

## 14.17 Chemical Hazard Communication

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to adhere to Federal regulations found in 29 CFR 1910.1200 regarding the communication of hazardous substance information to employees.

### Procedure:

Material Safety Data Sheets (MSDS):

It is the responsibility of the supervisor or manager to ensure that a minimum of one copy of the MSDS for each chemical included in the site's inventory is easily assessable to employees. MSDS are to be filed alphabetically and, be readily accessible to the employees during each work shift and in their work area(s). Dependent upon the physical work area, MSDS should be located in closets, dilution control stations or maid carts. Emergency personnel must be provided a copy of the appropriate MSDS when responding to any injury that involves chemical exposure.

MSDS Criteria:

- Product name/chemical name and manufacturer
- Hazardous ingredients
- Physical and chemical characteristics
- Fire and explosion information
- Reactivity data
- Health hazards
- Precautions for safe handling
- Control measures

Thirteen Key Points to MSDS:

1. Product or chemical identity used on label
2. Name, address, and phone number for hazard and emergency information
3. Date of MSDS preparation
4. Chemical & common names of hazardous ingredients
5. OSHA permissible exposure & threshold limits (parts per million, PEL)
6. Physically & chemical characteristics such as vapor pressure & flash point
7. Physical hazards (explosion, reactivity)
8. Primary routes of entry into body (skin, ingestion, inhalation)
9. Health hazards & symptoms of exposure
10. Carcinogenic hazards
11. Emergency & first aid procedures
12. Precautions for safe handling and use

13. Exposure control, work practices, PPE

Secondary Labels:

Chemical manufacturers provide secondary labels that must be affixed to all unmarked containers containing chemicals. It is the responsibility of the manager or supervisor to ensure that legible secondary labels are securely affixed to all unmarked chemical bottles and that all chemical containers are properly marked.

Training:

It is the responsibility of the supervisor or manager to maintain a comprehensive training program that includes the proper usage of personal protective equipment, the proper use, handling and storage of chemicals and, steps to avoid exposure. The supervisor or manager is charged with appointing an employee responsible for the worksite's hazard communication, implementing measures to prevent exposure and, monitoring secondary labels. New employees are provided with information and training on the hazardous chemicals located in their work areas at hire or no later than the time of their initial assignment.

Refer to Policy & Procedure 14.03, *Hazardous Communication Training*, and Policy & Procedure 14.18, *Miscellaneous Chemical Safety*.