

CHAPTER 3

HAZARD COMMUNICATION PROGRAM

3.1 PURPOSE

This Chapter sets forth the policy for administration of a comprehensive Hazard Communication Program for the Agricultural Marketing Service (AMS).

3.2 POLICY

It is the policy of AMS that all employees engaged in operations involving the handling or use of hazardous chemicals comply with the requirements of this chapter, USDA Safety and Health Manual Chapter 3, the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR Part 1910.1200), and all applicable State and local regulations.

3.3 GENERAL REQUIREMENTS

A. The AMS Hazard Communication Program is a decentralized program. Each Agency program area is responsible for the management and maintenance of a facility/site-specific program in accordance with this Chapter and 29 CFR Part 1910.1200.

B. Any AMS facility or operation that requires employees to work with or use hazardous materials or chemical substances in the performance of their duties shall develop written safety and occupational health procedures to ensure that information concerning the hazards is communicated to the employees. Components stated in Section 3.4 of this Chapter must be included in the written Hazard Communication Plan. Exhibit 3.1 represents a sample written program.

C. No employee shall be assigned duties involving the use of hazardous materials or chemicals without first receiving the required training, as described in Section 3.4(E) of this Chapter.

3.4 PROGRAM COMPONENTS

A. Written Hazard Communication Plan. Each AMS program shall develop and maintain a written Hazard Communication Plan for their respective facility(ies)/site(s). The plan is to

describe the specific methods used to achieve compliance with this Chapter and 29 CFR Part 1910.1200. These methods shall include, but are not limited to, the criteria for labels and other forms of warning, Material Safety Data Sheets (MSDS), and employee information and training. The written plan shall be available, upon request, to all employees or their designated representatives.

B. Inventory. The plan shall also include an inventory of the hazardous chemicals known to be present and shall use an identity for the chemical that is referenced on the appropriate MSDS. The inventory shall be updated as necessary.

C. Material Safety Data Sheets (MSDS). Copies of MSDS shall be maintained in a special identifiable folder or binder and secured against loss for each hazardous material/chemical. MSDS shall be readily accessible during each work shift to employees when they are in their work areas. MSDS may be kept in any format and may be designed to cover groups of hazardous chemicals in a work area where it may be more appropriate to address the hazards of a process rather than individual hazardous chemicals.

In locations where AMS employees provide services but the facility/site is not under the control of AMS, and where AMS employees encounter hazardous chemicals, the applicable MSDS shall be made available to AMS employees. AMS shall advise the facility/site manager of any hazardous chemicals that AMS uses to which the facility/site employees may be subjected. If requested, AMS shall furnish a copy of the applicable MSDS.

D. Chemical Warning Labels. All containers shall be labeled, tagged, and/or marked with the following information:

1. Identity of the hazardous chemical(s).
2. Appropriate hazard warnings.
3. Name and address of the chemical manufacturer/importer or other responsible party.

Portable containers that hold hazardous materials/chemicals which are used for transfer, shall be properly labeled before transfer, including those intended only for the immediate use of one person who performs the transfer.

Chemical manufacturers,

importers, and distributors are responsible for labeling, marking, or tagging containers of hazardous chemicals with the information as identified in 1,2, and 3 above. AMS facilities shall not accept hazardous chemicals whose containers do not contain the required information.

E. Employee Information and Training. Employees who use, handle, or are potentially exposed to hazardous chemicals in their work area shall be provided the necessary information and training on the proper safeguards, safe use, and physical and health hazards of the hazardous chemicals. Training shall be provided to employees at the time of initial assignment and whenever a new chemical hazard is introduced into the work area. Supervisors shall ensure that all new employees receive the required training before they begin their assigned duties. The required training shall include:

1. The requirements of the OSHA Hazard Communication Standard and this Chapter.
2. All locations in the work area where hazardous chemicals are present.
3. The location of the written hazard communication plan, including the inventory of hazardous chemicals and the location of MSDS.
4. A description of all physical and health hazards of the chemicals used.
5. Methods and observation techniques used to detect the presence or release of a hazardous chemical.
6. How to lessen or prevent exposure to hazardous chemicals through usage of controls, work practices, and personal protective equipment.
7. How to read and understand labels.
8. How to read and review MSDS to obtain the necessary hazard information.
9. Contingency plans for medical and chemical accident response.

