



## **HAZARD COMMUNICATION TRAINING**

### **You Have a Right to Know**

You, as an employee, have a Right to Know about the hazardous materials used in your work area and the potential effects these materials may have upon your health and safety.

In 1983, the Federal Government established the OSHA Hazard Communication Standard, also known as the "Right-to-Know Law". The OSHA Hazard Communication Standard is located in 29 CFR 1910.1200. This standard was designed to protect employees who use or may come into contact with hazardous materials on the job.

The Hazard Communication Standard states that companies which produce or use hazardous materials known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency must provide their employees with information and training on the proper handling and use of these materials.

The standard advises employers to assign responsibility for both the initial and ongoing activities that have to be undertaken to comply with the rule. Randall Mason is the Hazard Communication Coordinator and has those responsibilities.

### **Key Elements of the OSHA Hazard Communication Standard**

The OSHA Hazard Communication Standard is composed of five key elements. These five key elements are:

1. Materials Inventory - A list of the hazardous materials present in your work area.
2. Material Safety Data Sheets - A detailed description of each hazardous material listed in the Materials Inventory.
3. Container Labeling - Containers of hazardous materials must have labels which identify the material and warn of its potential hazard to employees.
4. Employee Information and Training - All employees must be trained to identify and work safely with hazardous materials.
5. Written Program - A written program must be developed which ties all of the above together.

### **Materials Inventory**

Lists of the hazardous chemicals used or stored by MidStar Timber Harvesting, Inc. are maintained at the main office and in the vehicles operated by each crew foreman. Employees wishing to see these lists may contact their manager or supervisor.

A hazardous materials list must include any hazardous materials that are either a physical hazard (i.e., flammable, oxidizer, etc.) or a health hazard (i.e., causes acute or chronic health effects).

Materials that are exempt from inclusion on these lists include:

- Cosmetics
- Tobacco Products
- First Aid Supplies
- Drugs

- Most Food and Alcoholic Beverages when intended for personal consumption
- Radiation Sources
- Biological Hazards
- Hazardous Waste

It is important to know that in 29 CFR 1910.141 Sanitation Standards, OSHA does not allow consumption of food or beverages in any area exposed to toxic material.

### **Material Safety Data Sheets (MSDS)**

Your BEST source of information about potential chemical hazards are Material Safety Data Sheets (MSDSs).

MSDS's are prepared and distributed by manufacturers and distributors of hazardous materials. All chemical manufacturers and distributors must obtain or develop a MSDS for each hazardous material they produce or import.

The program coordinator maintains the MSDS files for all hazardous materials used or handled in the company workplace. He reviews each data sheet to make sure it is complete and that there are not obvious errors, and replaces old data sheets with the new ones that accompany shipments of materials.

MSDS's are required to be in English and must contain the following information:

- The identity of the chemical.
- The physical and chemical characteristics.
- The physical and health hazards.
- Primary routes of entry.
- Exposure limits.
- Precautions for safe handling.
- Controls to limit exposure.
- Emergency and first aid procedures.
- Name of manufacturer or distributor.

Mid-Star Timber Harvesting, Inc. maintains copies of all MSDS's for each hazardous material in the workplace and makes them accessible during each work shift to employees. Employees may review the MSDS's for the materials they work with at the time, while they are in their work area. They also may request a copy of an MSDS if they wish. Upon request, the National Institute for Occupational Safety and Health (NIOSH) and OSHA also may have access to our MSDS's.

