29CFR 1910.1200-Hazard Communication Standard

Chemical Safety Plan

Preparation

1. Read Applicable Background information and related Company Policy Chapter.

- 2. Make _____ Copies of this Lesson Plan for Personnel
- 3. Make Transparency, procure transparency pens, etc.
- 4. Coffee, tea, snacks

Other:

Material

1. Various Chemicals personnel will come into contact with

Objective

By the end of this session, personnel shall be able to explain:

- 1. Identify hazardous chemicals in their work area
- 2. Company Hazardous Chemical Inventory Policy
- 3. Company Labeling Requirements
- 4. Company MSDS Policy
- 5. Company Employee Training & Information Policy
- 6. Company Employee Non-Routine Task Program

Background

This Hazard Communication requires the Company to **provide information about the hazardous chemicals that employees will be exposed to, chemical product labels and other forms of warning, material safety data sheets related to the chemicals, appropriate training, and a written hazard communication program.** The Safety and Health Manager has the specific responsibility for implementing the plan. Supervisors of employees have the responsibility to insure the Safety Plan is carried out. The Safety and Health Manager is also responsible for providing consultation and specific training when needed. Notes

Lesson

Hazardous Chemicals in Your Work Area

Here is a list of hazardous chemicals you can be expected to come into contact with at the work place:

You will be expected to treat any and all substances you come into contact with (*if* you do not know what it is) as though it were hazardous. "**Universal Precautions**" is the name used to describe a <u>prevention strategy</u> in which all unknown substances, blood and potentially infectious materials are treated as if they are, in fact, dangerous, regardless of their source. In other words, whether or not you think the substance is dangerous, *you treat it as if it is*.

Company Hazardous Chemical Inventory Policy

Supervisors are required to maintain a list of all hazardous chemicals known to be present in each work area (e.g. shop area, section, etc.) and to update the list as necessary. This inventory list must identify each hazardous chemical by **the primary name on the label** AND **the manufacturer or distributor of the chemical**. The inventory list must be kept in the work area and accessible to anyone requesting it. A suggestion is in a 3 ring binder, with the cover clearly labeled "HAZARDOUS CHEMICALS.

This inventory shall list all hazardous chemicals found in the work area. This is to include:

- (1) laboratory chemicals
- (2) janitorial supplies
- (3) compressed gases
- (4) cleaning products
- (5) materials found in the maintenance departments (such as lubricating oils, solvents, etc.)
- (6) specialty chemicals used by ANYONE!.

Notes

Labeling Requirements

Supervisors must ensure that all hazardous chemicals in his/her area of responsibility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings and the name and address of the manufacturer, importer or other responsible party.

Portable containers of working solutions must be labeled appropriately unless the employee who prepares it intends them for immediate use. The contents of all vessels (containing chemicals or products such as cleaning solutions) must be identified by name on the container.

Chemicals stored in bulk quantities, pipelines, and storage tanks are required to be properly labeled. Storage tanks or drums can be labeled collectively rather than labeling individual containers if they are not removed from the labeled area and if the hazards are the same.

Company MSDS Policy

Supervisors are responsible for acquiring and updating **material safety data sheets** for all hazardous chemicals found in their work area. The material safety data sheets should be reviewed (before using the chemical) and kept in the work area so that they are readily accessible to all.

To obtain specific material safety data sheets, the supervisor shall procure them from the Safety and Health Manager.

Only the most current MSDS for a hazardous chemical from the same manufacturer will be kept on file. All Supervisors will check the date of all MSDS's and use the most current one for each chemical, while discarding all other out of date MSDS's.

All employees must be able to interpret the meaning of an MSDS, and be able to locate the MSDS that is applicable to the hazardous chemical within <u>5 minutes time!</u>

All employees will be trained on MSDS (in a separate lesson).

Notes	

<u>Company Employee Training & Information Policy</u>	Notes
A. Training	
It is the responsibility of Supervisors to recognize when training is needed for his/her employees and to arrange for such training. Supervisors are not responsible to provide any training (in the sense that he must develop and present the training program) but rather must recognize the need for training and arrange for his employees to receive it.	
 This training is available in several formats: A presentation arranged or presented by the local Safety Committee A video presentation from the Company library A presentation arranged or presented by the Safety and Health Manager or staff A presentation arranged or presented by the Supervisor 	
Employees must be trained on the proper safeguards, safe use, and physical and health hazards of hazardous chemicals used on the job before beginning work with those chemicals or whenever a new hazardous chemical or procedure is introduced into their work area. Also, it is recommended that employees receive annual training updates.	
 Training will include at least the following topics: Physical and health hazards of chemicals in the work area; Methods and observation techniques used to detect the presence or release of a hazardous chemical; How to lessen or prevent exposure to these hazardous chemicals through usage of controls, work practices and personal protective equipment; How to use material safety data sheet information; How to read and understand labels; and Contingency plans for medical and chemical accident response. 	
All training shall be documented by recording the training session subject(s), date, attendees, and providing a copy of the outline for the training session. The Supervisor shall maintain these records and provide copies of all records to the Safety and Health Manager.	

