

**AGRICULTURAL RESEARCH SERVICE
LINCOLN, NEBRASKA LOCATION**

**HAZARD COMMUNICATION (HAZCOM) PROGRAM
JANUARY 1998
(REVISED MARCH 1999)**

GENERAL

In order to comply with 29CFR 1910.1200, the following written Hazard Communication Program is to be implemented for employees of this Location. The originals will be kept on file by the Location Safety Officer in the Location Safety Office. It will be used by all employees. The Chemical Hygiene Officer (CHO) will be responsible for ensuring the program is current and enforced.

A copy of this program is to be given to all employees upon their initial hiring and will be supplied to all employees at their request. Supervisors will ensure that their employees receive a copy of this program. A signed copy of the attached "Employee Training Plan" will be retained on file in the employee's assigned work area for 3 years post employment.

The program will be updated when new chemicals or hazards are introduced into the working environment, and reviewed annually.

The CHO or Location Safety Officer will review all chemical purchase requests to ensure they contain a statement requesting a Material Safety Data Sheet (MSDS) be forwarded with the materials.

HAZARD IDENTIFICATION AND EVALUATION

This Location does not plan to evaluate the hazards of chemicals purchased. We will rely on the evaluations of the chemical's manufacturer or importer.

CONTAINER LABELING

Supervisors will be responsible for ensuring all containers of hazardous chemicals entering their laboratories are properly labeled with:

- Chemical Name
- Hazard Warnings (including target organ information)
- Name and address of the Manufacturer or Importer

All containers are to be inspected for damage or leakage prior to their use. If the chemical is to be transferred to a separate container, the person doing the transferring will ensure the new container is properly labeled; (i.e., all secondary containers are labeled with an extra copy of the original manufacturer's label or with an adequate generic label which have blocks for identity and the appropriate hazard warning).

MATERIAL SAFETY DATA SHEETS (MSDS's)

Each supervisor will be responsible for obtaining and maintaining the MSDS's for chemicals stored or used in their work areas. Each incoming MSDS will be reviewed for new and significant health and safety information and ensure that the new information is communicated to affected employees. Copies of all MSDS's will be kept by the Location Safety Officer in the Location Safety Office.

EMPLOYEE TRAINING AND INFORMATION

Each Location employee who may be occupationally exposed to hazardous chemicals will be provided information and trained prior to initial assignment, prior to a new chemical hazard being introduced into the workplace and at least annually. This training will be conducted using the attached "Employee Training Plan".

The minimum orientation and training for new employees will be as follows:

- An overview of the requirements contained in the Hazard Communication Standard, 29 CFR 1910.1200
- Chemicals present in their workplace
- Location and availability of the Written Hazard Communication Program
- Physical and health effects of the hazardous chemicals listed on the inventory list of chemicals in their assigned workplace
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment
- Steps taken by the Occupational Safety and Health Administration (OSHA) to lessen and prevent exposure to the chemicals in their work areas
- Emergency procedures to follow if exposed to any chemicals
- Location of MSDS files and chemical inventory lists

INVENTORY LIST OF HAZARDOUS CHEMICALS

An up to date list of hazardous chemicals used in the workplace shall be maintained. The list should be attached to a copy of this program in all areas using or storing hazardous chemicals.

OTHER PERSONNEL EXPOSURE (CONTRACTORS)

It will be the responsibility of the CHO and/or the Location Safety Officer to provide other personnel or outside contractors with the following information:

- Hazardous chemicals to which they may be exposed to while in Location work areas
- Measures to lessen the possibility of exposure
- Location of MSDS's for areas which they are authorized to enter
- Procedures to follow if they are exposed

The CHO is also responsible for contacting each contractor before work is started to gather and disseminate any information concerning chemical hazards which the contractor is introducing to Location work areas.

EMPLOYEE TRAINING PLAN

Objectives of the Program

Objectives of the program are to provide employee information and training on:

1. The hazardous chemicals known to be in the workplace.
2. The methods that will be employed to protect workers.
3. The precautionary methods employees must follow to protect themselves from hazardous chemicals.
4. The detection of a release of hazardous chemicals.
5. Emergency procedures to follow should there be a release of hazardous chemicals and/or employee exposure to them.

