**Hazard Communication Program**

**PURPOSE - 1910.1200**

This is a written Hazard Communication (HazCom) Program for Masters Electrical Services Corporation that follows the Hazard Communication Standard 29 CFR 1910.1200. The program assigns responsibilities for managing the program and explains how we ensure employees understand the chemical hazards in our workplace through container labeling and other forms of warning, safety data sheets, and employee training. It also includes a list of hazardous chemicals in our workplace. This written program also follows the United Nations Globally Harmonized System (GHS) of Classification and Labelling of Chemicals, Revision 3.

**SCOPE - 1910.1200(e)**

This HazCom program assigns responsibilities and supplies information to employees about chemical hazards at work and covers the following.

**A. Program Administration**

**B. Program Specific Elements**

1. **Chemical Inventory**
2. **Labeling**
3. **Safety Data Sheets (SDS)**
4. **Non-Routine Tasks**
5. **Contractors/Others**
6. **Other**

**C. Information and Training**

**D. Program Evaluation and Updates**

**Attachment(s)**

**A. PROGRAM ADMINSTRATION AND RESPONSIBILITIES**

The President / Vice President coordinates this HazCom program for Masters Electrical Services Corporation and they handle implementing the program. They ensure containers have labels, employees have access to an SDS for every hazardous chemical, and that employees receive training. Supervisors implement the program in specific work areas and ensure employees follow the program and the training they receive.

The President / Vice President coordinates the program and may assign program duties to proper personnel. The following personnel have specific responsibilities for administering aspects of this program:

List responsible parties and program specific responsibilities here.

The Masters Electrical Services Corporation HazCom Program, the list of all hazardous materials/chemicals, and SDS are available to all employees during any working hours at Location.

**B.**  **PROGRAM SPECIFIC ELEMENTS**

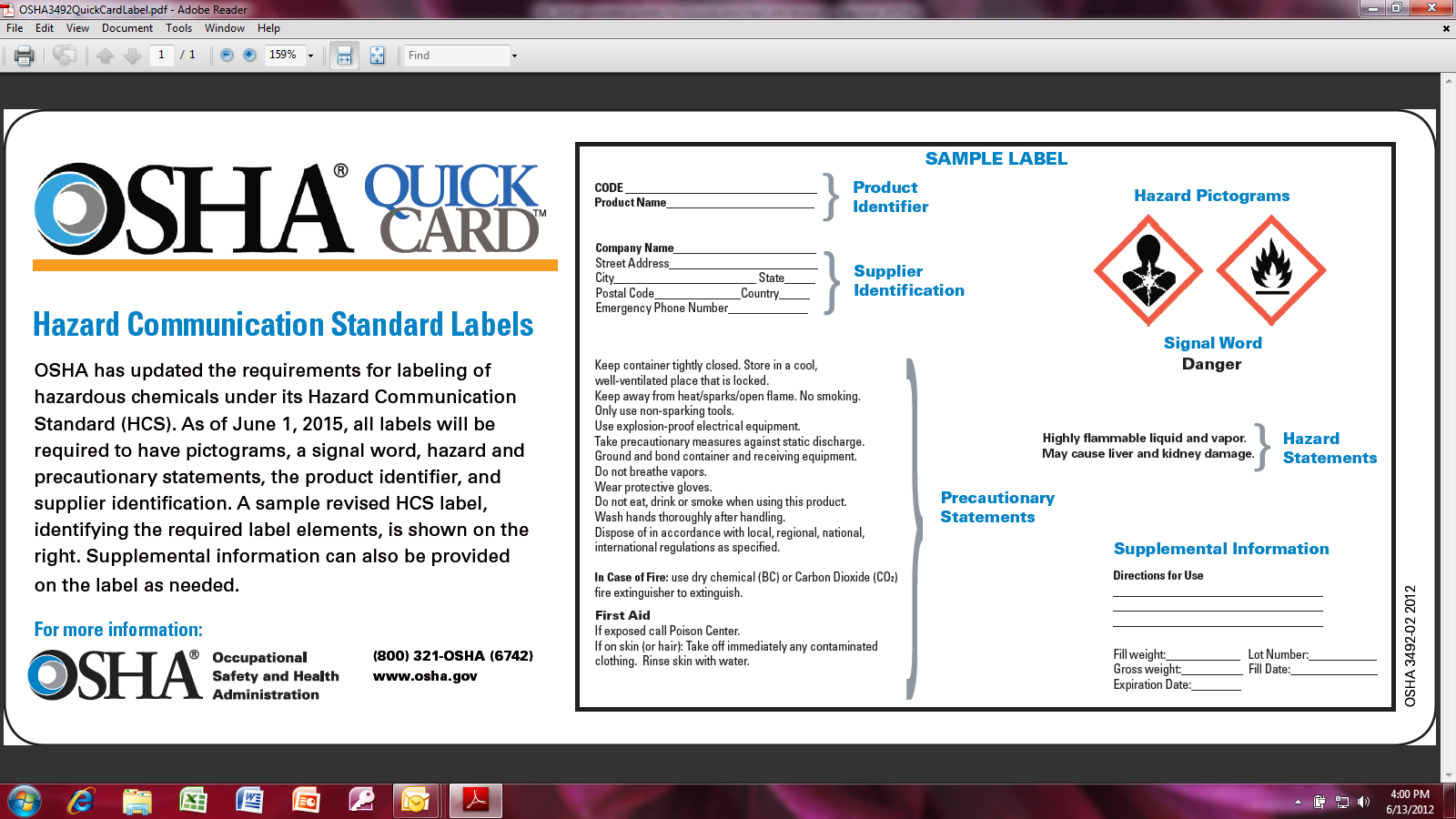
1. **Chemical Inventory– 1910.1200(e)(1)(i) \***Attachment A

Attachment A, Chemical Inventory, is a list of all hazardous chemicals produced, processed, stored, used, or otherwise present in this facility. The President / Vice President maintains and updates the inventory on a regular basis.

