



BREAKROOM SAFETY MEETINGS



SAFETY SERVICES COMPANY

Company Name: _____ Workplace Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Instructor/Supervisor: _____

Topic M11 Hazard Communication (The Right to Know)

Introduction: The *Hazard Communication Standard (HCS)* is based on a simple concept – that employees have both a need and a right to know the hazards and identify the chemicals they are exposed to when working. They also need to know what protective measures are available to them in the event of an emergency. OSHA designed the *HCS* to provide employees with the information they need to understand and communicating hazards to workers including issues such as chemical labeling, hazard identification, and employee training requirements.

Meets OSHA safety training
Documentation requirements

OSHA requires employers to develop a *Hazard Communication Program* and train their workers on the program. The program must be tailored to meet the company's specific needs. A copy of this written program must be available to every employee. Make sure you are familiar with your company's written hazard communication program.

Frequently overlooked items usually covered by *HCS* requirements at the workplace include: a list of all the hazardous chemicals on site; MSDSs for all hazardous chemicals; and procedures for obtaining MSDSs. Retail stores (including hardware stores) selling hazardous chemicals to employers having a commercial account are required to provide MSDSs.

Containers and Labels: Your company must rely primarily on the manufacturers' container labels to meet the labeling requirement of the standard. All chemicals on site must be stored in their original container with the manufacturers' label attached. Workers may dispense chemicals from original containers in small quantities for immediate use by a single employee on a single shift. These secondary containers will be labeled with at least the generic name of the product dispensed (e.g., paint, thinner, etc.). Excess chemical will be returned to the original container at the end of the shift or given to the supervisor for proper handling and disposal. Supervisors shall ensure that all containers are labeled with the manufacturers' label, or equivalent, containing the following information: chemical name, manufacturers' name and address, and, appropriate hazard warnings such as "Flammable", "Toxic", etc. No unmarked containers of any size will be left in the work area unattended.

Hazardous Chemical List & Material Safety Data Sheets: Your company must maintain a list of all the hazardous chemicals and copies of MSDSs for all hazardous chemicals to which employees may be exposed. This list and MSDSs must be available to all employees at the office for review at any time.

Employee Information and Training: Each company must provide *Hazard Communication* training and hazard information to their affected employees and to confirm understanding of the training. Training must be documented. Prior to starting work, each new employee should attend a health and safety orientation session covering the following:

Each topic covers important OSHA safety regulations to help you stay in compliance

- An overview of the requirements contained in the *Hazard Communication Standard*.
- Methods to reduce or prevent exposure to any hazardous chemicals including safe work practices and use of personal protective equipment.
- Location and availability of the written hazard communication program and the MSDSs for any hazardous chemicals present at the job site.
- Physical hazards and health effects of the hazardous chemicals.
- Methods used to determine the presence or release of hazardous chemicals in the work area.
- Steps the company has taken to reduce or prevent exposure to these chemicals.
- Emergency procedures to follow in the event of exposure to chemicals.
- How to read container labels and interpret MSDSs to obtain appropriate hazard information.



Summary: It is each company's responsibility to inform all employees and contract employers in the workplace of chemical hazards. Separate employers working in the same proximity are required to exchange the following information: hazardous chemicals list to which employees may be exposed while on the job; procedures for obtaining MSDSs from each employer; precautions employees should take to reduce the possibility of exposure; location of written Hazard Communication programs for each company; and, contact information for the safety coordinator for each company. In order for the *Hazard Communication Standard's* to be effective, a commitment must be made by all involved persons to the prevention of incidents or happenings that result in injury and/or illness and to comply with all safety rules.

Employee Safety Suggestions and Specific Workplace Hazards: _____

Personnel Safety Violations: _____

Employee Attendance: (Names or signatures of personnel who are attending this meeting)

Verification of employee attendance & disclaimer of injuries

EMPLOYEE QUIZ
Demonstrates your employee's understanding of material

Instructor's / Supervisor's Signature: _____

Instructor's initials: _____ Date: ____/____/____ Time: ____:____ AM/PM

These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.

ANSWERS TO EMPLOYEE QUIZ: 1) C, 2) B, 3) D, 4) A, 5) C