

# Hazard Communication (HAZCOM) Program

This HAZCOM Program was developed to make employees aware of chemical hazards. Information is provided to employees about chemicals used on the job through a master list of chemical names, Material Safety Data Sheets (MSDS) kept on the job site in a booklet, proper labeling of containers, training for new employees and annual reviews for all employees.

The HAZCOM Program Coordinator for this company is \_\_\_\_\_ (name). The Coordinator is responsible for overseeing the program.

## Complete Chemical List

A list of any hazardous materials used on our job sites is available at \_\_\_\_\_ (location). This list is updated as needed.

## Master Chemical List

A list of common and frequently used hazardous materials is available at \_\_\_\_\_ (location).

This list is kept with the MSDS file on the job site and has an MSDS for each chemical listed. First aid treatments are shown.

## Material Safety Data Sheets (MSDS)

Information on hazardous materials found on the job site is available to any and all employees. The MSDS file is found on the job site at \_\_\_\_\_ (location).

## Container Labeling

Hazardous material containers will be clearly labeled as to: contents, correct hazard warning or symbol, name and address of manufacturer. Labeling is not required for portable containers intended for immediate use.

## Training

1. New employees must attend a training session before working with hazardous materials. This training is to cover:

- Information contained in MSDS.
- Physical and health hazards for job site chemicals.
- How presence or release of materials is detected.
- How to protect against hazards by personal protective equipment, special handling.

2. All employees must receive annual refresher training in the above as well as immediate training if a new material is added or a new hazard is determined.



