

## **POLICY STATEMENT**

It is the policy of [company name] to reduce employee exposure to hazardous chemicals and the overall incidence of chemical-related injuries and illnesses. All employees who are potentially exposed to hazardous chemicals in their assigned jobs must be fully informed of both the hazardous properties of the chemicals and the protective measures that are available to minimize exposure to these chemicals. This type of information will be made available to employees by means of labels on chemical containers, SDSs, and training. Employees will be informed of any known hazards associated with chemicals to which they may be exposed before their initial assignment, whenever the hazards change, or when new hazardous chemicals are introduced into their respective work areas.

**SCOPE:** This program covers all work operations at [facility name] where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation.

## **PLAN ADMINISTRATION**

The **PROGRAM CONTACT INFORMATION TABLE** provides the roles and contact information for the administration of the hazard communication program.

### **PROGRAM CONTACT INFORMATION TABLE**

<b>TASK</b>	<b>CONTACT PERSON</b>	<b>CONTACT INFORMATION</b>
SDS Administrator		Work: Mobile:
Employee Training		Work: Mobile:

The **PLAN ADMINISTRATOR** or designee is responsible for maintaining up-to-date SDSs and ensuring that they are readily accessible in all work areas.

**EMPLOYEE TRAINING.** The Administrator or designee is responsible for training employees concerning hazardous chemicals in their work areas.

## **PLAN, REVIEW AND UPDATE**

This Plan will be periodically reviewed and updated whenever new hazards are introduced into the workplace.

## **PLAN AVAILABILITY**

Copies of the Plan, including the written training program, are available upon request to employees, their designated representatives, the state or federal safety regulatory agency, and to the National Institute of Occupational Safety and Health.

Copies of the Plan are available at **[location(s)]**.

## **DEFINITIONS**

**CHEMICAL**—any substance or mixture of substances

**HAZARDOUS CHEMICAL**—any chemical that is classified as a physical hazard or a health hazard, a simple asphyxiant (i.e., displaces oxygen in the ambient atmosphere), combustible dust, pyrophoric gas (i.e., gas that will ignite spontaneously in air at 130 degrees Fahrenheit or below), or hazard not otherwise classified

**SAFETY DATA SHEET (SDS)**—a written description of a hazardous chemical or chemical product which contains comprehensive technical information about a particular substance and explains the risks, precautions, and remedies to exposure related to hazardous chemicals

## **SDS PROGRAM PROCEDURES**

The Administrator or designee is responsible for maintaining the SDS program and will ensure that:

- Procedures are developed to obtain the necessary SDSs;
- SDSs that are received are reviewed for new or significant health and safety information, obvious inaccuracies, or blank spaces; *and*
- Any new or updated information is communicated to affected employees.

See **ATTACHMENT [NUMBER 1] – SAFETY DATA SHEET FILE SYSTEM MANAGEMENT POLICY**, attached to this Plan, for more information about SDS file system management, SDS access by employees and multiple or mobile worksites, and the transition from MSDSs to SDSs.

## **SDS ACCESS FOR EMPLOYEES**

SDSs will be readily available to all employees during each work shift. **The primary method for accessing SDSs in work areas is [describe method, e.g., printed copies, computer system, fax-back service name and phone number].**

## **PRIMARY ACCESS SYSTEM**

Following are the steps that employees will follow to access an SDS:

*[Describe the steps employees must follow to access the SDS file system.]*

1. *[procedure]*
- 2.
- 3.
- 4.

## **BACKUP SYSTEM**

The backup system for accessing SDSs should the primary system fail is *[system description and location]*.

The steps for accessing the SDS backup system are:

1. *[procedure]*
- 2.
- 3.

## **SDS NOT AVAILABLE**

If an SDS is not available, or an employee has a problem accessing SDSs, contact **[name]**. If the contact person is not available, the employee should notify a supervisor. The Administrator or designee will ensure that the missing SDS is provided to the employee requesting it by his or her next work shift at the latest, unless the company has not received the SDS from the chemical supplier.

If an SDS is not received at the time of initial shipment, the Administrator or designee will contact the supplier, in writing, to request the SDS. If an SDS is not received from the supplier in *[insert number; some state rules require no more than 15 days]* days, the company will contact the appropriate government agency for assistance in obtaining the SDS.

## **NEW OR REVISED SDS's**

The notice that identifies the person responsible for maintaining SDSs and where the SDSs are located are posted at **[location(s)]**. Employees will be notified at the same location(s) when new or revised SDSs are received.

When new or revised SDSs are received, the following procedure will be followed to replace old SDSs:

1. *[procedure]*
- 2.