1. **Container Labeling and Hazard Classification- 1910.1200(e)(2)(iii)**

The manufacturers/suppliers label must include: (example label below)

* 1. Identity of the hazardous substance (product identifier)
  2. Signal word (Danger or Warning)
  3. Hazard statements
  4. Pictograms
  5. Precautionary statements
  6. Name, address, and phone number of the manufacturer



Source: [OSHA Sample Label](https://www.osha.gov/Publications/OSHA3492QuickCardLabel.pdf) & [OSHA Quick Card 3678 Labels](https://www.osha.gov/Publications/OSHA3678.pdf)

Masters Electrical Services Corporation does not manufacture or import chemicals. We rely on the hazard classification performed by the chemical supplier or manufacturer. When supplier or manufacturer information has incomplete or potentially incorrect classification information, or when they do not supply an SDS, employees may not use the product until the President / Vice President gives approval. The President / Vice President and work area supervisors do not permit employees to use a chemical product until the President / Vice President obtains an SDS.

All secondary (in-house filled) containers must have a label. When possible, the Job Title will obtain secondary container labels from the manufacturer or distributor.

When manufacturer labels are not available for secondary containers, all in-house labels must have the product identifier (common name of product) and words, pictures, symbols, or combination thereof, that supply general information about the chemical hazards. When possible, containers will use the same pictogram(s) used on the manufacturer label. All labels will be legible, in English, and prominently displayed on each container.

All bulk, process, and batch tanks or other stationary containers will have proper labels or placards that include hazard warnings.

Piping systems will have labels at all outlet points. All piping system labels in the facility at a minimum will name what is flowing through them and the direction of flow.

1. **Safety Data Sheet (SDS) – 1910.1200(e)(2)(i)**

Manufacturers or suppliers will provide an SDS before employees use any chemicals. The President / Vice President obtains and keeps the most current SDSs on hand and stores them in locations where all employees on all shifts have access to review them. Employees can review SDSs at the following location(s): (list locations: e.g., chemical supply/storage areas, internet, safety office and/or human resources, facility maintenance etc.)

1. **Non-Routine Tasks (if applicable) –** **[1910.1200I(1)(ii)](https://www.osha.gov/laws-regs/interlinking/standards/1910.1200(e)(1)(ii))** \* Attachment B

Supervisors pre-plan assigned work and provide employees with task specific training before performing non-routine tasks. Non-routine tasks are tasks employees seldom perform and involve exposure to hazardous chemicals.

1. **Contractors / Vendors / Others – 1910.1200(e)(2)(i)**

Contractors must inform Masters Electrical Services Corporation of any hazardous chemicals they bring onto our site and supply us with an SDS. In return, we will inform the contractor of any chemicals they might come in contact within our facility and supply them with an SDS as well. The President / Vice President will coordinate this communication process. Employees can review all contractor or vendor SDSs in the following locations: (list locations).

**C.** **INFORMATION AND TRAINING – 1910.1200(h)** \*Attachment C

All employees receive information and training on chemical hazards at the time of their hiring, initial assignment to their work area, and before non-routine tasks. The President / Vice President and work area supervisors provide employees with information and training for new chemical hazards as they occur.

Employee information includes:

Requirements of the Hazard Communication Standard (29 CFR 1910.1200).

Operations and work areas with hazardous chemical exposures.

The location of the Masters Electrical Services Corporation Hazard Communication program, the list of hazardous chemicals, and SDSs.

Hazards associated with non-routine tasks outlined in Section B.4 of this written hazard communication program.

Employees receive training about:

Methods to detect the presence of a hazardous chemical in their work area.

The physical and health hazards of chemicals in their work area.

How Masters Electrical Services Corporation implements the hazard communication program in the workplace.

How to read and interpret information on labels and SDSs.

How to obtain and use available chemical hazard information.

Measures employees can take to protect themselves from hazards, including specific procedures required to provide protection against hazards (work practices, personal protective equipment, and emergency procedures).

Details of the Employer Hazard Communication Program, including:

An explanation of labeling for incoming chemicals.

How to label secondary (in-house filled) containers.

Where to find and how to use other information sources for chemical hazards.

Masters Electrical Services Corporation provides employee training and information through formal classroom training, handouts, signs and placards, and periodic safety meetings. The President / Vice President documents all training and keeps sign-in sheets.

**D. PROGRAM EVALUATION AND UPDATES**

Masters Electrical Services Corporation conducts annual written reviews of the Hazard Communication Program for compliance with federal regulations and our internal requirements to assure quality and effectiveness.

This review includes:

1. Employee awareness of chemical processes and operations.
2. PPE use.
3. Employee knowledge of how to use and obtain an SDS.
4. Labeling of all chemicals.

The President / Vice President keeps the findings of the review and the plans to correct deficiencies in the program.

**ATTACHMENTS**

Included here are inventory forms, checklists, training documentation, additional resources and definitions.

Attachment A – Chemical Inventory - Mandatory

Attachment B – Non-Routine Tasks Checklist, if applicable

Attachment C – Training Documentation

Additional Resources

Definitions