

# PROJECT SPECIFIC HAZARD COMMUNICATION WRITTEN PROGRAM

Date: \_\_\_\_\_

All Subcontractors are required to write a project specific hazard communication program. The program should contain the requirements listed in Hanford Mission Integration Solutions (HMIS) Procedure [HMIS-PRO-WP-13299, Hazard Communication](#).

The following program, when completed with project specific information, can be used by the Subcontractor to meet the Hazard Communication (HAZCOM) written requirements.

Project Name:

Subcontractor:

\_\_\_\_\_ *Print First and Last Name*

\_\_\_\_\_ *Signature / Date*

HMIS Industrial Hygienist Approving the Program:

\_\_\_\_\_ *Print First and Last Name*

\_\_\_\_\_ *Signature / Date*

## 1.0 PURPOSE

This document contains the Project Hazard Communication Written Program for: *Enter Name and Contract Number*  
The document is written to comply with OSHA 29 CFR 1910.1200 and HMIS-PRO-WP-13299, *Hazard Communication*.

The purpose of this program is to provide hazard communication information for all project personnel working with hazardous chemicals.

This written hazard communication program will be available to employees to review and will be located *Enter Location*  
The program describes how the requirements for chemical inventories, labels, Global Harmonization System (GHS), Safety Data Sheet (SDS), employee training information and explains how communications will be documented. It also covers how the exchange of information between project and HMIS facilities will occur.

The assigned HMIS Industrial Hygiene, with assistance of the Environmental Compliance Officer as necessary, will support the project in understanding and implementing this program.

The major physical and chemical hazards encountered by project are listed on the Job Hazard Analysis (JHA) checklist or Chemical Inventory Worksheet (CIW).

The information in this program is communicated to employees through routine Safety Meetings, reading the JHA, reviewing the CIW, Project Emergency Hazard Information Checklist (FEHIC) training, and other HAZCOM trainings.

## 2.0 RESPONSIBILITIES

The following Project Subcontractor Personnel are responsible for:

- Providing the updated inventory of chemicals used on the project *Name of person responsible*
- Maintaining and updating the product SDSs used during the project *Name of person responsible*
- Conducting Hazard Communication training *Name of person responsible*

*\*Enter the name of person from the company responsible for the project*

## 3.0 LIST OF HAZARDOUS CHEMICALS AND OCCUPATIONAL CARCINOGENS

The chemical inventory is listed on the CIW maintained in the project files. Carcinogen containing products are identified on the CIW. For chemicals stored on the Hanford Site, a separate list will be maintained on the outside of the storage container (*i.e., flammable cabinet, conex box*).

## 4.0 SAFETY DATA SHEETS (SDS) AND THEIR LOCATIONS

Immediate access to all SDS for chemical products during each work shift will be maintained at the job site, so that affected employees can read/review SDS prior to using chemical products.

## PROJECT SPECIFIC HAZARD COMMUNICATION WRITTEN PROGRAM (Continued)

### 4.0 SAFETY DATA SHEETS (SDS) AND THEIR LOCATIONS

Subcontractor will keep hard copies of all the SDSs to be used at the Hanford Site in a folder *Enter Location* (i.e., in the job box or main trailer). All SDS will have a Hanford SDS-MSDS Number obtained from the SDS-MSDS System.

The SDS-MSDS System is readily accessible to subcontractors electronically from the HMIS home web page:

**SDS-MSDS** web link: [http://www7.rl.gov/msds/msds\\_search.aspx](http://www7.rl.gov/msds/msds_search.aspx)

**SDS-MSDS Administrator** during work hours, Phone (509) 376-0747

Hanford Hazard Label		Hanford Hazard Label		Hanford Hazard Label	
Product Name:		Product Name:		Product Name:	
Manufacturer		Manufacturer		Manufacturer	
SDS-MSDS #:		SDS-MSDS #:		SDS-MSDS #:	
SIGNAL WORD	DANGER	SIGNAL WORD	WARNING	SIGNAL WORD	See Statement Below
HEALTH	PICTOGRAMS	HAZARD STATEMENT	HEALTH	PICTOGRAMS	HAZARD STATEMENT
				Safety Data Sheet does not list any	
PHYSICAL			PHYSICAL		physical or health hazard class per OSHA HAZCOM standard
200E Sign Shop	Reorder No.: Example	200E Sign Shop	Reorder No.: Example	200E Sign Shop	Reorder No.: Example

### 5.0 LABELING SYSTEMS

Chemical product containers (*primary and secondary*) shall be affixed with a legible, prominently displayed Globally Harmonized System [of Classification and Labeling of Chemicals] (GHS) label that is written in English, and contains the required label information discussed in this section.

