

HAZARD COMMUNICATION

important things to remember



Label It - Completely!

- Help to make sure all chemical containers are labeled.
- Take the time to read and understand container labels.
- Replace labels that are damaged or missing. Labels should never be removed or covered.
- Store containers so labels are visible.
- Never place chemicals in containers that are not labeled or labeled incorrectly.
- Filling a container from a bulk supply? Use a pre-printed label from the manufacturer or a pre-printed bottle. Most manufacturers will supply these when you order the chemical.



What if I find an unlabeled bottle?

Remove the chemical from use, and let your supervisor know. Follow up will need to be done with the appropriate person to determine what the chemical is so that it can either be labeled or disposed of correctly. Remember, unlabeled containers are an accident waiting to happen.

Use It - Correctly!

- Using a chemical? Make sure to wear all appropriate personal protective equipment.
- Wash your hands immediately after use.
- Never mix chemicals unless instructed by the manufacturer.
- Store chemicals properly.
- Use chemicals for their intended purpose. A good rule of thumb is to use the least potent chemical to perform the job effectively. If you are not sure how to use a particular chemical, do not use it until you get more information.

How can I help?

Do not bring new chemicals into the worksite without letting your supervisor know. Your supervisor can ensure that an SDS is available for each chemical. Only use chemicals for their intended purposes. Ask if you have questions!

Reference It - At Your Fingertips!

- Know where Safety Data Sheets are stored. If you need to find them in an emergency, it might be too late.
- Read SDS to learn ingredients, safe handling and usage instructions.
- Information contained on SDS includes: product name and information, chemical ingredients, hazard information, safe use guidelines, and emergency response procedures.
- A list should be made available at every worksite to show the chemicals being used at each location. Make sure an SDS is available for every chemical at the worksite.
- In the event of emergency, medical personnel and/or Poison Control will need the information contained on the SDS to help ensure appropriate treatment and care.

Where can I get Safety Data Sheets?

If you purchase chemicals through a large supplier of chemical products, they will likely provide them to you upon purchase. You can also request SDS from the manufacturer or supplier. Many companies provide printable versions of SDS on the company website.

Rights & Responsibilities

You have a right to understand:

- The agency's Hazard Communication Program
- Hazardous chemicals in the workplace
- Safety Data Sheets (SDS)

You have a responsibility to help keep yourself and your co-workers safe by:

- Making sure containers are labeled
- Handling chemicals safely
- Knowing where to find and how to use SDS

I don't work with chemicals

Most employees have at least a limited exposure to chemicals, minimally through cleaning products used in the workplace. Even if your primary job responsibilities do not include cleaning or using chemicals, chances are chemicals are being used somewhere at your worksite.

Did you know?

According to the Centers for Disease Control, gloves are the most commonly used personal protective equipment in the healthcare and human services industry.



NEED HELP QUICKLY BECAUSE OF A CHEMICAL-RELATED EXPOSURE?
CONTACT THE NATIONAL POISON CONTROL CENTER AT 1.800.222.1222

IMPORTANT UPDATES TO THE OSHA HAZARD COMMUNICATION STANDARD

OSHA has published its final Hazard Communication Standard. This new standard adopts the United Nations' Globally Harmonized (GHS) system of classification and labeling of chemicals.

What's Changing?

► HAZARD CLASSIFICATION

Hazard classification provides specific criteria for classification of health and physical hazards, as well as classification of mixtures. This means manufacturers and distributors don't have as much leeway in how they classify hazards and how they communicate those hazards. Under the new system, classifications will be exactly the same no matter who is applying the criteria.

► LABELS

Chemical manufacturers and importers will be required to provide a label that includes a pictogram, a corresponding signal word, and a hazard statement for each hazard class and category. Precautionary statements must also be provided.

► MATERIAL SAFETY DATA SHEETS (MSDS)

MSDSs will now be called Safety Data Sheets (SDS). Safety Data Sheets will have a specified 16-section format. Previously, MSDSs would vary depending on the company. This made it difficult for users to find accurate information. The new 16 point format will provide consistent information. Mandatory information on Safety Data Sheets includes:

- Handling and storage precautions
- Exposure controls
- Toxicology information
- First aid measures and emergency procedures in the event of an accidental release

► INFORMATION AND TRAINING

Employers are required to train workers by December 1, 2013 on the new labels and formats as well as Safety Data Sheets.

► COMPLIANCE DATES

Effective Date	Requirement	Who it Affects
December 1, 2013	Train all employees on the new label elements and safety data sheet format	Employers
June 1, 2014	Comply with all modified provisions of this rule, except distributors that are allowed to ship products labeled by manufacturers under the old system until Dec. 1, 2015	Chemical manufacturers, importers, distributors, and employers
December 1, 2015	Comply with all modified provisions of the rule	Distributors
June 1, 2016	Update alternative workplace labeling and hazard communication program as necessary, and provide additional employee training for newly identified physical or health hazards	Employers

*During the transition period, all chemical manufacturers, importers, distributors, and employers may comply with either the final standard, the current standard, or both.

This loss control brochure is offered in the hope that readers will benefit from it and take adequate steps to avoid conditions that might result in loss. It does not intend to be a complete discussion of the subject, nor do we guarantee that compliance with its suggestions will assure the safety of persons and property.

contact our risk management division at riskmanagement@siegelagency.com or 800.622.8272 for additional risk management services and resources

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