

**Appendix C: Sample Hazcom Program**  
From Washington State Department of Labor and Industries  
(Following Washington Administrative Code (WAC))

# Sample Hazardous Chemical Communication Program

## A. Company Policy

\_\_\_\_\_ is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by \_\_\_\_\_, the following hazardous information program has been established.

(Name of employer) (Name of employer)

All work units of \_\_\_\_\_ will participate in the hazard communication program. This written program will be available in \_\_\_\_\_ for review by any interested employee.

(Name of employer) (Specify the location)

## B. Container Labeling

\_\_\_\_\_ is responsible for container labeling procedures, reviewing, and updating. The labeling system used at \_\_\_\_\_ is as follows:

(Name of person and position) (Name of employer)

(Describe the labeling system, including the labels or other forms of warning used, and written alternatives to labeling, if any.)

The procedures for proper labeling of all containers, and reviewing and updating label warnings are as follows:

(Also include a description of the procedures for labeling of secondary containers used, including making sure that they have the appropriate identification and hazard warning, etc.; description of procedures for reviewing and updating label warnings, how often the review is conducted, and the name of the person and position who is responsible for reviewing and updating label warnings.)

It is the policy of \_\_\_\_\_ that no container will be released for use until the above procedures are followed.

(Name of employer)

# Sample Hazardous Chemical Communication Program

## A. Company Policy

\_\_\_\_\_ (Name of employer) is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by \_\_\_\_\_ (Name of employer), the following hazardous information program has been established.

All work units of \_\_\_\_\_ (Name of employer) will participate in the hazard communication program. This written program will be available in \_\_\_\_\_ (Specify the location) for review by any interested employee.

## B. Container Labeling

\_\_\_\_\_ (Name of person and position) is responsible for container labeling procedures, reviewing, and updating. The labeling system used at \_\_\_\_\_ (Name of employer) is as follows:

(Describe the labeling system, including the labels or other forms of warning used, and written alternatives to labeling, if any.)

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The procedures for proper labeling of all containers, and reviewing and updating label warnings are as follows:

(Also include a description of the procedures for labeling of secondary containers used, including making sure that they have the appropriate identification and hazard warning, etc.; description of procedures for reviewing and updating label warnings, how often the review is conducted, and the name of the person and position who is responsible for reviewing and updating label warnings.)

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It is the policy of \_\_\_\_\_ (Name of employer) that no container will be released for use until the above procedures are followed.

# Sample Hazardous Chemical Communication Program

## C. Material Safety Data Sheets (MSDS)

\_\_\_\_\_ is responsible to establish and monitor the employer's MSDS program. This person will make sure procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. This person will see that any new information is passed on to affected employees.

(Name of person and position)

The procedures to obtain MSDSs and review incoming MSDSs for new or significant health and safety information are as follows:

(Include procedures on how to make sure copies are current and updated, how any new information is passed on to affected employees, and the procedures for employee access in work areas.)

Copies of MSDSs for all hazardous chemicals in use will be kept in \_\_\_\_\_ MSDSs will be available to all employees during each work shift. If an MSDS is not available or a new chemical in use does not have an MSDS, immediately contact \_\_\_\_\_

(Specify the location)

(The person and position)

### Note:

If an alternative to printed Material Safety Data Sheets is used (such as computer data), provide a description of the format.

## D. Employee Information and Training

\_\_\_\_\_ is responsible for the employer/employee training program.

(Name of person and position)

The procedures for how employees will be informed and trained are as follows:

(Include the methods used for general and site-specific training, and how employees will be informed when non-routine tasks arise. If your employees work at other employers' job sites, then specify where and how these employees will have access to MSDSs and labels, and how they will be informed of precautionary measures to take during normal or emergency operations, if any.)

## Sample Hazardous Chemical Communication Program

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at his or her work places.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps the employer has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review MSDSs to obtain hazard information.
- Location of the MSDS file and written hazard communication program.

Before introducing a new chemical hazard into any section of this employer, each employee in that section will be given information and training as outlined above for the new chemical.

### E. Hazardous non-routine tasks

Periodically, employees are required to perform hazardous non-routine tasks. (Some examples of non-routine tasks are confined space entry, tank cleaning, and painting reactor vessels.) Non-routine tasks that are performed at \_\_\_\_\_ include

(Name of employer)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Prior to starting work on such projects, each affected employee will be given information by \_\_\_\_\_ about the hazardous chemicals he or she may encounter during these activities:

(Name of person and position)

(For each activity, list the specific chemical hazards, protective and safety measures the employee can use, and the steps the employer has taken to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.)

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## Sample Hazardous Chemical Communication Program

The sample labels on the following page show the type of information you must list on containers of hazardous chemicals. You can copy and use these labels or you can make your own.

Be sure your labels contain the following information:

- Name of Chemical
- Physical Hazards
- Health Hazards, Target Organs or Systems
- Optional information, such as Personal Protective Equipment or Safe Handling

After you've finished typing or writing in your information, print the labels. Then, cut out the individual labels and apply them to your hazardous chemical containers.

# Sample Labels for Hazardous Chemical Containers

Use with WAC 296-800-170 Employer Chemical Hazard Communication

\_\_\_\_\_  
Name of Chemical or Common Name

\_\_\_\_\_  
Physical Hazards

\_\_\_\_\_  
Health Hazards, Target Organs or Systems

\_\_\_\_\_  
Optional Information, such as Personal  
Protective Equipment or Safe Handling

\_\_\_\_\_  
Name of Chemical or Common Name

\_\_\_\_\_  
Physical Hazards

\_\_\_\_\_  
Health Hazards, Target Organs or Systems

\_\_\_\_\_  
Optional Information, such as Personal  
Protective Equipment or Safe Handling

\_\_\_\_\_  
Name of Chemical or Common Name

\_\_\_\_\_  
Physical Hazards

\_\_\_\_\_  
Health Hazards, Target Organs or Systems

\_\_\_\_\_  
Optional Information, such as Personal  
Protective Equipment or Safe Handling

\_\_\_\_\_  
Name of Chemical or Common Name

\_\_\_\_\_  
Physical Hazards

\_\_\_\_\_  
Health Hazards, Target Organs or Systems

\_\_\_\_\_  
Optional Information, such as Personal  
Protective Equipment or Safe Handling

\_\_\_\_\_  
Name of Chemical or Common Name

\_\_\_\_\_  
Physical Hazards

\_\_\_\_\_  
Health Hazards, Target Organs or Systems

\_\_\_\_\_  
Optional Information, such as Personal  
Protective Equipment or Safe Handling

\_\_\_\_\_  
Name of Chemical or Common Name

\_\_\_\_\_  
Physical Hazards

\_\_\_\_\_  
Health Hazards, Target Organs or Systems

\_\_\_\_\_  
Optional Information, such as Personal  
Protective Equipment or Safe Handling