**HAZARD COMMUNICATION PLAN**

**Prepared for:**

**(INSERT YOUR AGENCY HERE)**

Reviewed by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

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*This program can be developed for a municipality, a utility or housing authority, or a department. NJPEOSH does not specify how the program must be organized. It is the employer’s decision how to best organize the Program: city-wide, for the authority as a whole, or by department. However, the employer must ensure every employee who has an occupational exposure to hazardous chemicals be covered by a Hazard Communication and Employee Right to Know Program*

**----------REMOVE ABOVE PARAGRAPH----------**

# PURPOSE

The purpose of this plan is to establish a program and procedures for the safe use of hazardous chemical substances at **INSERT AGENCY’S NAME**.

The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) 29 CFR 1910.1200, the NJPEOSH Hazard Communication Standard N.J.A.C. 12:100-7, and the New Jersey Worker and Community Right to Know Act N.J.S.A. 34:5A-1 call for the development of a hazard communication program when employees may be exposed to any chemical in the workplace under normal conditions of use or in a foreseeable emergency. This program has been developed to comply with the requirements of the above occupational chemical safety regulations.

# RESPONSIBILITIES

The Hazard Communication Coordinator is:

**NAME:**

**TITLE:**

**PHONE NUMBER:**

The Hazard Communication Coordinator is responsible for administering the hazard communication program including:

* Reviewing the potential hazards and safe use of chemicals.
* Maintaining an inventory of all hazardous chemicals and a Central File of Safety Data Sheets.
* Obtaining Hazardous Substance Fact Sheets from N.J. Department of Health.
* Ensuring that all containers are labeled, tagged or marked properly.
* Ensuring initial and refresher training for employees and maintaining training records.
* Properly selecting and caring for personal protective equipment.
* Directing the cleanup and disposal operations of the spill control team.
* Identifying hazardous chemicals used in non-routine tasks and assessing their risks.
* Informing outside contractors who are performing work on public property about potential hazards.
* Reviewing the effectiveness of the hazard communication program and making sure that the program satisfies the requirements of all applicable federal, state or local hazard communication requirements.

When purchasing chemicals, the Employer is responsible for:

* Contacting chemical manufacturers and/or distributors to obtain Safety Data Sheets and secondary labels for hazardous chemicals used or stored in the workplace
* Reviewing incoming hazardous chemicals to verify correct labeling
* Holding hazardous chemicals in the receiving area until receipt of the Safety Data Sheet for the product.

Employees are responsible for the following aspects of the Hazard Communication program:

* Identifying hazards before starting a job.
* Reading container labels and Safety Data Sheets.
* Notifying the supervisor of torn, damaged or illegible labels or unlabeled containers.
* Using controls and/or personal protective equipment provided by their Employer to minimize exposure

Following the Employer’s instructions and warnings pertaining to chemical handling and usage.

* Properly caring for personal protective equipment, including proper use, routine care and cleaning, storage, and replacement.
* Knowing and understanding the consequences associated with not following Employer’s policy concerning the safe handling and use of chemicals.
* Participating in training.

# CHEMICAL INVENTORY

Along with this program is a list of hazardous chemicals used, produced and / or stored **INSERT AGENCY’S NAME**. Copies of the facility’s Right to Know Survey are available in the Central File which is located at **INSERT WHERE AND HOW TO ACCESS THEM WHEN EMPLOYEES ARE PRESENT**.

Each facility that uses or stores hazardous chemicals will maintain a facility chemical inventory and relevant Safety Data Sheets and Hazardous Substance Fact Sheets at the facility. Facility chemical inventories must be readily available to employees while on duty.

Inventories will contain the product name or identifier that is referenced on the appropriate Safety Data Sheet and Hazardous Substance Fact Sheet, the location or work area where the chemical is used, the personal protective equipment needed, and precautions for each chemical product. This list will be updated annually and whenever a new chemical is introduced to the workplace.

# LABELS AND OTHER FORMS OF WARNING

Each container of hazardous chemicals received from the chemical manufacturer or distributor will be labeled with the following information:

* Product name or identifier
* Signal word
* Hazard statement(s)
* Pictogram(s)
* Precautionary statement(s)
* Name, address and telephone number of the chemical manufacturer, importer or other responsible party

**INSERT AGENCY’S NAME** uses the Globally Harmonized System (GHS) labeling system for secondary containers. When a chemical is transferred from the original container to a portable or secondary container, the container will be labeled, tagged or marked with a GHS label containing the following information:

* Product name or identifier
* Signal word
* Hazard statement(s)
* Pictogram(s)
* Precautionary statement(s).

Portable containers into which hazardous chemicals are transferred from labeled containers, and that are intended for the immediate use of the employee who performs the transfer do not require a label. If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled. Food and beverage containers should never be used for chemical storage.

Signs, placards, or other such written materials may be used in lieu of affixing labels to individual, stationary process containers as long as the alternative method identifies the containers to which it is applicable and conveys the information required for workplace labeling.

