

HAZARD COMMUNICATION WRITTEN PROGRAM

This program has been prepared to comply with the Federal OSHA standard 1926.59 and assure that all employees provided information needed to safely identify, store, and handle all hazard is chemicals in the workplace.

This document contains the following elements that are intended to properly educate and provide ongoing reference for all employees in the workplace. This document will be subjected to annual review. Edits and additions will be provided as needed.

1. Chemical Inventory

A) xyz-Highway Department will maintain an inventory of all known chemicals in use at this worksite. The Safety Coordinator (Marvin Marvin) will provide the information on request.

B) Any hazardous chemicals brought onto the site in the future will be added to the list

2. Container Labels

A) All chemicals on this site will be stored in their original or approved containers with a proper label attached. Only small amounts being used immediately may be unlabeled.

B) Never leave any unmarked container with liquid content unattended. Any unattended container must be labeled. The contents do not influence this rule. An unattended cup of water is a violation of this plan.

C) xyz Highway Department will rely on manufacturer labels whenever possible. When necessary, containers will be relabeled by users to indicate contents. This will be necessary when using temporary containers to transport and dispense chemicals.

D) Labels must provide hazard warnings for those chemicals requiring specific warnings.

3. ~~M~~SDS

A) ~~M~~SDS sheets shall be readily available to all workers at the worksite. All workers will be trained to find needed ~~M~~SDS sheets as needed. ~~M~~SDS may also be request from the Safety Coordinator (Marvin Marvin).

B) All employees must have ~~M~~SDS access in emergencies and prior to working with chemicals.

C) All purchased chemicals must be added to the ~~M~~SDS file. All files must be maintained for 30 years as required by federal regulations.

4. PPE (Personnel Protective Equipment)

Required PPE will be made available to all employees by xyz Highway Department. Any employee who violates the requirement to utilize PPE may be subject to discipline or dismissal.

HAZARD COMMUNICATION WRITTEN PROGRAM

5. EMPLOYEE TRAINING

All employees will receive training within the first 30 days of employment. No employee will be allowed access to hazardous chemicals without having completed training or acting under direct supervision of a trained employee. Training will include the following:

1. Who are the staff members to consult with questions about the Hazard Communication Program and where can you obtain a copy
2. How do you obtain information on chemicals in the workplace and how do you interpret the information (Hazardous Chemical list/~~M~~SDS)
3. What is the process for appropriately labeling containers
4. Where do I obtain PPE and what are the guidelines I must follow
5. What do I do in an emergency?? Locating eye washes, first aid, spill kits, fire extinguishers, and other emergency response methods
6. What do I do when a new hazard is introduced? Who are the appropriate supervisors, competent persons, or Safety Coordinators to speak to.

Employee Name _____

Signature _____ Date _____

Trained By _____

Signature _____ Date _____

This document is available upon request and can be found at the xyz Municipal Manager's office or at the xyz Highway Garage.

Highway Superintendent _____