

# OSHA TRAINING - OCTOBER



## **Hazard Communication Program & Training**



Aligns with the UN's Globally Harmonized System of Classification and Labeling of Chemicals

# Hazard Communication

The standard that gave workers the right to know, now gives them the right to understand.

- To enhance our employees' health and safety, our company has developed, implemented, and maintains a hazard communication program as required by the Hazard Communication Regulation (T8 CCR 5194).
- Each location is responsible to provide information about the hazardous substances in the workplace, the associated hazards, and the control of these hazards through a comprehensive hazard communication program that includes the elements listed below.

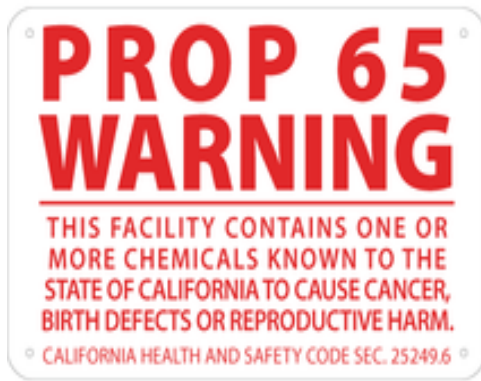
CODE \_\_\_\_\_ } **Product**  
Product Name \_\_\_\_\_ } **Identifier**

Company Name \_\_\_\_\_ } **Supplier**  
Street Address \_\_\_\_\_ } **Identification**  
City \_\_\_\_\_ State \_\_\_\_\_  
Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Emergency Phone Number \_\_\_\_\_

## 1. List of hazardous substances

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**Safety Officer(s)** will prepare and keep current an inventory list of all known hazardous substances present in our workplace. Specific information on each noted hazardous substance can be obtained by reviewing the SDSs.



## 2. Proposition 65 list of chemicals

- Proposition 65 is the specified list of chemicals known to the State of California to cause cancer, birth defects, or other reproductive harm. These listed chemicals may be naturally occurring or synthetic, used as ingredients in materials and products, and/or generated as byproducts, emissions, and waste. Prop 65 list of chemicals is available at [www.oehha.org/prop65/prop65\\_list/Newlist.html](http://www.oehha.org/prop65/prop65_list/Newlist.html)
- **Safety Officer(s)** is/are responsible for obtaining updates of Proposition 65 listed chemicals and providing new information to affected employees. In the case of newly added chemicals to the Proposition 65 list, warning requirements take effect 12 months from the date of listing.



SDS



SDS

### 3. Safety Data Sheets under the Globally Harmonized System

- **Office Safety Officer(s)** is/are responsible for obtaining the SDSs, reviewing them for completeness, and maintaining the data sheet system for our company. In the review of incoming data sheets, if new and significant health/safety information becomes available, this new information is passed on **immediately** to the affected employees by additional training sessions, posting of memos, and other means of communication.

# 3 Continued

- Legible SDS copies for all hazardous substances to which employees of this company may be exposed are kept in \_\_\_\_\_ (*list all locations*). SDSs are readily available for review to all employees in their work area and during each work shift. If SDSs are missing or new hazardous substance(s) in use do not have SDSs, or if an SDS is obviously incomplete, please contact Office Safety Officer(s) immediately, and a new SDS will be requested from the manufacturer.
- If we are unable to obtain the SDS from the vendor within 25 calendar days of the request, we will either call our local Cal/OSHA compliance office or write to:

**Division of Occupational Safety and Health  
Deputy Chief of Health and Engineering Services  
P. O. Box 420603  
San Francisco, CA 94142-0603**



#### 4. Labels and other forms of warning

- Before hazardous substance containers are released to the work area, it is the policy of our company **Office Safety Officer(s)** will verify that all primary and secondary containers are labeled correctly.
- To address exposures to Proposition 65 chemicals **Office Safety Officer(s)** will provide clear and reasonable warnings to individuals prior to exposure by means of posting signs conspicuously, labeling consumer products, and training employees.
- If applicable, **Office Safety Officer(s)** will arrange for labels, signs, and other warnings to be printed in other languages.

## 5. Employee information and training

- Employees are to attend a health and safety training session set up by Argus at new hire orientation and online annually. This training session will provide all necessary information.



## 6. Hazardous non-routine tasks

- Periodically, our employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, affected employees will be given information by their supervisor on hazards to which they may be exposed during such an activity.
- This information will cover: Specific hazards, measures to be taken to reduce the risk of these hazards, such as providing ventilation, ensuring the presence of another employee, providing a respiratory protection program, and establishing emergency procedures, required protective/safety measures.



## 7. Safety & Contractors

- To ensure that outside contractors work safely in our office and to protect our employees from chemicals used by outside contractors, Safety Officer is responsible for giving and receiving the following information from contractors:
- Hazardous substances, including Proposition 65 chemicals, to which they may be exposed while on the job site as well as substances they will be bringing into the workplace (To this end, we will provide contractors with information on our labeling system and access to SDSs).
- Precautions and protective measures the employees may take to minimize the possibility of exposure.

