautions when using chemicals emitting flammable vapors. When transferring bulk chemicals into a working container, caution should be exercised to make sure the vapors will not ignite. Ways to accomplish that are to make sure you are in a no sparks are in the area, ventilation is adequate, and if product is in going from one metal container to another metal container, they are both grounded out to eliminate the possibility of static spark ignition. The receiving container shall be properly labeled as to what chemical is in the bottle.

How to determine the presence or release of hazardous chemicals in his or her work area.

How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.

Steps the employer has taken to reduce or prevent exposure to hazardous chemicals.

Procedures to follow if employees are overexposed to hazardous chemicals.

Location of the SDS file and written hazard communication program.

Before introducing a new chemical hazard, each employee will be given information and training as outlined above for the new chemical.

## E. Hazardous non-routine tasks

Periodically, employees are required to perform hazardous non-routine tasks. (Some examples of non-routine tasks are confined space entry, tank cleaning). Non-routine tasks that are performed at <<COMPANYNAME>> include:

## F. Outside Personnel (Contractors, etc.)

Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this Hazard Communication Program, the supervising department and the outside employer shall inform each other of their respective Hazard Communication Programs.

The supervising department shall ensure that his/her personnel understand and comply with any restrictions and prohibitions of the outside employer’s hazard communication procedures.

## G. List of Hazardous Chemicals

The following is a list of all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing SDS’s located at (Customize with location that SDS’s are stored at):

SDS identity: (you may want to put copies of the Safety Data Sheets here)

**Chemical Name Manufacturer Location Used**