GHS primary container label required elements:

1. The identity of the hazardous chemical
2. The name, address, and telephone number of the manufacturer, importer, or other responsible party
3. Signal word
4. Health and physical pictograms
5. Hazard statements
6. Precautionary statements, and
7. Optional: Additional Information

Primary containers shall clearly display the manufacturer's GHS label information. Any label found defaced, torn, or illegible information shall be replaced with an accurately completed Hanford Hazard Container (HHC) label.

HHC labels shall be affixed on any secondary containers and mixtures or dilutions prepared or transferred to secondary containers unless designated for immediate use. Immediate use means the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which the chemical is transferred.

Prepare the HHC container label by either completing the information using a blank label supplied by the HMIS sign shop or requesting the sign shop to print the information. Ensure all label fields are completed.

*NOTE: Pre-pared and blank label s are available in various sizes from the HMIS sign shop. Blank temporary labels shall only be used when label information contains few hazard statements hand written and easy to read by users preferably until the printed label is obtained from sign shop.*

Contact the **HMIS SDS Administrator at 509-376-0747** to obtain the information necessary to be displayed on the HHC labels.

The following information is required on the HHC label:

- Product name
- Manufacturer Name
- SDS number assigned in the SDS-MSDS system
- Pictogram
- Signal word (*Danger in Red box, Warning in Orange box, Products with no GHS physical or health hazards in Yellow box*)
- Hazard Statements

## PROJECT SPECIFIC HAZARD COMMUNICATION WRITTEN PROGRAM (Continued)

### 6.0 EMPLOYEE TRAINING

Before beginning work in a specific project or work area where hazardous chemicals are used, employees who may be exposed to those hazardous chemicals receive training on the following information:

1. Location of this written Hazard Communication Program
2. Location of SDSs
3. Location of the CIW Form
4. Location and list of carcinogens present in the workplace
5. Specific information about the chemical hazards to which the worker may be exposed:
  - Health Hazards - Route of entry, signs of exposure, acute and chronic effects, chemical properties, conditions that may aggravate an existing health problem
  - How to prevent exposures to chemicals
  - Engineering and administrative controls present in the work place and work area for safe work practices
  - Personal protective equipment to be used when needed
  - Spill control/emergency procedures
  - How to detect releases of chemicals/products

**NOTE:** This information will be documented in the project JHA checklist and/or CIW.

6. If new chemical products are introduced, affected employees will be trained on the new chemical prior to use

Person responsible for training employees ( <i>subcontractor</i> ):	Name:
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Document the training using the HMIS FEHIC form and/or company training roster and/or JHA pre-job sign-off sheet

### 7.0 WORKING AT HMIS FACILITIES

Subcontractors must be informed of the hazards of a facility, the emergency exits, emergency procedures and existing chemical hazards in the work area. The HMIS facility must also inform subcontractor project management and employees of the hazards associated with the existing chemicals. The Subcontractor workers will complete the Facility Emergency and Hazard Information Checklist (FEHIC), as required by specific project.

Person responsible for informing subcontractor on the hazard at the facility, HMIS Facility Manager:	Name:
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### 8.0 RECORDS

For work in HMIS facilities, Training records are retained per FEHIC training form, A-6000-784, if required by the facility. For work not located within an HMIS facility, training records (*pre-job sign-off sheet and either FEHIC form or company specific roster*) will be submitted to Project Document Control or Contract Specialist.

### 9.0 REFERENCES

OSHA 29 CFR 1910.1200, *Hazard Communication*  
HMIS-PRO-WP-13299, *Hazard Communication*  
HMIS-PRO-WP-10468, *Chemical Management Process*  
HMIS-PRO-WP-48065, *Subcontractor Safety Processes*  
Form A-6003-412, *Chemical Inventory Work Sheet*  
Form A-6000-784, *Facility Emergency and Hazard Information Checklist (FEHIC)*