Materials Needed

The following materials are needed to train effectively on this topic:

1. Sufficient copies of our written Hazard Communication Program for each employee.
2. Sample copies of Material Safety Data Sheets (MSDS's) and/or pesticide labels for employees to study.
3. Samples of hazardous chemical labels.

Teaching-Learning Activities

1. Distribute copies of the written Hazard Communication Program to each employee.
2. Discuss each major section of the program with the employee.

Written Program

1. Tell employees where additional copies of the program are available. Point out that the program is also available for viewing or downloading from the Location's Web Site.
2. If significant revisions are made in the program, these changes will be communicated to them and they will be instructed to go to the Location's Web Site to view and they will be provided with a copy upon request.

3. If they have questions about the program, they are to ask them at this point, or they can ask their supervisor in the future. If they have questions or suggestions for improvement in the future they should bring them to the attention of their supervisor, a member of the Location's Safety Committee or the Location Safety Officer.

Material Safety Data Sheets

1. Explain that these are often referred to as MSDS's.
2. Explain where they are located and that they are urged to refer to them whenever they have a question or concern. Additional questions and need for clarification should be directed to their supervisor.
3. MSDS's will be discussed in greater detail later in this session.

Notification of Other Employers

1. If other employers bring employees into our Location work areas, it will be their responsibility to train their employees. We will provide them with the information contained in our Hazard Communication Program and access to our MSDS files.

Use of Labels

1. Hazardous chemicals are to be kept in their original containers.
2. If a container becomes damaged notify you supervisor immediately.
3. The supervisor will direct the transfer and labeling of the material to a replacement container.
4. Never use materials from an unlabeled container.
5. Show employees the placards to be used when chemicals are placed in a different non-container for use.

Employee Information and Training

1. Review each item under this heading in the written Hazard Communication Program.

2. Emphasize that they are never to use a hazardous chemical unless they are first trained in its safe use.
3. Employees are to first contact their supervisor if they have any questions or concerns regarding hazardous chemicals. If the supervisor can not or will not satisfactorily answer their questions they are to contact (Alvin Harding, Location Safety Officer).
4. If you smell, feel, see, detect any material which might be a hazardous chemical report it immediately to your supervisor. The supervisor will take or direct the action required to correct the problem or evacuate the area. If the danger is serious, shout to other workers to evacuate the area and call 9-911 to report the emergency.
5. Appropriate work practices, emergency procedures and personal protective equipment have been developed and will be supplied for each known hazard in your workplace. It is imperative that you follow these practices and procedures, including the wearing of all required personal protective equipment. This is your responsibility. Failure to do so can result in reprimands, suspensions without pay or termination. You are important employee, we do not want you injured.
6. Each of you will be supplied with the personal protective equipment required for working with hazardous chemicals with the exception of shirts, trousers and footwear. You may be required to purchase special footwear. However, chemically resistant clothing, gloves, headgear, respirators and goggles will be provided, if required. You will be responsible for their care and proper use.

Hazard Chemical Release, Spill or Exposure

1. For any minor release, spill or exposure, immediately notify your supervisor. The supervisor will direct the action to be taken.
2. For any major release, spill or exposure, call 9-911 and evacuate the area.
3. If you or a co-worker are exposed to a hazardous chemical, follow the emergency procedures outlined on the MSDS for the chemical(s) exposed to

and notify the supervisor immediately. The supervisor will direct the next action to be taken.

4. If a supervisor is not readily available, do not hesitate to call 9-911 for the appropriate emergency response team. Transportation for medical treatment will be determined by the responding medical personnel.
5. An MSDS or pesticide label should be sent with the injured/ill employee so that medical treatment personnel will have the necessary information for prompt and proper treatment.

Note: Before proceeding to the next section on MSDS's, entertain any questions regarding the Hazard Communication Program.

The Material Safety Data Sheet

We have determined what each hazardous chemical or pesticide each of you will be working with. Some of you will be working with or around as many as or as few as _____ hazardous products.

