

ADDENDUM D

HAZARD COMMUNICATION PROGRAM

Figure D-1 – SAMPLE Model Written Hazard Communication Program

Hazard Communication Program Sample

Department/Division: _____

Address: _____

1. Person responsible for the Hazard Communication Program: _____

2. Inventory of hazardous substances is attached and also located: _____

3. Safety Data Sheets (SDSs) for all hazardous substances are located: _____

and a copy of the Hazard Communication Standard and company program are kept with the SDSs.

4. Employees may review SDSs and the standard by following this procedure: _____

SDSs not on hand will be requested of suppliers immediately.

5. The SDS file is updated with new information and new hazards identified by: _____

Any new hazards will be reported immediately to _____
_____ and affected employees notified within 30 days.

6. Containers of hazardous materials entering the work place will be checked by _____

to assure they are properly labeled with the chemical name of the contents, the appropriate hazard warning, and the name and address of the supplier or manufacturer.

7. All containers of hazardous material will be labeled appropriately.

Exceptions must be approved by _____

The following exceptions have been approved: _____

8. Non-routine tasks involving hazardous materials are: _____

Procedures for complying with the Hazard Communication Standard for these jobs are the following:

9. Employee training is provided initially to all employees, for all new employees, and whenever new hazards are identified. This training covers the following areas:
 - a. The requirements of the Hazard Communication regulation, including employee rights (e.g., employees receiving and sharing with their physician information on hazardous chemicals to which they may be exposed).
 - b. Information about the location and availability of both the Department and Shasta County's written hazard communication programs to comply with the standard, and procedures to follow to see the standard, the Department and Shasta County program.
 - c. How to interpret and use the labels on containers of hazardous materials, and the identification of any operation in the employee work area where hazardous substances are present and the potential physical hazards and health effects of the hazardous substances and how to use SDSs for more information.
 - e. How to handle the hazardous substances safely and other protective measures in place.
 - f. What to do in an emergency, release, or overexposure to the chemicals.
 - g. How the presence or release of hazardous chemicals can be detected in the work area.

10. This training is documented in the following manner: _____

Records are maintained at the following location: _____

11. Training is to occur and be properly documented whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard (new chemicals or new information on SDSs).

12. Periodic refresher training will be provided and documented as follows: _____

13. Outside employees (subcontractors and visitors) will be advised of chemical hazards in our plant in the following manner: _____

Contractors will be required to provide information on any chemicals used in our facility as a condition of their contract.

Our company relies on the information contained in SDSs as permitted by the OSHA Hazard Communication Standard and does not perform independent hazard determinations. Reviewed and approved:

Manager _____ Date: _____

Figure D-2 - Sample Safety Data Sheet

SAFETY DATA SHEET (SDS)
This SDS complies with OSHA's Hazard Communication Standard 29 CFR 1910.1200(g) and GHS Rev. 03

SECTION 1 - PRODUCT & COMPANY IDENTIFICATION

Product Identifier: Liberty L-674 Body Fluid Absorbent
 Liberty L-674 Body Fluid Absorbent in Liberty's Body Fluid Emergency Clean-Up Kit

Brand Name(s): Liberty

Recommended Use(s): Gets, binds, and deodorizes liquid accidents (i.e. vomit, etc.) and other spills for quick and easy clean-up.

Uses Advised Against: None known.

Manufactured For: Liberty

Address: 43 Liberty Drive
 Amsterdam, NY 12010

Information Telephone: (518) 842-5080

Emergency Telephone: (518) 638-6343

SECTION 2 - HAZARD(S) IDENTIFICATION

GHS Classification: This product is not classified as hazardous under GHS.

GHS Label Elements:

GHS Symbol(s): None (non-regulated product).

GHS Signal Word(s): None (non-regulated product).

GHS Warning Statement(s): None (non-regulated product).

Precautionary Statements: None (non-regulated product).

Other Information: May cause slight eye irritation.

Hazards Not Otherwise Classified (HNOC): None known.