All training shall be documented by recording the training session subject(s), date, and attendees. A copy of the training session outline shall be maintained at the official local AMS worksite or where employee record files are maintained.

EXHIBIT 3.1

SAMPLE

WRITTEN HAZARD COMMUNICATION PROGRAM

1. GENERAL INFORMATION

In order to comply with the Hazard Communication Standard (HCS) (29 CFR Part 1910.1200) this written program has been established for **(AMS Facility/Site)**. Copies of this written program shall be available for review by any employee in the following location(s):

(Name of Employee) will have overall responsibility for coordinating the hazard communication program and making it available.

In general, each employee will be apprised of the substance of the Hazard Communication Standard, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

2. HAZARDOUS CHEMICAL INVENTORY LISTS

(Name of Employee) will be responsible for compiling and maintaining a list of all hazardous chemicals that are used at this site. The list shall be updated as necessary. The list is maintained at **(Location)**.

3. MATERIAL SAFETY DATA SHEETS (MSDS)

(Name of Employee) is responsible for obtaining and maintaining the MSDS for this site. All incoming MSDS will be reviewed for accuracy, completeness, and new and significant safety and health information. Employees shall be informed of any new information.

Copies of MSDS for all hazardous chemicals to which employees of this site are exposed will be maintained at (Location) and made available to all affected employees.

If MSDS are not available to affected employees in their work area or a new chemical is in use and does not have an MSDS, immediately contact (Name of Employee).

4. CONTAINER LABELING

Each container of a hazardous chemical at this site shall be properly labeled. (Name of Employee) is responsible for verifying that all containers received or in use are labeled with the following information:

- o Identity of the hazardous chemical.
- o Appropriate hazard warnings.
- o Name and address of the chemical manufacturer.

(Name of Employee) will check on a monthly basis to ensure that all containers are labeled and that the labels are up to date.

5. TRAINING

Each employee who works with or is potentially exposed to hazardous chemicals shall receive initial training on the Occupational Safety and Health Administration Hazard Communication Standard (HCS), and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work area.

(Name of Employee) is responsible for conducting the necessary employee training.

The training will emphasize the following:

- o The requirements of the HCS, Chapter 3 of the AMS Handbook 4790, and this written program;
- o All locations in the work area where hazardous chemicals are present;
- o The location of the written hazard communication program, including the inventory of hazardous chemicals and the location of MSDS;
- o A description of all physical and health hazards of the chemical used;
- o Methods and observation techniques used to detect the presence or release of a hazardous chemical;
- o How to lessen or prevent exposure to hazardous chemicals through usage of controls, work practices, and personal protective equipment;
- o How to read and understand labels;
- o How to read and review MSDS to obtain necessary hazard information and;
- o Contingency plans for medical and chemical accident response.

Following each training session, the employee is required to sign and date the training record to verify that they attended the training, received the written materials, and understood the policies of the hazard communication program.

Before any new employee can begin work which requires the use of or potential exposure to hazardous chemicals, training as indicated above must be completed.

6. MULTI-EMPLOYER WORKSITES

When employees of other employers are exposed to chemicals used or stored by AMS, the other employer will be provided with a copy of the MSDS, information on precautionary measures to be taken, and the chemical labeling system used.

(Name of Employee) will be responsible for providing the above information.

7. PROGRAM REVIEW

This written program will be reviewed by (Name and/or Title of Employee) annually and updated as necessary.

CERTIFICATION OF EMPLOYEE TRAINING

I have received Hazard Communication Training as described in the Hazard Communication Program. The training was conducted on

_____.

I am aware that the substances are labeled, and the Material Safety Data Sheets (MSDS) are available. I understand that these MSDS not only list the substances, but also provide information on protective equipment, first aid, and emergency procedures.

Signature of Employee

Date

I hereby certify that the above named employee has been provided with Hazard Communication Training on _____.

Instructor's Signature

Date
