

FAST Guide to Hazard Communication

The Dangers of Chemicals

Chemicals are present in almost every aspect of modern day life from cleaning solutions to pesticides and paints. While these chemicals have their utility and benefits in their applications, they also have the potential to cause adverse effects, especially on the health of the people handling these hazardous substances.

In order to be sure employees are aware of the specific chemical dangers they face at their workplace, employers are required by OSHA's Hazard Communication Standard (HCS), 29 CFR 1910.1200, to create and implement a hazard communication program. The sections below will help you to understand the four main requirements of an OSHA compliant program.



49%
of all chemical burns treated in 2013 occurred in the workplace



3 days of work on average are missed after suffering a chemical burn or corrosion



386 workers died due to exposure to harmful substances or environments in 2014

Written Hazard Communication Program

OSHA requires employers to prepare and implement a written hazard communication program. The written program does not need to be lengthy or complicated but is required to help ensure that compliance with the standard is done in a systematic way and all elements are coordinated.



What do I need to include?

- ✓ A process for **Labels and Other Forms of Warning** applied to hazardous materials
- ✓ A process for the collection and maintenance of **Safety Data Sheets**
- ✓ A process for **Employee Information and Training** on the requirements of the standard
- ✓ A **list of the hazardous chemicals** known to be present in the workplace

Labels and Other Forms of Warning

A warning label must be present on the immediate container of every hazardous chemical in your workplace. OSHA requires six categories of information to be present on that label for the safety of workers who will be using them. When you purchase a hazardous chemical from a supplier, you will receive a container that is labeled with the information required under the HCS. If you do not receive it this way, the chemical is not compliant with the standard.

What fields are required on the label?

Product identifier: the name of chemical



Signal word: a word to indicate the relative level of severity of the hazard

Hazard statement(s): a statement to describe the nature of the hazard(s) of the chemical

Pictogram(s): a symbol that is intended to convey information about the specific hazard(s)

Precautionary statement(s): a phrase that describes the safe use of the hazard

Supplier Identification: contact information of the responsible party

SAMPLE LABEL	
CODE _____ Product Name _____	Product Identifier
Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____	Supplier Identification
Keep container tightly closed. Store in a cool, well-ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measures against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.	Precautionary Statements
In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO ₂) fire extinguisher to extinguish. First Aid If exposed call Poison Center. If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.	Supplemental Information Directions for Use _____ _____ _____ Fill weight: _____ Lot Number: _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____
	Hazard Pictograms   Signal Word Danger Hazard Statements Highly flammable liquid and vapor. May cause liver and kidney damage.

Safety Data Sheets

A Safety Data Sheet (SDS) is the source of detailed information on hazardous chemicals. The newest version of the OSHA standard requires SDSs to have sixteen sections of information. If these sixteen sections are not all present on the sheet, ask your supplier for an updated form.

These sheets are to be created and updated by the chemical manufacturer and must be obtained from the supplier or distributor of the chemicals before you use them in your workplace.

What should I do with these sheets?

- ✓ Maintain SDSs for each hazardous chemical in your workplace
- ✓ Ensure SDSs are readily accessible to employees and OSHA or other regulatory officials
- ✓ Obtain updated SDSs if a change to the hazardous substance has been made

16 Required Sections for OSHA compliance

1. Identification
2. Hazard(s) identification
3. Composition/information on ingredients
4. First-aid measures
5. Firefighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure control/personal protection
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological information
13. Disposal considerations
14. Transport information
15. Regulatory information
16. Other information

Note: Not all sixteen sections may apply to every chemical, therefore may not be mandatory for OSHA compliance. However the headings are still required to be present on the SDS.

Employee Information and Training

OSHA requires that all employees must be trained on the hazardous chemicals in their work area before initial assignment, and when new hazards are introduced.

What do my employees need to understand?

- ✓ The requirements of the OSHA standard
- ✓ The hazards presented by the substances they will be exposed to in their work area
- ✓ Any appropriate protective measures that need to be taken
- ✓ Where they can obtain additional information



Don't Forget to Evaluate Your Program Regularly!

Remember to review your program periodically to make sure it is still working and meeting its objectives. You must also revise your program as appropriate to address changes in your specific workplace.



Fastenal Safety Specialists

Still unsure if you are properly communicating the chemical hazards in your workplace? Contact our safety specialists for help today by emailing safetyquestions@fastenal.com.

Hazard Analysis

Lock Out/ Tag Out Training

Cost Savings Ideas