



## HAZARD COMMUNICATION



The purpose of the OSHA Hazard Communication Standard (HCS) is straightforward. It is to inform anyone using chemicals of the hazards associated with that use.

Importers and manufacturers are required to assess the hazards and then communicate the findings in the form of Safety Data Sheets (SDS). Employers are required to train their employees on the hazards by using the SDS as the information source.

### **Six Steps to an Effective Hazard Communication Program:**

- Step 1 Learn the standard and identify staff responsible for coordinating the implementation of the Hazard Communication Program.
- Step 2 Prepare a written plan to indicate how hazard communication will be addressed and prepare a list or inventory of all hazardous chemicals in the workplace.
- Step 3 Ensure all workplace containers are labeled where required.
- Step 4 Maintain safety data sheets for each hazardous chemical in the workplace and ensure that safety data sheets are readily accessible to employees.
- Step 5 Train employees on the hazardous chemicals in their work area before initial assignment, and when new hazards are introduced. Include the requirements of the standard, hazards of chemicals, appropriate protective measures, and where and how to obtain additional information.
- Step 6 Review your Hazard Communication program periodically to make sure that it is still working and meeting its objectives. Revise your program as appropriate to address changed conditions in the workplace (e.g., new chemicals, new hazards, etc.).