

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 _____ **HAZARD COMMUNICATION** _____

The Hazard Communication Standard is often called the Right-To-Know Law. It is called Right-to-Know, because you have the right to know about hazardous chemicals in the workplace. The law requires contractors and other employers to inform their employees of these chemicals. It describes specific actions that must be taken. One action is to inform you of the standard and your rights with regard to it.

CHEMICAL EVALUATION/INVENTORY

The first action taken to provide information about the hazards of chemicals is an evaluation of the materials you are using, including solvents, fuel, welding materials, etc. The manufacturer or distributor must determine if and why a chemical is a hazard. All contractors must conduct an inventory and prepare a list of the hazardous chemicals that are used by their employees. Certain hazardous chemicals may not be on the list. Chemicals that are exempt from the law are hazardous waste, tobacco, drugs in tablet or pill form, and other items of personal use such as cosmetics. Articles are also exempt. Articles are materials, like a wooden chair, that normally would not be a hazard to employees. A chair could burn. But, considering the way it is used, it is not a hazard. Consumer products may be exempt depending on the way they are used.

WRITTEN PROGRAM

The list of hazardous materials becomes part of the Written Hazard Communication Program. The law requires a Written Program that describes how your employer has complied with the standard. Your employer must include a description for each action listed in the standard. These actions are: Conducting an evaluation or inventory of hazardous chemicals; Preparing the written program; Labeling all chemicals; Providing MSDSs; and Training. The complete program, including the list, must be available upon request to you and other employees, or employee representatives.

LABELING

All hazardous chemicals covered by the standard must be labeled. The label will include the name of the chemical and a warning. The warning should describe the hazards of the chemical using symbols or words. The name can be the actual chemical name or a common name. Any name that is used should match the name on the Material Safety Data Sheet. Material Safety Data Sheets will be described in detail later. If the chemical is shipped, it must also include the name and address of the distributor or manufacturer. All containers used to hold hazardous chemicals must be labeled. If you pour kerosene from the primary container into a smaller one, the information on the label must be transferred, also. The name and warning as it appears on the original container should be copied. The one exception to this

rule is "immediate use" containers. If you will be the only one using that material (in this case the kerosene) and you will use all of it by the end of your shift, no label is required. If anyone else has ANY access to or uses the container, it must be labeled.

MATERIAL SAFETY DATA SHEETS

An MSDS is a complete description of a hazardous chemical or material. It describes the product's ingredients and chemical characteristics, hazards, precautions, and first aid procedures. The manufacturer or distributor must provide a MSDS for each hazardous chemical that is shipped. The manufacturer or distributor must also include an address and phone number in case further information is needed. MSDSs must be available in the work area. If an emergency were to occur, access to important information found on the MSDS needs to be readily at hand. The name on the chemical's label should also be found on the MSDS. This enables the matching of a chemical with its MSDS. You may be required to carry a set of MSDSs for the materials you have in your truck. However, other arrangements may be made to provide MSDS information.

TRAINING

Training is the final action to address your Right-to-Know. Each of the other actions, Inventory, MSDSs, Labels, and Written Program, provide a tool for learning about the hazardous chemicals in the workplace. Training provides information to use those tools effectively. Training must include information on the standard and the written program. Operations that include the use of hazardous chemicals will be identified. Further training on how to read MSDSs, the labeling system and the hazards and protection of the chemicals must follow.