



EMPIRE
PACIFIC

Risk Management, Inc.

A REVIEW OF THE HAZARD COMMUNICATION STANDARD

Company Name _____ Job Name _____

The purpose of a *Hazard Communication Program* is to help employees understand the potential hazards of the chemicals in use at their worksite. This education, required by the Occupational Safety & Health Act, is also called *Workers' Right To Know*. Failure to meet all the requirements of the law is OSHA's most frequently cited violation. One reason for this is many employers, supervisors and workers think chemicals are just too complex to explain and to understand. As a result, there is a temptation to avoid the subject.

Hazard Communication is very important, however, because it can protect employees from dangers that may be present when chemicals are being used. One very important key to a Hazard Communication Program is the Material Safety Data Sheet. These sheets tell you "everything you need to know" about a specific chemical. If you read the MSDS you will be able to determine:

- The *HEALTH HAZARDS* associated with any chemical you are using or are exposed to;
- How *FLAMMABLE* the product is, and at what temperature it may ignite;
- The *REACTIVITY* of the chemical with water or other agents-will it explode, etc.?
- What *PERSONAL PROTECTIVE EQUIPMENT (PPE)* is needed to work with the product?

Every employee should be able to answer, and should *remember*, the following questions:

- Where are the MSDS's kept for the chemicals I am exposed to?
- What kinds of hazards do I face when I use-or misuse--this chemical?
- Do I understand the emergency procedures to follow in the event of a spill?
- Have I inspected my personal protective equipment to be sure that it will protect me properly when and if I need to use it?

A convenient tool for reviewing the hazards and control of chemicals in your operation is an *MSDS Information Review* form. Critical information can be transferred to this form and most people find it more "user friendly" than the full Material Safety Data Sheet. The complete MSDS can be reviewed when more specific details are needed, and should always be available.

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Chemistry is a complex subject, and it's hard to understand everything about the dozens-sometimes hundreds-of chemicals being used at work. Maybe the best way to accomplish this is to recall the question, "How do you eat an elephant?" The answer is, "One bite at a time!" If one or two MSDS's are reviewed at regular safety meetings, using an MSDS Information Review form, everyone will soon better understand the chemicals they work with, and know how to protect themselves from injury or illness.

(An MSDS Information Review form is provided here for safety meeting use.)

MSDS INFORMATION REVIEW

(Convert information from the chemical's MSDS.)

CHEMICAL COMMON NAME: _____ Review Date _____

ALSO KNOWN

AS: _____

HAZARD RATING INDEX	(Fill In From Key Below)
HEALTH HAZARD RATING	
FLAMMABILITY HAZARD RATING	
REACTIVITY HAZARD RATING	
PROTECTIVE EQUIPMENT TO BE USED	

HAZARD RATING INDEX KEY:

HEALTH HAZARD:

- 4- EXTREME: Highly toxic, may be fatal on short-term exposure. Special protective equipment required.
- 3- SERIOUS: Toxic - avoid inhalation or skin contact.
- 2- MODERATE: Moderately toxic - may be harmful if inhaled or absorbed.
- 1- LIGHT: Slightly toxic - may cause slight irritation.
- 0- MINIMAL: All chemicals have some degree of toxicity.

FLAMMABILITY HAZARD:

- 4- EXTREME: Extremely flammable gas or liquid, flash point below 73° F
- 3- SERIOUS: Flammable -flash point 73° F. to 100° F.
- 2- MODERATE: Combustible-requires moderate heating to ignite. Flash point 100° F. to 200° F.

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- 1- LIGHT: Slightly combustible - requires strong heating to ignite.
- 0- MINIMAL: Will not burn under normal conditions.

REACTIVITY HAZARD:

- 4- EXTREME: Explosive at room temperature.
- 3- SERIOUS: May explode, if shocked, heated under confinement or mixed with water.
- 2- MODERATE: Unstable, may react with water.
- 1- LIGHT: May react if heated or mixed with water.
- 0- MINIMAL: Normally stable, does not react with water.

PROTECTIVE EQUIPMENT (circle all that apply):

- A - Safety Glasses
- B - Safety Glasses, Gloves
- C - Safety Glasses, Gloves, Synthetic Apron
- D - Face Shield, Gloves, Synthetic Apron
- E - Safety Glasses, Gloves, Dust Respirators
- F - Safety Glasses, Gloves, Synthetic Apron, Dust Respirators
- G - Safety Glasses, Gloves, Vapor Respirator
- H - Splash Goggles, Gloves, Synthetic Apron, Vapor Respirators
- I - Safety Glasses, Gloves, Dust & Vapor Respirator
- J - Splash Goggles, Gloves, Synthetic Apron, Dust & Vapor Respirators
- K - Air Line Hood or Mask, Gloves, Full Suit, Boots
- X - Ask your supervisor for special handling instructions.
- Z - None Required

Safety Recommendations: _____

Job Specific Topics: _____

M.S.D.S Reviewed: _____

List of Attendees

_____	_____
_____	_____
_____	_____
_____	_____