

# Hazard Communication

## Safety Meeting Packet

### Protect Your Workforce



The Occupational Safety and Health Administration's (OSHA's) Hazard Communication Standard states that workers have the right to know the identities of the chemicals they are exposed to at work and what protections are in place against exposure to these chemicals. The purpose of a Hazard Communication Program is to establish procedures to reduce chemical exposures, use less hazardous materials when possible, and to develop safe work procedures.

- Make the written program available to employees, their representatives, the Assistant Secretary of Labor for the Occupational Safety and Health Administration (OSHA), and the Director of the National Institute for Occupational Safety and Health (NIOSH) upon request.

### Employer Responsibilities

Employers who require employees to use chemicals, but are not involved in the manufacturing or importation of them are not responsible for evaluating the hazards associated with each chemical. Employers who fall in this category have separate responsibilities:

- Compile a list identifying chemicals used in the workplace.
- Obtain safety data sheets (SDS) and labels for all chemicals used. Make sure all chemicals are labeled properly.
- Develop a written hazard communication program.

### Program Requirements

An employer's hazard communication program must include:

- A list of the hazardous chemicals in the workplace, with the identifier referenced on the SDS.
- Methods used to instruct employees of hazards related to non-routine tasks and hazards associated with chemicals in unlabeled pipes.
- Describes how labeling, SDS, and training requirements will be met by the employer.

### Employee Training

The employer's obligation to provide training to employees is critical to maintaining a safe workplace. There are several elements that must be considered when developing a compliant program.



### Timing

Employers shall provide training to employees at the time they are initially assigned to work with a hazardous chemical, and any time a new chemical hazard that has not been previously addressed is introduced into the work area.

### Minimum Requirements for Training

- Chemical hazards present in the workplace.
- Location and availability of the HCS, including the list of hazardous chemicals and any required SDS.
- Strategies for detecting the presence of hazardous chemicals.
- Steps employees can take to protect themselves, including proper procedures, work practices, emergency procedures, and personal protective equipment available.
- Details of the HCS, including an explanation of labels on chemicals, the employer's labeling system, and how employees can obtain necessary hazard information.
- Training on the format of the SDS, including an explanation of the 16-section format, contents of each section, and how the information on a label is related to the SDS.

## Elements of SDS Labels

Training on the SDS label elements must include information on how to use the labels in the work environment, how the elements on the label work together, and a description of the information found on the label, including:



- Product Identifier: how the chemical is identified.
- Signal Word: an indication of the relative level of severity (Danger, Warning).
- Pictogram: OSHA-required image of a black hazard symbol on a white background with a red frame.

- Hazard Statement(s): description of the hazards presented by chemical. This should include the degree of hazard, if applicable.
- Precautionary Statement: description of recommended measures to prevent or reduce adverse effects from exposure, improper handling, or storage.
- Chemical Manufacturer / Importer / Distributor Information: name, address, phone number.

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For additional information, please review OSHA Toxic and Hazardous Substances Standard 1910.1200.

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# Hazard Communication Safety Meeting Attendance Acknowledgement

Company Name \_\_\_\_\_  
 Department / Division \_\_\_\_\_  
 Meeting Date & Time \_\_\_\_\_  AM  PM  
 Meeting Location \_\_\_\_\_  
 Name & Title of Individual Conducting Meeting \_\_\_\_\_

### Key Meeting Discussion Points / Important Reminders:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Internal Procedures Reviewed:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
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(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees not present: \_\_\_\_\_

Suggestions/Recommendations to improve workplace safety and health: \_\_\_\_\_

Actions Taken: \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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**Disclaimer:**

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.

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