

SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name _____ Location _____ Job No. _____

Meeting Leader _____ Title _____

Date Held _____ Place _____ Time _____

Subject of Meeting CHEMICAL HAZARD COMMUNICATION (Employees Right To Know)

In accordance with OSHA regulations, as an employee you have a right to know about the chemical hazards you might face on the job.

Chemical manufacturers have to determine the physical and health hazards of each product they make. They have to let users know by using container labels and Material Safety Data Sheets.

Employers must develop a written Hazard Communications Standard; explain how it's being put into effect in their workplace; provide information and training on hazardous chemicals including how to recognize, understand and use labels and Material Safety Data Sheets (MSDS) plus how to use safe procedures when using hazardous substances.

Employees must read the label, prior to handling or using the product and the Material Safety Data Sheets (MSDS) and follow the instructions and warnings.

Every container of hazardous chemicals must be labeled by the manufacturer telling you the name of the chemical, the name, address and emergency phone number of the company that made or imported the chemical. The physical hazards (will it explode or catch fire?) Is it reactive or radioactive? Any important storing or handling instructions. The health hazards (is it toxic?) Could it cause cancer? Is it an irritant? The basic protective clothing, equipment and procedures that should be used when working with the substance. **BEFORE YOU HANDLE OR OPEN A CHEMICAL CONTAINER, READ THE LABEL and FOLLOW THE INSTRUCTIONS. IF IN DOUBT ASK YOUR SUPERVISOR.**

The MSDS which must accompany every shipment to the workplace and is filed there (every employee should know where the file is) covers; who makes it; their address, emergency phone number and date prepared; the hazardous ingredients; physical and chemical ingredients; physical hazards such as fire and explosion and ways to handle those hazards, reactivity (what other substances will cause it to react); health hazards by inhaling, swallowing or having it on your skin and the symptoms of exposure such as nausea, dizziness headache, skin rashes, etc; precautions for safe handling and use plus control measures such as what kind of respirator, gloves, protective clothing, etc. to use.

When using hazardous substances don't take chances. Know in advance what to do if something goes wrong. If medical help is needed be sure you have the MSDS right there with you.