



# COMPLIANCE TIP

## Hazard Communication

The goal of this regulation is to protect workers from hazardous chemicals in the workplace. Employers must identify any hazardous substances found in the workplace. A list of these chemicals should be developed and maintained. Employers must ensure that all containers of hazardous materials are properly labeled. Material safety data sheets are documents that provide a complete description of the chemical. Material safety data sheets must be available to the workers. Workers must be informed about the hazards of the materials they are using, as well as where to find material safety data sheets and the written program. The written program is a written document that describes how the organization will meet the requirements of the standard. It should be reviewed with the employees and made available upon request. Additionally, employers must train their workers on the requirements of the standard, physical and health hazards of the chemicals, labeling systems and methods of protection.

### ACTIONS

- Read the requirements contained in the regulations (29CFR1910.1200).
- Conduct a thorough inventory and evaluation of the chemicals associated with each job or operation. Use the labels to assist you in identifying hazardous substances. Remember, any amount counts, so don't forget the small quantity items.
- Develop a list of hazardous chemicals found in each location.
- Develop a written Hazard Communication Program that describes how your organization will meet the requirements of the standard. Attach the list of hazardous chemicals to the written program. Ensure that the written program is provided to workers upon request.
- Ensure that all hazardous chemicals are properly labeled with the name of the substance and an appropriate form of warning. If you ship the chemicals off site, ensure that the manufacturer's name and address or the company name and address appear on the label.
- Ensure that a complete and accurate MSDS for all hazardous chemicals is available.
- Conduct the training required under the standard. This training should include information on the standard, the written program, operations that include hazardous chemicals, labeling systems, the hazards of chemicals you work with and protection against chemicals you work with.

*Materials to assist you in addressing these requirements can be found in the eSafetyLine Software. The application provides compliance guides, training guides, checklists, model documents and training materials. The software also provides a data base and report generator to assist you in meeting the recordkeeping and reporting requirements of the standard.*