

# JULY IS HAZARD COMMUNICATION MONTH

## OUR HAZCOM ADMINISTRATOR IS:

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

## DEPARTMENT POLICY:

Our department 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, including the change to the Globally Harmonized System (GHS) of Classification and Labeling of Chemicals adopted by Labor and Industries in 2013. To make sure that all affected members know about information concerning the dangers of all hazardous chemicals used, the following hazard communication program has been established.

All members of our department will participate in the hazard communication program. This written program will be available in the department SDS book or \_\_\_\_\_ for review by any interested member.



Exclamation Mark



Health Hazard



Skull and Crossbones



Corrosion



Flame



Flame Over Circle



Gas Cylinder



Exploding Bomb



Environmental Hazard

## CONTAINER LABELING

The HAZCOM Administrator is responsible for container labeling procedures, reviewing, and updating. The labeling system for our department is as follows:

- Manufacturer labels should be kept on all original containers.
- Non-original containers must also have GHS Compliant labels that represent the chemical hazards affixed to them. (HAZCOM Administrator can make them using an app, program or purchase the label online).

## SAFETY DATA SHEETS (SDS)

It is the responsibility of the HAZCOM Administrator to establish and monitor the SDS program. The administrator will make sure procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. This person will see that any new information is passed on to all members before a member uses the chemicals. The procedures to obtain SDSs and review incoming SDSs for new or significant health and safety information are as follows:

Before using a chemical all members shall check the SDS List and review the SDS for the chemical. Our HAZCOM Administrator has been delegated responsibility from the employer for obtaining and making available SDSs to members.

- The HAZCOM PROGRAM ADMINISTRATOR will save SDS in the folder labeled "\_\_\_\_\_ " on the department server system. And additional copy of the SDS will be printed and placed in the department SDS books.

- The HAZCOM Administrator will update the "List of Hazardous Chemicals" in our HAZCOM program with name of each product or chemical used.
- Copies of SDSs for all hazardous chemicals in use will be kept in the HAZCOM Administrator's office or at \_\_\_\_\_ in a book labeled HAZCOM PROGRAM AND GHS COMPLIANT SDS.
  - Optional - Create a List of Hazardous Chemicals page with hyperlinks to each SDS and make available on electronic media for tablets or smartphones.
- SDS sheets will be available by request to all members. If an SDS is not available or a new chemical in use does not have an SDS, immediately contact the HAZCOM Administrator.

## MEMBER TRAINING

The HAZCOM Administrator is responsible for the employer/member training program. The procedures for how members will be informed and trained are as follows:

- Members will be trained initially on the department GHS HAZCOM and any time a new chemical or process is used, including for non-routine tasks. The HAZCOM Administrator will make sure that before starting work, each new member of our department will attend a health and safety orientation that includes information and training on the following:
- An overview of requirements contained in the hazard communication standard [WAC 296-901](http://WAC.296-901).
- Understand hazardous chemicals used at our stations or in fire suppression.
- The location of the SDS files and written hazard communication program.

- How to read SDS with a focus on sections (2) physical and health hazard identification, (4) first aid measures, (6) accidental release procedures, (7) handling and storage procedures (8) PPE requirements for chemicals or groups of chemical used.
- Symptoms of overexposure to a chemical and procedures to follow if you are overexposed to a chemical, such as contact HAZCOM Administrator and seek immediate medical care.
- How to read a GHS compliant label. The introduction of new chemicals may require additional training for members. Document this training on a Training Roster and keep on file.

## HAZARDOUS NON-ROUTINE TASKS

Prior to starting work on such projects, each affected member will be given information by the HAZCOM Administrator about the hazardous chemicals they may encounter during these activities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## MULTI-DEPARTMENT WORK PLACES

It is the responsibility of our department to provide other departments or contractors with members at the work site with the following information:

- Copies of SDSs (or make them available at the job shack or trailer) for any hazardous chemicals that the other employer(s)' members may be exposed to while working.
  - Optional - USB Drive of SDS for other facility, organization, or department
- Inform other employers of any precautionary measures that need to be taken to protect members during normal operating conditions or in foreseeable emergencies.
- Provide other employers with an explanation of the labeling system that is used at the work site.
- It is also the responsibility of our department to identify and obtain SDSs for the chemicals the other organization, facility, or department is bringing into the work place, if SDS are not available and our members are exposed.

## LIST OF HAZARDOUS CHEMICALS

Our department has a list of all known hazardous chemicals used by our members. Further information on each chemical may be obtained by reviewing our HAZCOM program AND SDS book located at \_\_\_\_\_.

## PROGRAM REVIEW

The criteria (e.g., label warnings, SDS information, etc.) we use to evaluate our SDS list of chemical hazards is an inventory assessment of chemicals whenever there is a new process or chemical. Members have the opportunity to report chemicals they may have picked up without the HAZCOM Administrators knowledge during safety meetings. *(WFC Sample Policy 12.01.06)*

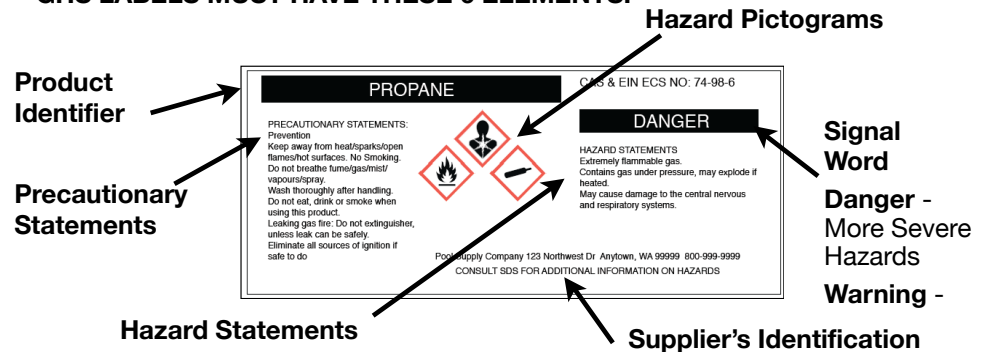
JULY SUGGESTED TRAINING SCHEDULE		
	TRAINING SUGGESTION	DEPARTMENT ACTUAL TRAINING SCHEDULE
WEEK 1 DATE:	MAPS / ADDRESS FAMILIARIZATION (SC MEETING)	
WEEK 2 DATE:	GHS HAZCOM	
WEEK 3 DATE:	DRUG LABS	
WEEK 4 DATE:	SCBA QUARTERLY	
OPTIONAL FULL DAY:		
OPEP DATE:		

## GHS HAZCOM TRAINING REQUIRED

“Right to Know” or MSDS training has been replaced and updated with the Globally Harmonized System of Classification and Labeling of Chemicals Hazard Communication Training (GHS HAZCOM).

1. Find links to GHS HAZCOM training tools <http://nicasafety.com/hazcom/>
2. Train on hazards of chemicals, SDS, Pictograms, and Labels.
3. Make a list of all chemicals used by our department and get a SDS sheet for each.
4. Members now have a “Right to Understand” the hazards of the chemicals they are working with by initial training and updates when new chemicals are used.

## GHS LABELS MUST HAVE THESE 6 ELEMENTS:



Reference: WAC 296-305-01509 (6), WAC 296-901

Customize our program: \_\_\_\_\_  
 \_\_\_\_\_  
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