

# **SECTION 8**

## **Sample Hazard Communication Plan**

**29 CFR 1910.1200 - Hazard Communication Standard**

**OSHA 3111 - Hazard Communication Guidelines for  
Compliance**

## WRITTEN HAZARD COMMUNICATION PROGRAM

### **General Information**

In order to comply with the Occupational Safety and Health Regulations, 29 CFR 1910.1200 Hazard Communication Standard, the following written Hazard Communication Program has been established for:

*Name of Company*

All division and sections of the company are included with this program. The written program will be available in the \_\_\_\_\_ *Location* \_\_\_\_\_ for review by any interested employee.

\_\_\_\_\_  
*Name of Company* \_\_\_\_\_ will meet the requirements of this rule as follows:

#### **1. Hazard Communication**

\_\_\_\_\_  
*Name of Company* \_\_\_\_\_ will rely on the Chemical Manufacturer's Material Safety Data Sheet (MSDS) for the hazard determination.

(Note: Companies which manufacture hazardous chemicals or materials must develop a MSDS and must modify the above statement)

#### **2. Container Labeling**

The following labeling systems will be used at \_\_\_\_\_ *Name of Company* \_\_\_\_\_

- Chemical Manufacturer's Labeling System
- HMIS (if used)
- Any other type of system used such as color coding, etc.

The \_\_\_\_\_ *person/position* \_\_\_\_\_ will verify that all containers received for use will:

- Be clearly labeled as to the contents
- Note the appropriate hazard warning
- List the Name and Address of the manufacturer

It is the policy of this company that no container will be released for use until the above data is verified.

The supervisor \_\_\_\_\_ *Name* \_\_\_\_\_ in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the generic labels which have a block for identity and blocks for the hazard warning. In addition, the area supervisor will ensure that all hazardous chemicals in their area remain properly labeled. For help with labeling, please see our safety and health officer

\_\_\_\_\_  
*Name* \_\_\_\_\_

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

Copies of MSDSs for all hazardous chemicals to which employees of this company may be exposed will be kept in \_\_\_\_\_ *Location*

MSDSs will be available to all employees in their work area for review during each work shift. If MSDSs are not available or new chemicals in use do not have MSDSs, please contact \_\_\_\_\_ *person/position* immediately.

*Person/Position* \_\_\_\_\_ is responsible for ensuring that all MSDSs have been received and are current. If a MSDS is not received with the first shipment of a hazardous chemical, the following methods will be used to obtain a MSDS:

- A letter requesting a MSDS will be sent to the manufacturer or distributor of the hazardous chemical. (A copy of the letter will be kept on file)
- A phone call will be made to the manufacturer or distributor requesting a MSDS. (A log of all phone calls requesting MSDS will be kept.)

### **4. Employee Training and Information**

*Person/Position* \_\_\_\_\_ is responsible for employee training.

Prior to starting work each new employee (or transferring employee) of:

*Name of Company* \_\_\_\_\_

will attend a health and safety orientation and will receive information and training on the following:

- An overview of the requirements contained in the Hazard Communication Rules
- Chemical present in their workplace operations
- Location and availability of our written hazard program
- Physical and health effects of the hazardous chemicals
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment
- Steps the company has taken to lessen or prevent exposure to these chemicals
- Safety emergency procedures to follow if they are exposed to these chemicals
- How to read labels and review MSDSs to obtain appropriate hazard information

After attending the training class, each employee will sign a form to verify that they attended the training, received our written materials, and understand this company's policies on Hazard Communication. (Optional Item)

Prior to a new hazardous chemical being introduced into any section of this company, each employee of the section will be given information as outlined above.

Person/Position is responsible for ensuring that MSDSs on the new chemical(s) are available.