Interactions with Other Chemicals: None known.

SECTION 8 - EXPOSURE CONTROLS/ PERSONAL PROTECTION

Occupational Exposure Limits: This product does not contain any hazardous materials with occupational exposure limits.

Engineering Controls: No special controls required.

Eye/ Face Personal Protective Equipment: Not required with expected use.

Skin and Body Personal Protective Equipment: Not required with expected use.

Respiratory Personal Protective Equipment: Not required with expected use.

General Hygiene Considerations: Handle in accordance with good hygiene and safety practice.

SECTION 9 - PHYSICAL & CHEMICAL CHARACTERISTICS

Appearance	Fine Granules	Upper Flammability Limit	Not applicable
Physical State	Solid	Lower Flammability Limit	Not applicable
Color	White/Light Brown	Vapor Pressure (mm Hg)	Not applicable
Odor	Pleasant	Vapor Density (Air=1)	Not applicable
Odor Threshold	No data available	Relative Density	Not applicable
pH	Not applicable	Solubility	No data available
Melting Point	Not applicable	Partition Coefficient	Not applicable
Freezing Point	Not applicable	Auto-ignition Temp.	Not applicable
Boiling Point/Range	Not applicable	Decomposition Temp.	Not applicable
Flash Point	No data available	Viscosity	Not applicable
Evaporation Rate	Not applicable	Bulk Density	No data available
Flammability	Not applicable	VOC Content (% wt.)	<3%

SECTION 10 - STABILITY & REACTIVITY

Reactivity: None known.

Chemical Stability: Stable.

Chemical Polymerization: Will not occur.

Possibility of Hazardous Reactions: None known.

Conditions to Avoid: None known.

Incompatible Materials: None known.

Hazardous Decomposition Products: None known.

SECTION 11 - TOXICOLOGICAL INFORMATION

Likely Routes of Exposure: Eyes, skin, ingestion, inhalation.

Acute Oral Toxicity: Ingestion of product may cause slight irritation to gastrointestinal tract.

Acute Dermal Toxicity: No data available.

Skin Irritation: No data available.

Eye Irritation: May cause slight eye irritation.

Acute Inhalation Toxicity: Direct inhalation may cause slight nasal irritation.

Skin Sensitization: No data available.

Germ Cell Mutagenicity: No data available.

Carcinogenicity: No components present at 0.1% or greater are listed as carcinogens by ACGIH, IARC, NTP or OSHA.

Reproductive Toxicity: No data available.

STOT Single Exposure: No data available.

STOT Repeated Exposure: No data available.

Aspiration Hazard: No data available.

SECTION 12 - ECOLOGICAL INFORMATION

Biodegradability: Biodegradable.

Bioaccumulative Potential: No data available.

Aquatic Toxicity: No data available.

Mobility in Soil: No data available.

Persistence & Degradability: No data available.

Other Adverse Effects: No data available.

SECTION 13 - DISPOSAL CONSIDERATIONS

Disposal: Dispose of product waste and packaging in accordance with federal, state and local regulations.

SECTION 14 - TRANSPORTATION INFORMATION

DOT: Not regulated as a dangerous or hazardous product.

TDG, ICAO, IATA, IMDG/IMO: Not regulated as a dangerous or hazardous product.

Proper Shipping Name: Non-Hazardous Product.

SECTION 15 - REGULATORY INFORMATION

TSCA (Toxic Substances Control Act): All components of this product are either on the TSCA B(b) Inventory or otherwise exempt from listing.

U.S. Federal Regulations:

U.S. Clean Water Act: This product does not contain any substances that are regulated pollutants pursuant to the Clean Water Act.

CERCLA: This material does not contain any substances regulated as hazardous substances.

SARA 311/312 Hazard Categories: None.

SARA 313 Chemicals: None.

U.S. State Regulations - California: This product does not require warning labeling under Proposition 65 and is CARB VOC compliant.

International Regulations - Canada: WHMIS Exempt. All ingredients are on the DSL or NDGL.