### **Container Labeling**

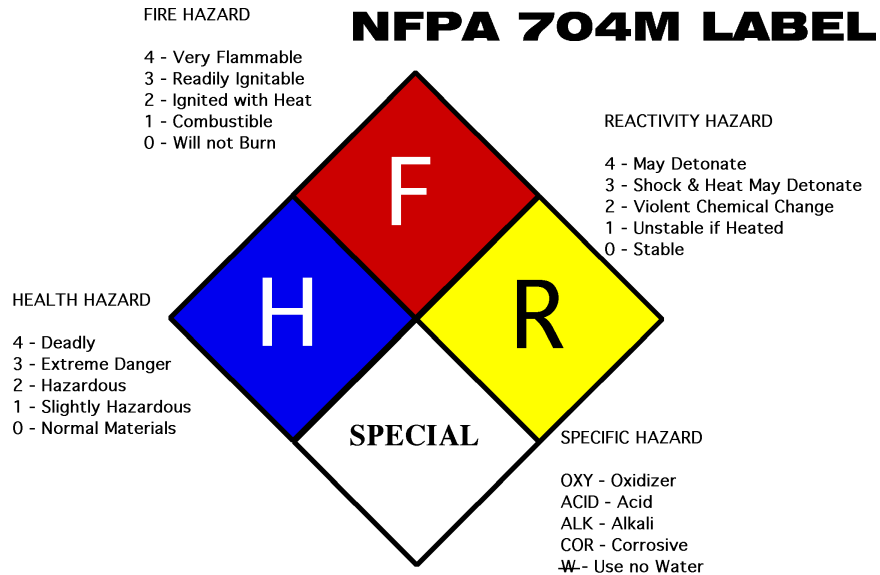
Your most immediate source for information can be found on labels attached to containers which hold various hazardous materials.

These labels must include the following information:

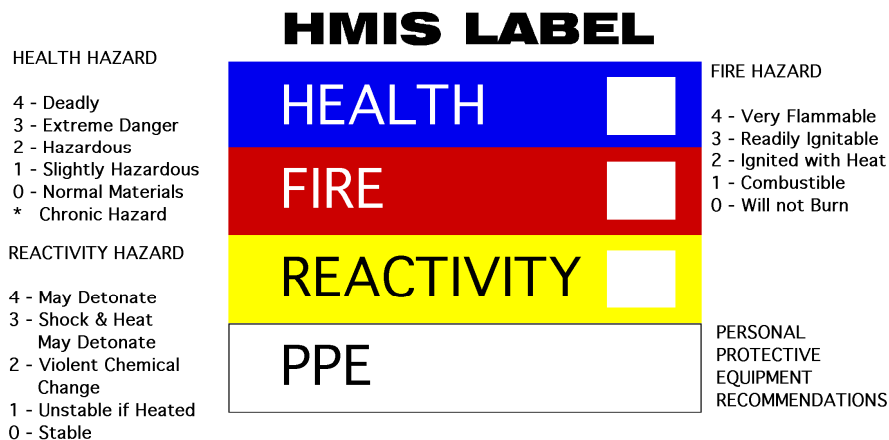
- The identity and MSDS index number of the hazardous chemical. These must match the information contained on the chemical's MSDS.
- The appropriate hazard warnings including target organ effects.
- The name and address of the chemical manufacturer, distributor, or other responsible parties.

Portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from labeled containers, which are intended for the immediate use of the employee who performs the transfer. Immediate use means while in the control of the same person, and cannot last past work shift.

All labels on incoming containers must not be defaced in any way. Missing or defaced labels must be immediately reported to management or supervision so appropriate labels can be reapplied immediately.



The image above shows an example of a National Fire Protection Association (NFPA) Label. This labeling system was originally designed for fire protection professionals, but has been widely adopted throughout industries that frequently come in contact with potentially hazardous chemicals or materials.



The image above shows an example of a Hazardous Materials Information System (HMIS) label.

The NFPA and HMIS labels are the most commonly used labeling systems and are very similar in that the color codes and numbers for the level of health hazard, fire hazard, and reactivity hazard are the same. The major difference is the information presented in the white areas. On an NFPA label, information in the white box conveys a specific chemical hazard. On an HMIS label, information in the white box conveys personal protective equipment recommendations. The information needed to properly complete the labels is found by consulting the chemical's MSDS.

**Employee Information and Training**

New employees must receive appropriate safety and health information, education, and training during their initial assignment. This training must include information about hazardous materials in the workplace through the use of printed materials and formal instruction. The specific information in the safety and health training must include:

- Requirements of Federal Hazard Communication Regulations.
- Recognition, evaluation, and control of hazardous chemicals.

- MSDS's.
- Chemical labeling.
- The location and availability of the written Hazard Communication Program and all supporting information.
- Access to information on hazardous chemicals.

It is necessary for managers and supervisors to provide additional employee training concerning workplace hazards when:

- New materials or processes are introduced into the workplace.
- Process or equipment changes are made that could cause new or increased employee exposure.
- Procedures or work practices are introduced, or changed, which could cause changes in the employees' exposure.
- Employees are transferred from one work area to another where different hazards are present.
- Retraining is performed once yearly if none of the above conditions are met.