## 5. List of Hazardous Chemicals

The following is a list of all known Hazardous Chemicals used by employees of  
Name of Company. Further information on each noted chemical can be obtained by reviewing Material Safety Data Sheets located in  
Location

Hazardous Chemicals	Work Process/Location

(Note: the Hazard Communication rules only require a list of all hazardous chemicals; however, it is felt that identifying the location and possibly the process will aid the employer in carrying out the full program)

## 6. Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by his section supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- Specific chemical hazards
- Protective/safety measures the employee can take
- Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures

Examples of non-routine tasks performed by employees of this company:

Task Hazardous	Chemical

## 7. Chemicals in Unlabeled Pipes

Work activities are often performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact  
Person/Position for information regarding:

- The chemical in the pipes
- Potential Hazards
- Safety precautions which should be taken

## 8. Informing Contractors

It is the responsibility of Person/Position/Department/etc. to provide contractors (with employees) the following information:

- Hazardous chemicals to which they may be exposed while on the job site including availability of material safety data sheets
- Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures
- An explanation of the labeling system

Occupational Safety and Health Administration

[By Standard Number](#) / 1910.1200 - Hazard Communication.

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- **Part Number:** 1910
  - **Part Number Title:** Occupational Safety and Health Standards
  - **Subpart:** 1910 Subpart Z
  - **Subpart Title:** Toxic and Hazardous Substances
  - **Standard Number:** 1910.1200
  - **Title:** Hazard Communication.
  - **Appendix:** A; B; C; D; E; F
  - **GPO Source:** e-CFR
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**Note:** The following text for 1910.1200 has been updated to align with the UN Globally Harmonized System of Classification and Labelling of Chemicals (GHS), Revision 3, issued in the Federal Register, March 26, 2012. This rule became effective May 25, 2012.

Also, the Hazard Communication page, on OSHA.gov, includes downloadable versions of the revised 1910.1200 Final Rule and appendices, updated to align with the GHS; a comparison of the Hazard Communication Standard, issued in 1994 (HazCom 1994), with the revised Hazard Communication Final Rule issued in 2012 (HazCom 2012); frequently asked questions on the revisions; and new guidance materials on the revisions. The page also contains the full regulatory text and appendices of HazCom 1994.

1910.1200(a)

*Purpose.*

1910.1200(a)(1)

The purpose of this section is to ensure that the hazards of all chemicals produced or imported are classified, and that information concerning the classified hazards is transmitted to employers and employees. The requirements of this section are intended to be consistent with the provisions of the United Nations Globally Harmonized System of Classification and Labelling of Chemicals (GHS), Revision 3. The transmittal of information is to be accomplished by means of comprehensive hazard communication programs, which are to include container labeling and other forms of warning, safety data sheets and employee training.

1910.1200(a)(2)

This occupational safety and health standard is intended to address comprehensively the issue of classifying the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees, and to preempt any legislative or regulatory enactments of a state, or political subdivision of a state, pertaining to this subject. Classifying the potential hazards of chemicals and communicating information concerning hazards and appropriate protective measures to employees, may include, for example, but is not limited to, provisions for: developing and maintaining a written hazard communication program for the workplace, including lists of hazardous chemicals present; labeling of containers of chemicals in the workplace, as well as of containers of chemicals being shipped to other workplaces; preparation and distribution of safety

data sheets to employees and downstream employers; and development and implementation of employee training programs regarding hazards of chemicals and protective measures. Under section 18 of the Act, no state or political subdivision of a state may adopt or enforce any requirement relating to the issue addressed by this Federal standard, except pursuant to a Federally-approved state plan.

1910.1200(b)

*Scope and application.*

1910.1200(b)(1)

This section requires chemical manufacturers or importers to classify the hazards of chemicals which they produce or import, and all employers to provide information to their employees about the hazardous chemicals to which they are exposed, by means of a hazard communication program, labels and other forms of warning, safety data sheets, and information and training. In addition, this section requires distributors to transmit the required information to employers. (Employers who do not produce or import chemicals need only focus on those parts of this rule that deal with establishing a workplace program and communicating information to their workers.)