SECTION 16 - OTHER INFORMATION

Date Prepared: 4/1/15

Disclaimer: The information provided is designed only as a guidance for safe handling, use, processing, storage, transportation, disposal, and release and is not to be considered a warranty or quality specification.

NFPA Rating: 

HMIS Rating:

0	HEALTH
0	FLAMMABILITY
0	REACTIVITY
PROTECTIVE EQUIPMENT	

SECTION 3 - COMPOSITION/ INFORMATION ON INGREDIENTS

Ingredient/ Chemical Name	CAS No.	Weight %
Cellulose	9004-34-6	<60
Wheat Starch	9005-25-8	<60
Guar Gum	9000-30-0	<60
Sodium Carboxymethyl Cellulose	9004-32-4	<10
Fragrance	Proprietary	<3

SECTION 4 - FIRST AID MEASURES

Most Important Symptoms and Effects: May cause slight eye irritation.

Eye Contact: Remove contact lenses. If eye irritation occurs, rinse eyes with water for several minutes. Repeat as necessary.

Skin Contact: Wash with soap and water.

Inhalation: Move to fresh air.

Ingestion: Drink 1 - 2 glasses of water. Consult a physician if discomfort occurs.

Note to Physician: Treat symptomatically.

SECTION 5 - FIRE FIGHTING MEASURES

Fire Extinguishing Media: This product does not support combustion. Use extinguishing media suitable for the type of surrounding fire.

Hazardous Combustion Products: None known.

Protective Equipment & Precautions For Fire Fighters: As in any fire, wear approved self-contained breathing apparatus and full protective gear.

SECTION 6 - ACCIDENTAL RELEASE MEASURES

Personal Precautions: Use good hygiene and safety practice.

Environmental Precautions: Although this product is biodegradable, responsible environmental practice is to refrain from rinsing spills onto the ground, into storm sewers or bodies of water.

Methods for Clean-Up: Contain and collect spillage and place in a container for disposal (see Section 13).

SECTION 7 - HANDLING & STORAGE

Advice on Safe Handling: Handle in accordance with good hygiene and safety practice. Wash thoroughly after handling.

Storage Conditions: Keep containers tightly closed to protect from moisture. Store in a cool, dry place and keep out of reach of children.

Incompatible Materials: None known.

Figure D-3 - Sample Poster to Advise Employees of the Location of SDSs and Their Rights (Applicable to workplace subject to the Cal/OSHA Standard)

NOTICE TO ALL EMPLOYEES

Access to Safety Data Sheets

BY CAL/OSHA REGULATION - GENERAL INDUSTRY SAFETY ORDER 5194 - YOU, YOUR PHYSICIAN, AND YOUR COLLECTIVE BARGAINING AGENT HAVE THE RIGHT TO SEE AND RECEIVE COPIES OF:

Safety Data Sheets for substances used in the workplace that are on the State Department of Industrial Relations Director's List of Hazardous Substances (§339, Title 8, California Administrative Code)

Attached is a list of substances present in this employment which are on the Director's list of Hazardous Substances.

Safety Data Sheets are available at:

FROM: _____

Copies of General Industry Safety Order §5194 and the Director's List of Hazardous Substances are available from:

NOTE: No employee may be discharged or discriminated against in any way for exercising the rights afforded them under the Hazardous Substances Information and Training Law.

Figure D-5 - Information Required on Safety Data Sheets (SDSs)

Each Safety Data Sheet must contain, as a minimum, the following information:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); ACGIH Threshold Limit Values (TLVs); and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the SDS where available as well as appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information

Section 13, Disposal considerations

Section 14, Transport information

Section 15, Regulatory information

Section 16, Other information, includes the date of preparation or last revision.

Note: If some of the information required is unavailable to the person preparing the SDS, or if any of the information is not applicable to the specific substance, this should be so stated. Blank spaces on the form are not allowed.

Figure D-2 shows an example of a properly completed SDS.