We will look at one hazardous chemical which all of you are familiar with – gasoline (choose another if you prefer). An MSDS has several sections. These may vary by chemical and manufacturer, but often include:

- I. Material Identification
- II. Ingredients
- III. Physical Data
- IV. Fire and Explosion Data
- V. Reactivity Data
- VI. Toxicity Data
- VII. Hazard Data
- VIII. Health Hazard Information
- IX. Spill, Leak, Release, Disposal Data
- X. First Aid Information
- XI. Precautionary Statements
- XII. Personal Protective Equipment
- XIII. Other Information

Lets look at the gasoline MSDS. We will want to answer the following questions:

Section I. How is the material identified?

- Gasoline, lead-free
- Volatile automotive fuel

Section II. What is it made of?

- Hydrocarbons-crude oil

Section III. What are its physical properties?

- Insoluble, will float on water, clear liquid, characteristic odor

Section IV. Will it burn, explode?

- You bet. At temperatures as low as – 45 degrees Fahrenheit
- Use dry chemicals or carbon dioxide extinguishers
- Dangerous fire, explodes, flash backs

Section V. Reactivity Data

- Stable when in closed containers at room temperature or below
- Mixed with air at high temperatures it will explode

Section VI. Toxicity Data

- The gasoline MSDS does not have this section but under Health Hazard Information and the Hazard Data Sections we find that gasoline is toxic-poisonous
- Throat, lung, stomach, skin and eyes can all be damaged and excessive amounts can lead to death

Section VII. Hazard Data

- Fires, explosions, rashes to skin, eye damage, lung damage, death is possible

Section VIII. Health Hazard Information

- Inhalation – burning to mouth, throat and respiratory tract
- Skin – rashes, blistering
- Eyes – burning, temporary blindness
- Ingestion – drunkenness, drowsiness, blurred vision and vomiting

Section IX. Spill, Leak, Release, Disposal Data

- Remove heat, sources of ignition
- Provide ventilation
- Contain spill, keep out of water supplies
- Burn contaminated clean up material

Section X. First Aid Information

- Flush eyes for 15 minutes
- Wash skin with soap and water
- Remove to fresh air
- Do **NOT** induce vomiting
- Contact medical personnel

Section XI. Precautionary Statements

- Do not smoke
- Do not use gasoline indoors
- Shut motors off
- Avoid splashes, inhalation
- Do not overfill-spill
- Store in proper containers

Section XII. Personal Protective Equipment

- Wear goggles or face shield
- Rubber gloves
- Clean clothing

Section XIII. Other

- Only authorized employees shall pump gasoline

Supervisors should use the above training plan to discuss each hazardous chemical or pesticide with which an employee works with or to which they are exposed.

Employees should be reminded that it is their responsibility to follow all recommended procedures and practices whenever they are working with or around hazardous chemicals or pesticides. It is management's responsibility to provide the environment, equipment and supplies; information, training and supervision to ensure that the employee has a safe workplace.

**Hazard Communication Program
Post Test**

▪ The purpose of the Hazard Communication Program is to:

▪ The specific objectives of the Hazard Communication Program are:

◆

◆

◆

◆

◆

▪ Additional copies of the Hazard Communication Program are available from:

◆

◆

▪ Material Safety Data Sheets are available for review at the following location(s):

◆

◆

▪ If there is a major release, spill or exposure to a hazardous chemical, I am to _____.

▪ If I or a co-worker am seriously injured I should call _____.

▪ An _____ or _____ should be sent with the injured employee when he/she is sent for medical treatment due to hazardous material exposure.

▪ “I have received information and training on the Hazard Communication Program and understand my responsibilities to work safely with and around hazardous chemicals and pesticides”.

Date: _____

Name: _____
(employee – printed)

Signature: _____

Substance Specific Section

“I have been instructed on:

And understand what must be done to work safely with the chemical(s)”.

Date: _____

Signature: _____

“I have instructed the above employee on the MSDS’s and the practices required to work safely with the above listed chemicals”.

(Trainer’s signature)

(Date)