

SAMPLE

HAZARD COMMUNICATION Plan

FOR

COMPANY NAME
ADDRESS

Prepared by:	
<i>Contact Name</i>	
<i>Title</i>	
<i>Phone Number:</i>	
Last Revision Date:	

Signature

Date

To comply with applicable OSHA or CAL/OSHA standards, the following written HAZARD COMMUNICATION Plan is to be implemented for personnel of:

Company Name

Address

Introduction

In order to fulfill its obligation to protect the health and safety of employees, (**Company Name**) has developed the following hazard communication standard (HCS) program to comply with OSHA standards 29 CFR 1910.1200 and 29 CFR 1926.59. (**Company Name**) will develop hazardous chemical lists, obtain MSDSs for each hazardous material used and provide training to our employees so they have a thorough understanding of what is required by the standard.

This plan will be used by all personnel.

The program administrator will be (**name and title of responsible person**). Copies of the written program, including the chemical inventory list and material safety data sheets (MSDSs), will be made available on request. Additionally, a copy of the written program will be kept at each of the following locations.

Location of the Plan:

The Master Copy is located...	<i>The Responsible Party name & title</i>
Additional Copies are located....	
Upon request, a copy of the plan can be obtained from....	

Chemical Inventory List

A chemical inventory list will be developed by (**the program administrator**). The master list will be kept (**location**) along with appropriate MSDSs. The list will be updated when new chemicals or hazards are introduced into the working environment and will be reviewed annually. A new chemical will not be used until an MSDS has been obtained. A copy(ies) will be made of the new MSDS, and the original will be added to the master list (**located**).

SAMPLE CHEMICAL INVENTORY LIST

(The following information should be gathered for each product used)

- MSDS on file? Y/N
- ID Number
- Product Name
- Manufacturers' Name and Address
- Manufacturers' Telephone Number and Emergency Telephone Number

Hazard Determination

It will be the policy of (**Company Name**) not to evaluate hazardous chemicals purchased from suppliers or manufacturers. The suppliers and manufacturers will be relied on to supply the information needed to satisfy standard requirements. The MSDS will be reviewed for completeness, and additional information from the manufacturer will be requested if needed.

Material Safety Data Sheets (MSDS)

(**Name and Title**) will be responsible for distributing and updating the MSDS binder(s) when a new MSDS has been reviewed and approved by the Supervisor ordering the product.

(**Name and Title**) will be in charge over obtaining and reviewing all incoming MSDSs for new and significant health and safety information. The MSDS checklist will be utilized to verify the completeness of the MSDS. The checklist will be filed together with the original in the MSDS binder (**located**). The checklist can be obtained from (**Name and Title**). If there are omissions on the MSDS, a copy of the checklist will be sent to the supplier or manufacturer and a request for a new and complete MSDS will be made. If, within 25 days from the date of this request, a new MSDS is not received, the MSDS Checklist will be sent to our local OSHA Compliance Office as required by law.

The following procedure will be followed when a MSDS is not received at the time of initial shipment:

- Request will be made by phone or registered mail. ([Material Data Sheet Request Letter](#))
- If, upon request, we have not received the MSDS from the supplier within 25 days, our local OSHA Compliance Office will be notified, by registered mail, as required by law.
- Product **will not** be utilized before an MSDS has been provided by the manufacturer.

Each MSDS will be reviewed annually for accuracy and completeness.

The MSDS system includes the following requirements:

- A current master inventory list of all MSDSs will be maintained. The list will be in alphabetical order by product name.
- The chemical name or identity used on each MSDS will be the same as that used on the container label.

- The chemical and common name of all ingredients determined to present a hazard will appear on all MSDSs.
- When revised MSDSs are received, the old MSDS will be transferred to the MSDS binder containing MSDS for products no longer used at (***Name of Company***).
- MSDSs will always be available to all employees during each work shift at the following locations: (***Name locations***)

If an MSDS is not readily available, immediately contact your immediate supervisor.

[Details: Material Safety Data Sheet](#)

Container Labeling

Your health and safety, and that of your co-workers may depend on your ability to understand the label information on a hazardous material.

Your supervisor will be responsible for monitoring all containers of hazardous chemicals entering your workplace. He/she will ensure that the chemical containers are properly labeled with:

- Chemical Name
- All Hazard Warnings
- Manufacturer's Name, address and telephone numbers (Importer or responsible party)

(Describe what your container labels look like and represent regarding physical hazards; including fire or flash point hazards and any specific hazards.)

(Designated Person) will have the responsibility of ensuring all labels are affixed on containers properly. As new products arrive, the ***(designated person)*** will inspect the containers for labels. If the container is in need of a label, ***(designated person)*** will affix one. No product will be used until it is properly labeled.

All portable containers will be dedicated to a single chemical and labeled with the appropriate information.

If a label falls off, it will be the responsibility of ***(designated person)*** to replace the label. The container will be removed from service until a new label is affixed.

Non-Routine Tasks

On occasion, (**Company Name**) may be required to perform non-routine tasks that may involve the use of hazardous substances. If such a need arises, the employee will be notified of the situation, and any potential risks involved. Training may also be required.

Outside Contractors

This company maintains a complete list of hazardous materials or substances that are used in this building. The list is kept (**location(s)**). This list is always available to our employees. Contractors doing business in this building will be supplied with the list automatically, and be required to sign a [Contractors Notification sheet](#). Contractors bringing hazardous materials into this building will be required to supply a list of the materials upon our request.

Employee Information and Training

Employees who potentially could be exposed to hazardous chemicals will receive training in the elements of the hazard communication standard. During their initial training, they also will receive an overview of the chemicals typically used in the hotel industry. As new hazards are introduced, additional training will be conducted. The typical training session will address the following:

- A summary of the company's written program and the OSHA HCS
- Methods of detecting hazardous chemicals, including a description of the hazards' chemical and physical properties
- Health hazards and signs or symptoms of exposure
- Proper work practices for working with a hazardous substance
- PPE selection
- Emergency procedures and first aid for spills and other exposure
- Location of MSDSs and the written program
- How to read an MSDS
- The type of labeling system the company uses and how to interpret the information contained on the label
- How to obtain additional information

This training will be conducted initially before a new employee starts work, (**Name & Title**) will go over the employee's copy of the Hazard Communication Plan and each MSDS applicable to

the employee's job. Before any new chemical is used or when the hazardous materials are changed by the manufacturer, all applicable employees will be instructed on safe use and trained on the hazards of the new chemical. Periodic training will be conducted to further inform our employees of hazardous chemicals and the methods of safeguarding themselves. At least annually, refresher training will be conducted to reacquaint everyone with the standard and discuss any changes made to the program.

The training program elements will be reviewed at least annually.

Supervisors will receive additional training so that they will feel confident answering any questions their employees may have. At a minimum, supervisors should be able to select the proper PPE for any given chemical and direct technical questions to the safety director.

Each employee will sign a form to verify that the written Hazard Communication Plan was or is made available for review and that he or she understands the plan. At the conclusion of each training session, a question-and-answer period will be held so employees can voice any further concerns on the topic. Each employee will sign a form to verify that he or she attended the training with the employee's name, social security number and employee identification number. The form will indicate where and when the training was conducted, what was covered and who conducted the session. It will be dated and signed by the trainer. If a particular MSDS was discussed, a copy of it will be attached to the attendance form.