<u>Company Employee Training & Information Policy (cont.)</u>

B. New Employees

Information about the Company's Hazard Communication Program will be disseminated to all new employees in the Employee Safety Handbook. All new employees will be trained by their supervisor about hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into the work area.

Company Employee Non-Routine Task Program

Employees performing non-routine tasks can be exposed to chemicals from unusual and unsuspected sources. Written procedures shall be developed for every non-routine task by the supervisor of the employees who will perform the task.

The information will include chemical hazards associated with the performance of the tasks and appropriate protective measures required to perform the task safely. The procedures shall be included in the local copy of the Hazard Communication Program. The Safety and Health Manager will provide advice and guidance upon request.

Closure

Do not eat, drink, chew gum, or apply cosmetics in areas where chemicals are present. Wash hands before and after work activities with chemicals.

Smoking is not allowed in any Company facility.

Do not store or consume food or beverages in areas where chemicals are stored, handled, or used. Glassware or utensils, which are also used for chemical operations, shall not be used with food or beverages. Do not use chemical/laboratory refrigerators for storage of food or beverages.

What questions do you have?

Notes	
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Chemical Safety Plan-Assessment

Name:	 Date:

1) Check all that apply

The Hazard Communication requires the Company to

- _____ provide information about the hazardous chemicals that employees will be exposed to,
- _____ provide employees with personal protective equipment
- _____ provide chemical product labels and other forms of warning,
- _____ have on hand material safety data sheets related to the chemicals,
- _____ train employees and
- _____ have a <u>verbal</u> hazard communication program.
- 2) Write a list of hazardous chemicals you can be expected to come into contact with at the work place:

a)	d)
b)	e)
c)	f)

- 3) "______" " is the name used to describe a <u>prevention strategy</u> in which all unknown substances, blood and potentially infectious materials are treated as if they are, in fact, dangerous, regardless of their source.
- 4) ______ are required to maintain a list of all hazardous chemicals known to be present in each work area (e.g. shop area, section, etc.) and to update the list as necessary.
- 5) This inventory list must identify each hazardous chemical by **the primary** ______on the label AND the ______of the chemical
- 6) True or False

Portable containers of working solutions must be labeled appropriately unless the employee who prepares it intends them for immediate use. Storage of these portable containers may be kept in the kitchen refrigerator.

7) All _____ must be able to interpret the meaning of an MSDS, and be able to locate the MSDS that is applicable to the hazardous chemical within _____ minutes time!

8) True or False

Employees must be trained on the proper safeguards, safe use, and physical and health hazards of hazardous chemicals used on the job before beginning work with those chemicals, and whenever a new hazardous chemical or procedure is introduced into their work area.

9) True or False

All new employees will be trained by <u>other employees</u> about hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into the work area.

10) True or False

It is acceptable practice to eat, drink, chew gum, and apply cosmetics in areas where chemicals are present only if you are careful..

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Key-Chemical Safety Plan-Assessment

Name: Date:	
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1) Check all that apply

The Hazard Communication requires the Company to

- ____ provide information about the hazardous chemicals that employees will be exposed to,
- _____ provide employees with personal protective equipment
- ____ provide chemical product labels and other forms of warning,
- _____ have on hand material safety data sheets related to the chemicals,
- ____ train employees, and
- _____ have a <u>verbal</u> hazard communication program. (not verbal, but <u>written</u>)
- 2) Write a list of hazardous chemicals you can be expected to come into contact with at the work place:

a)	d)	
b)	e)	
c)	f)	

- 3) "<u>Universal Precautions</u>" is the name used to describe a <u>prevention strategy</u> in which all unknown substances, blood and potentially infectious materials are treated as if they are, in fact, dangerous, regardless of their source.
- 4) <u>Supervisors</u> are required to maintain a list of all hazardous chemicals known to be present in each work area (e.g. shop area, section, etc.) and to update the list as necessary.
- 5) This inventory list must identify each hazardous chemical by **the primary** <u>**name**</u> **on the label** AND **the** <u>**manufacturer or distributor of the chemical**</u>

6) True or **False**

Portable containers of working solutions must be labeled appropriately unless the employee who prepares it intends them for immediate use. Storage of these portable containers may be kept in the kitchen refrigerator. (First sentence is True, Second sentence is False-Storage in refrigerator is False)

7) All <u>employees</u> must be able to interpret the meaning of an MSDS, and be able to locate the MSDS that is applicable to the hazardous chemical within <u>5 minutes</u> time!

8). True or False

Employees must be trained on the proper safeguards, safe use, and physical and health hazards of hazardous chemicals used on the job before beginning work with those chemicals, and whenever a new hazardous chemical or procedure is introduced into their work area.

9) True or **False**

All new employees will be trained by <u>other employees</u> about hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into the work area.

(the supervisor must train employees, not other employees)

10) True or **False**

It is acceptable practice to eat, drink, chew gum, and apply cosmetics in areas where chemicals are present only if you are careful.

Do not eat, drink, chew gum, or apply cosmetics in areas where chemicals are present.