

# SAMPLE "ABC PEST CONTROL" HAZARD COMMUNICATION PROGRAM

## I. PURPOSE

The purpose of the hazard communication program is to establish uniform guidelines that will insure the hazards of all chemicals used at ABC Pest Control are evaluated and that this hazard information is passed on to all effected employees.

## II. HAZARD DETERMINATION

How do I know if it is hazardous?

ABC Pest Control relies on the evaluation of the chemical manufacturer or importer as evidence by warning information on the product labeling and/or Material Safety Data Sheet (MSDS). This includes chemicals such as pesticides, paints, petroleum products, office supplies, cleaning materials, cement, etc. Exempt from this regulation are: hazardous waste, tobacco or tobacco products, untreated wood or wood products, foods, drugs, or cosmetics.

## III. HAZARDOUS CHEMICAL LIST

A list of all hazardous chemicals has been compiled. The identities of chemicals are referenced to their appropriate MSDS.

### **Responsibilities:**

*John Doe, President* is responsible for updating the Hazardous chemical s list whenever new hazardous chemicals are introduced into the work area.

The List of hazardous chemicals is located in the front office for your review.

## IV. LABELING

John Doe or in his absence your direct Supervisor will insure that all hazardous chemical containers have the appropriate labeling.

Copies of the appropriate manufacturer's product labels shall be kept in each service vehicle and in the office.

## V. MATERIAL SAFETY DATA SHEETS (MSDS)

ABC Pest Control shall have a MSDS for each chemical on the Hazardous Chemical list (if there is no MSDS available ABC Pest Control shall have a copy of the request they made for the MSDS on file).

### **Responsibilities:**

John Doe, will be responsible for obtaining the MSDS and maintaining the MSDS file.

## Procedures

The appropriate MSDS's are available in each service vehicle and in the office.

### VI. EMPLOYEE INFORMATION AND TRAINING Responsibilities

John Doe and your department supervisor are the responsible parties for training.

#### Procedures

Initial training upon hire or job class change reviews every label and MSDS that the individual will be exposed to in the course of their job. Every month during the Safety Meeting hazardous chemical labels and MSDS are reviewed so that every product is covered during a 12 month period. New materials are covered in Safety Meetings prior to being introduced into the work environment.

All employees shall receive information on the following items prior to starting work with hazardous chemicals:

1. An overview of the requirements of the Hazardous Communication Standard, including the rights under this regulation.
2. Any operations in their work area where hazardous chemicals are present.
3. The location and availability of the Written Hazard Communication Program. A copy of this program will also be given to all employees.
4. The following methods and observations may be used to detect the presence or release of a hazardous chemical in the work area: odor or taste; eye, nose or throat irritation; skin irritation; visual; sound; monitoring devices; etc.
5. The physical and health hazards of the chemicals in the work area (this information will be obtained from the labels and MSDS for each product). Possible health hazards may include: toxicity; skin, eye or respiratory irritation; corrosivity; etc. Physical hazards may include such things as flammability and explosive hazard.
6. The measures employees can take to protect themselves from these hazards such as appropriate work practices, emergency and first aid procedures and personal protective equipment to be used.
7. The details of the Hazard Communication Program developed by this company, including an explanation of the labeling system, the MSDS and how employees can obtain and used the appropriate hazard information.
8. RIGHTS OF EMPLOYEES
  - a. To personally receive all information regarding hazardous substances to which they may be exposed.

- b. For their physician (and collective bargaining agent) to receive all information regarding hazardous substances to which the employee may be exposed.
- c. Protection against discharge or other discrimination due to the employee's exercise of rights under the regulation.

#### VII. HAZARDOUS OF NON-ROUTINE TASKS

Infrequently employees may be required to perform hazardous non-routine tasks. Prior to starting work on such projects, each involved employee will be given information by his/her supervisor about hazards to which they may be exposed during such and activity. This information will include:

1. The specific hazards
2. Protective/safety measures which must be utilized
3. The measures the company has taken to lessen the hazards including special ventilation, respirators, the presence of another employee, air sample readings, and emergency procedures.

#### VIII. ON SITE CONTRACTORS

John Doe will be responsible to insure that outside contractors work safely in our facility and will provide contractors the following information:

1. The hazardous substances to which they may be exposed while working in the facility.
2. The precautions the contractor's employees must take to lessen the possibility of exposure by usage of the appropriate measures.

Any outside contractor will be responsible for providing the chemical name and a copy of the MSDS for any hazardous chemical they may bring into the facility.