

THE SAFETY OBSERVER

Safety Information for Employees

HAZARD COMMUNICATION

The purpose of your property's Hazard Communication (HazCom) Program is to provide you with the information you need to work with or around hazardous substances safely. This information is brought to you in three ways: **Labels, SDS, and Training**. Safety Data Sheet (SDS) contain information about a chemical and its manufacturer, lists the dangers associated with the chemical, describes how to handle and store the chemical, and describes how to provide emergency and first aid that might be required after a chemical exposure incident.

Hazard Communication is a vital part of any safety awareness program. Your property must maintain a manual containing important information as part of HazCom Program. The Hazard Communication Manual (HCM) is to be referenced whenever the hazards affiliated with a particular chemical are present.

1. Your property's Hazard Communication Manual (HCM) must be kept in a location accessible to all employees (one in the maintenance shop and one in the office unless in the same building) and contain:
 - A. A current listing of all chemicals on the property
 - B. A Safety Data Sheet (SDS) for each chemical on your property
2. All chemical containers must be legible in English and provide the following:
 - A. Name of the chemical and, where applicable, its components
 - B. Words or symbols which provide warnings of the chemical's physical and health hazards
 - C. Name and address of the manufacturer, distributor, etc.
3. Always read the SDS and the container label before working with any hazardous chemical
4. Use the PPE recommended on the SDS
5. Keep all chemicals you are working with away from situations that could potentially cause a hazardous reaction (per the SDS)
6. Follow all handling, storage, and disposal instructions (per the SDS)
7. Be aware of all possible chemical emergencies and how to handle them
8. Never mix chemicals on the property
9. Keep all chemical containers closed and stored when not in use
10. Always wash your hands before and after chemical use
Never touch your face or other exposed skin during use