

Hazard Communication

What are Hazardous Chemicals:

Any chemical that is dangerous to a person's health or physical environment or requires a Material Safety Data Sheet (MSDS).

Potential Risk/Hazard:

Chemicals can enter the body through the inhalation, ingestion and absorption through the skin. Employees could be exposed to chemicals in the workplace during normal work activities or in release/spill situations.

How to Minimize the Risk/Hazard:

Provide employees with proper personal protective equipment (PPE) to safely utilize chemicals while minimizing exposure and have MSDS's for all chemicals in the workplace to deal with potential emergency situations (exposures, spills, etc...).

Key Requirements for Compliance:

1. **Designate**
 - Assign a Hazard Communication Director.
2. **Plan**
 - Prepare and maintain a Hazard Communication Safety Plan.
 - Annually review the components of the hazard communication safety plan.
3. **Inventory**
 - Conduct an inventory and list of all chemicals in the workplace.
4. **Label**
 - Ensure that all chemicals in the workplace are properly labeled.
5. **MSDS**
 - Ensure that there is a MSDS for every chemical in the workplace.
 - Ensure that MSDS's are readily accessible to all employees during their work shift.
6. **Training**
 - Provide employee training on hazard communication prior to initial assignment.
 - Provide annual refresher training to employees that use chemicals in the workplace.
7. **Proper Disposal**
 - Establish proper waste storage and disposal procedures.

A Person has been Exposed to a Chemical:

1. **Wash/Flush Area**
 - Exposed individual should immediately wash and flush the area of exposure.
2. **Report**
 - Exposed individual should immediately report the exposure to Hazard Communication Director.
3. **Clean-Up Procedures**
 - The MSDS should be reviewed for a recommended course of action based on the exposure (splashed in eyes, swallowed, spilled on skin, etc...).
4. **Treatment**
 - Employer may need to provide the exposed individual with medical/emergency assistance based on exposure and MSDS recommendations.
5. **Contact**
 - Contact EMC for further assistance, information or with any questions.

A Chemical Release/Spill has Occurred:

1. Barricade Area

- The immediate area of the spill should be sealed off/barricaded to minimize potential employee exposure and cleanup area.

2. Shut Down HVAC

- HVAC system/units serving the immediate area of the spill should be shut down to minimize potential employee exposure and the spread to other areas of the building.

3. MSDS

- The MSDS should be reviewed for a recommended course of action (contact Haz. Mat. Team, Fire Department, spill cleanup criteria for in-house cleanup, etc...).

4. Contact

- Contact EMC for further assistance, information or with any questions.