A permanent record of all employee training is maintained at MidStar Timber Harvesting, Inc.'s main office at 4489 Wimberly Rd., Toxey, AL 36921.

### **Non-Routine Tasks**

A non-routine task is defined as any task for which an employee has not been previously trained.

The supervisor of an employee performing a non-routine task, such as cleaning process equipment, is responsible for properly training the employee concerning the potential hazards associated with the task. The employee also shares in this responsibility by making sure that his/her immediate supervisor knows that the non-routine task will be performed.

### **Subcontractors**

All subcontractors working on company property are notified by company management of hazardous materials to which the subcontractor's employees will be exposed to while working on company property. Also, proper controls will be established to ensure that any prospective operations do not expose the subcontractor's employees to safety and health hazards. Copies of MSDS's for all materials the subcontractor's employees may be exposed to will be provided to the subcontractor upon request.

### **Program Availability**

Mid-Star Timber Harvesting, Inc.'s Hazard Communication Program is available upon request to:

- Employees.
- OSHA Representatives.
- NIOSH Representatives.

CERTIFICATION OF TRAINING

I CERTIFY THAT I HAVE RECEIVED TRAINING UNDER MIDSTAR TIMBER HARVESTING, INC.'S HAZARD COMMUNICATION PROGRAM. I FURTHER CERTIFY THAT I UNDERSTAND THE PROCEDURES AND WILL ABIDE BY THOSE PROCEDURES.

\_\_\_\_\_  
AUTHORIZED EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AUTHORIZED COMPANY REPRESENTATIVE

\_\_\_\_\_  
DATE

## Hazard Communication Training Test

Name \_\_\_\_\_ SSN \_\_\_\_\_ Date \_\_\_\_\_

Provide the *best* answer to each of the following questions. The minimum passing score for this test is 80% correct.

1. The Hazard Communication Standard was established in what year?
  - A. 1983
  - B. 2001
  - C. 1995
  - D. 2003
  
2. Why do employers implement Hazard Communication Programs?
  - A. To provide employees with information regarding potential chemical hazards
  - B. To reduce injuries due to unsafe material handling practices
  - C. It's required by law
  - D. All of the above
  
3. Who is responsible for coordinating the Hazard Communication Program within MidStar Timber Harvesting, Inc.?
  - A. You, the employee
  - B. Randall Mason
  - C. Our clients
  - D. OSHA
  
4. When is Hazard Communication Training required by MidStar Timber Harvesting, Inc.?
  - A. At least yearly
  - B. When you are leaving the company to work with another employer
  - C. When you move to another work area, even if the same hazards are present
  - D. None of the above
  
5. Where are the current company MSDS's stored and when are they available for your inspection?
  - A. At MidStar's regional offices and at each work site, during your work shift
  - B. On every container of chemical, at any time
  - C. None of the above
  - D. Both A and B
  
6. Where is the best place to find information regarding personal protective measures for chemicals used or stored by MidStar Timber Harvesting, Inc.?
  - A. Your supervisor
  - B. On a label affixed to the chemical container
  - C. MSDS's
  - D. CFR 1910.1200

7. If you encounter a container with an unknown chemical inside, what is the best way to determine the hazards associated with the container's contents?
  - A. Sniff the contents of the container
  - B. Check for a NFPA or HMIS label affixed to the container
  - C. Call CHEMTREC
  - D. Pour the contents slowly out onto the ground
  
8. What should you do if you notice a container containing a known chemical with the label missing or defaced?
  - A. Use a permanent marker to label the container
  - B. Place it in an area that contains containers of the same material
  - C. Report the mislabeled container to the EPA
  - D. Notify your supervisor so the container can be labeled correctly
  
9. If you have to perform a non-routine task, what is the first action you must take?
  - A. Notify your immediate supervisor of your lack of training regarding the task
  - B. Insure you have the proper PPE for the task
  - C. Gather the correct tools for the task
  - D. Read the MSDS for the chemical involved
  
10. Who may have access MidStar's Hazard Communication Program?
  - A. Employees
  - B. OSHA Representatives
  - C. NIOSH Representatives
  - D. All of the above