



Standard Operating Procedure for Hazard Communication in Industrial Environments

1. Purpose

The purpose of this procedure is to ensure that all employees are aware of the hazards associated with the chemicals they may be exposed to in the workplace and are trained on the proper procedures to use to protect themselves from these hazards.

2. Scope

This procedure applies to all employees who may be exposed to hazardous chemicals in the workplace.

3. Responsibility

The Safety Manager is responsible for developing and implementing this procedure.

4. Procedures

4.1 Chemical Inventory

The Safety Manager will develop and maintain a list of all hazardous chemicals used in the workplace. This list will include the following:

- Signal word
- Pictograms
- Manufacturer information
- Precautionary statements
- Hazard statements
- Product identification
- Chemical name
- Physical and chemical properties
- Potential hazards associated with the chemical
- Proper procedures to use to protect employees from these hazards.

4.2 Material Safety Data Sheets (MSDS)

The Safety Manager will obtain and maintain MSDS for all hazardous chemicals used in the workplace. MSDS will be kept in a central location and will be available to all employees.

4.3 Employee Training

The Safety Manager will provide training to all employees on the hazards associated with the chemicals they may be exposed to in the workplace. Training will include the proper procedures to use to protect themselves from these hazards.



4.4 Labeling

All containers of hazardous chemicals will be properly labeled with the following

- Signal word
- Pictograms
- Manufacturer information
- Precautionary statements
- Hazard statements
- Product identification
- Chemical name
- Physical and chemical properties
- Potential hazards associated with the chemical
- Proper procedures to use to protect employees from these hazards.

4.5 Spill Response Plan

The Safety Manager will develop and implement a spill response plan for all hazardous chemicals used in the workplace. The spill response plan will include procedures for identifying, containing, and cleaning up spills of hazardous chemicals.

(NOTE: You must be properly trained and authorized to participate in spill containment and cleanup. If you are not then you must only report and evacuate as directed.)

5. Records

The Safety Manager will maintain the SDS sheets for all chemicals in the workplace and they will be kept reasonably available to the employees either electronically or in hard copy form. Although some hazardous chemicals, such as household cleaning products, do not require the employer to maintain an SDS if used for the same purpose, duration, and frequency as a consumer.