

# ANNUAL SAFETY TRAINING – 2014

## Module # 7

### HAZARD COMMUNICATION

The Hazard Communication Standard (OSHA 29 CFR 1910.1200) is also described as the employee “Right to Know” standard. It requires companies who produce and use hazardous materials to provide their employees with information and training on the safe handling of these materials. Similarly, California’s Proposition 65 reinforces the public’s and employees’ “right-to-know” about chemicals present in the workplace that may cause cancer or reproductive health effects. As an employee, you have a “right-to-know” about the hazardous materials used in your work area and the potential effects of these materials upon your health and safety.



#### Key Elements of the OSHA Hazard Communication Standard

The OSHA Hazard Communication Standard is composed of five key elements. The 5 key elements are:

1. **Materials Inventory** – A list of the hazardous materials present in your work area.
2. **Safety Data Sheets; or SDS** – (formerly Material Safety Data Sheets; or MSDS) A detailed description of each hazardous material listed in the Materials Inventory.
3. **Labeling** – Information containing the identity and hazards associated with each chemical must be placed on any chemical container.
4. **Training** – All employees must be provided information about the identity, hazards, and equipment or tactics used to minimize the risk of hazardous chemical in the workplace.
5. **Written Program** – A written document must be developed that provides all the information about the handling, storage and disposal of the hazardous chemicals in the workplace. (See the Quest Diagnostics Chemical Hygiene Plan on the EHS webpage: [http://questnet1.qdx.com/Business\\_Groups/hr/ehs/ehs\\_toc.htm](http://questnet1.qdx.com/Business_Groups/hr/ehs/ehs_toc.htm))

#### Local Hazardous Communication programs should include the following procedures:

- Maintaining an inventory of hazardous substances (chemicals and hazardous wastes) in the workplace. This must be made available to all employees.
- Maintaining Safety Data Sheets on all hazardous substances used in the workplace on site at each location. Some business units contract a service vendor to provide electronic SDS management system and immediate retrieval at any time (24/7). Other locations store paper copies where they are accessible to all employees at all times.
- Implementing a labeling system that identifies the contents and hazards associated with any hazardous material. This is performed by the manufacturer for primary containers, but may be performed by the employee when working with a “secondary workplace container” of a hazardous chemical. Labels must be written in English, but may contain a second language for employees speaking other languages.
- Initiating a program that evaluates and addresses security awareness and risks for any location maintaining, storing, and or transporting hazardous materials. Hazardous materials must be maintained securely (e.g. in locked room or area with limited access) at all times.
- Training employees on hazardous materials that are used, handled, or stored in the work place. This must be provided at the time of initial assignment and anytime a new chemical hazard is introduced into the workplace.

CHEMICAL NAME	
<b>HEALTH HAZARD</b> 4 Deadly 3 Extreme danger 2 Hazardous 1 Slightly hazardous 0 Normal material	<b>FIRE HAZARD</b> Flash points 4 Below 73° F 3 Below 100° F 2 Above 100° F not exceeding 200° F 1 Above 200° F 0 Will not burn
<b>SPECIFIC HAZARD</b> ACID - Acid ALK - Alkali COR - Corrosive OX - Oxidizer P - Polymerization * - Radioactive W - Use no water	<b>REACTIVITY</b> 4 May detonate 3 Shock & heat 2 Violent 1 chemical change 0 Stable
<b>Circle Chemical PPE Needed</b> LAB COAT FACE SHIELD GLOVES CHEMICAL GOGGLES SYNTHETIC SKIN OTHER	<b>TARGET ORGAN AFFECTED</b> <input type="checkbox"/> Liver <input type="checkbox"/> Kidneys <input type="checkbox"/> Blood <input type="checkbox"/> Lungs <input type="checkbox"/> Mutagen <input type="checkbox"/> Teratogen <input type="checkbox"/> Skin <input type="checkbox"/> Eyes <input type="checkbox"/> Central Nervous System <input type="checkbox"/> Mucous Membranes
Refer To MSDS For Accidental Contact/Release Information	

- Informing contractors of hazardous substances to which they may be exposed while working on the premises.

**Employee Measures to Ensure Safe Handling of Hazardous Chemicals:**

- Follow all required safety precautions on hazardous substances (chemicals and hazardous waste products) you may use or potentially be exposed to.
- Utilize the engineering controls in place to minimize exposure to hazardous chemicals or wastes (e.g. fume hoods, protective bottle carriers, storage cabinets or rooms for caustics and flammables)
- Keep all chemicals and hazardous waste segregated by hazard classification and in separate cabinets / containers (acids in acid storage cabinets / flammables in flammable storage cabinets).
- Participate in exposure monitoring for hazardous chemicals with known permissible exposure limits.
- Always wear the appropriate PPE when working with chemicals or hazardous wastes. Appropriate information on the PPE required can be found on the SDS.
- Know the location or method to retrieve SDS information. Review SDS for newly acquired chemicals.
- Immediately report signs and symptoms of chemical exposure. These vary by the chemical and route of exposure but may range from minor respiratory, eye or skin irritation to dizziness, headaches, confusion, nausea, weakness and loss of consciousness. Consult the SDS for additional details.
- Participate in all required training on hazardous chemicals or wastes that you handle.
- Use hazardous substances only for the purposes for which they are intended.
- Report any security lapse or any suspicious behavior regarding hazardous substances (chemicals or wastes) immediately to your manager, security, or the EHS Manager/Specialist.
- Advise contractors and their employees of hazards specific to the department(s) they will be working in. Provide all contractors working in the facility with information on hazardous chemicals in the area where they will be working and emergency procedures (e.g. the evacuation process). Ensure contractors provide hazard information for materials they may bring on site.
- Consult with an EHS Safety Manager/Specialist regarding any protective measures (e.g. PPE) necessary for contracted personnel.



**Resource:** OSHA 29 CFR 1910.1200 *Hazardous Communication Standard*; available here:

[http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=10099](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10099)