Where an area may have a hazardous chemical in the atmosphere (e.g., where extensive welding occurs), the entire area will be labeled with a warning placard.

Workplace labels or other forms of warning will be legible, in English and prominently displayed on the container or readily available in the work area throughout each work shift. If employees speak languages other than English, the information in the other language(s) may be added to the material presented as long as the information is presented in English as well.

# SAFETY DATA SHEETS AND HAZARDOUS SUBSTANCE FACTS SHEETS

A Safety Data Sheets (SDS) will be obtained and maintained for each hazardous chemical in the workplace. When available, a Hazardous Substance Facts Sheet (HSFS) will also be obtained and provided. SDS and HSFs for each hazardous chemical will be readily accessible during each work shift to employees when they are in their work areas.

SDS will be obtained from the chemical manufacturer or distributor. The name on the SDS will be the same as that listed on the chemical inventory list. SDS for chemicals produced by **INSERT AGENCY’S NAME** will be developed and provided by the Hazard Communication Coordinator.

**INSERT AGENCY’S NAME** will maintain the “*NJ-RTK Central File*” of all original SDS.

SDS and HSFS for new products or updated SDS for existing products will be obtained by the Hazard Communication Coordinator to update the Central File.

If problems arise in obtaining an SDS from the chemical manufacturer or distributor, a phone call will be made to request an SDS and to verify that the SDS has been sent. The phone call will be logged, and a letter will be sent the same day. **INSERT AGENCY’S NAME** will maintain a written record of all efforts to obtain SDS.

# EMPLOYEE INFORMATION AND TRAINING

In addition to the training that 29 CFR 1910.1200 requires employers to provide (hereinafter referred to as "initial training"), employers shall provide refresher training to all employees every two years at no cost to employees and during working hours. Refresher training is to be an abbreviated version of initial training.

In addition to the information that 29 CFR 1910.1200 requires employees to receive, initial and refresher training shall address:

* The location and availability of the written hazard communication program, the list(s) of hazardous chemicals, hazardous substance fact sheets, the Right to Know survey, and the Right to Know hazardous substance list
* The applicable provisions of the Worker and Community Right to Know Act, N.J.S.A. 34:5A-1 et seq.
* An explanation of the Right to Know survey, labeling, hazardous substance fact sheets, the Right to Know hazardous substance list, the Right to Know poster, and how employees can obtain these documents and use appropriate hazard information from these sources
* Distribution of a copy of the Right to Know brochure
* An employer shall have a technically qualified person conduct initial and refresher training.
* Employers shall establish and maintain records of initial and refresher training that include the following information:
* The dates of the training sessions
* The contents or a summary of the training sessions
* The names and qualifications of persons conducting the training
* The names and job titles of all persons attending the training sessions.
* Employers shall maintain training records for the duration of each employee's employment.
* Employers shall ensure that all training records required to be maintained by this subchapter are available, upon request, for examination and copying, to employees, employee representatives, and representatives of the Departments of Labor and Workforce Development and Health.
* Employers shall ensure the provision of initial and refresher training using material that is appropriate in content and vocabulary to the educational level, literacy, and language of the employees receiving training.

# NON-ROUTINE TASKS

The Hazard Communication Coordinator and the immediate supervisor of an employee performing a non-routine task, such as cleaning machinery and other process equipment, is responsible for ensuring that adequate training has been provided to the employee on any hazards associated with the non-routine task. Employees share in this responsibility by ensuring that their immediate supervisor knows that the non-routine task will be performed.

Special work permits may be required for the performance of certain non-routine tasks, such as entry to confined spaces, breaking and opening piping systems, and welding and burning.

# CONTRACTORS

Prior to beginning work, the Hazard Communication Coordinator will inform contractors with employees working on entity’s property of any hazardous chemicals that the contractors’ employees may be exposed to while performing their work. The Safety Coordinator will also inform contractors of engineering or work practice control measures to be employed by the contractor, personal protective equipment to be worn by the contractors’ employees, and any other precautionary measures that need to be taken to protect their employees during the workplace’s normal operating conditions and in foreseeable emergencies.

The Hazard Communication Coordinator will advise contractors that they must comply with all OSHA standards while working on **INSERT AGENCY’S NAME** property. Appropriate controls will be established with the contractor to ensure that **INSERT AGENCY’S NAME** employees are not exposed to safety, and health hazards from work being performed by the contractor and that **INSERT AGENCY’S NAME** operations do not expose contractors’ employees to hazards.

The Hazard Communication Coordinator will inform contractors of the workplace labeling system and the availability and location of SDS and HSFS for any chemical to which contractors’ employees may be exposed to while performing their work.

# RECORDKEEPING

Records pertaining to the hazard communication program will be maintained by the Hazard Communication Coordinator. The Coordinator will keep the following records:

* Chemical inventory list
* Hazardous material reviews
* Copies of phone call logs and letters requesting SDS/HSFS
* Employee training records
* Medical and exposure records (29 CFR 1910.20)
* Warnings issued to employees for not following the Hazard Communication program.

# APPENDIX A: RIGHT TO KNOW BROCHURE