1910.1200(b)(2)

This section applies to any chemical which is 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.

1910.1200(b)(3)

This section applies to laboratories only as follows:

1910.1200(b)(3)(i)

Employers shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced;

1910.1200(b)(3)(ii)

Employers shall maintain any safety data sheets that are received with incoming shipments of hazardous chemicals, and ensure that they are readily accessible during each workshift to laboratory employees when they are in their work areas;

1910.1200(b)(3)(iii)

Employers shall ensure that laboratory employees are provided information and training in accordance with paragraph (h) of this section, except for the location and availability of the written hazard communication program under paragraph (h)(2)(iii) of this section; and,

1910.1200(b)(3)(iv)

Laboratory employers that ship hazardous chemicals are considered to be either a chemical manufacturer or a distributor under this rule, and thus must ensure that any containers of hazardous chemicals leaving the laboratory are labeled in accordance with paragraph (f) of this section, and that a safety data sheet is provided to distributors and other employers in accordance with paragraphs (g)(6) and (g)(7) of this section.

1910.1200(b)(4)

In work operations where employees only handle chemicals in sealed containers which are not opened under normal conditions of use (such as are found in marine cargo handling, warehousing, or retail sales), this section applies to these operations only as follows:

1910.1200(b)(4)(i)

Employers shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced;

1910.1200(b)(4)(ii)

Employers shall maintain copies of any safety data sheets that are received with incoming shipments of the sealed containers of hazardous chemicals, shall obtain a safety data sheet as soon

as possible for sealed containers of hazardous chemicals received without a safety data sheet if an employee requests the safety data sheet, and shall ensure that the safety data sheets are readily accessible during each work shift to employees when they are in their work area(s); and,

1910.1200(b)(4)(iii)

Employers shall ensure that employees are provided with information and training in accordance with paragraph (h) of this section (except for the location and availability of the written hazard communication program under paragraph (h)(2)(iii) of this section), to the extent necessary to protect them in the event of a spill or leak of a hazardous chemical from a sealed container.

1910.1200(b)(5)

This section does not require labeling of the following chemicals:

1910.1200(b)(5)(i)

Any pesticide as such term is defined in the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. 136 *et seq.*), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency;

1910.1200(b)(5)(ii)

Any chemical substance or mixture as such terms are defined in the Toxic Substances Control Act (15 U.S.C. 2601 *et seq.*), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency;

1910.1200(b)(5)(iii)

Any food, food additive, color additive, drug, cosmetic, or medical or veterinary device or product, including materials intended for use as ingredients in such products (*e.g.* flavors and fragrances), as such terms are defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 *et seq.*) or the Virus-Serum-Toxin Act of 1913 (21 U.S.C. 151 *et seq.*), and regulations issued under those Acts, when they are subject to the labeling requirements under those Acts by either the Food and Drug Administration or the Department of Agriculture;

1910.1200(b)(5)(iv)

Any distilled spirits (beverage alcohols), wine, or malt beverage intended for nonindustrial use, as such terms are defined in the Federal Alcohol Administration Act (27 U.S.C. 201 *et seq.*) and regulations issued under that Act, when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Bureau of Alcohol, Tobacco, Firearms and Explosives;

1910.1200(b)(5)(v)

Any consumer product or hazardous substance as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 *et seq.*) and Federal Hazardous Substances Act (15 U.S.C. 1261 *et seq.*) respectively, when subject to a consumer product safety standard or labeling requirement of those Acts, or regulations issued under those Acts by the Consumer Product Safety Commission; and,

1910.1200(b)(5)(vi)

Agricultural or vegetable seed treated with pesticides and labeled in accordance with the Federal Seed Act (7 U.S.C. 1551 *et seq.*) and the labeling regulations issued under that Act by the Department of Agriculture.

1910.1200(b)(6)

This section does not apply to:

1910.1200(b)(6)(i)

Any hazardous waste as such term is defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. 6901 *et seq.*), when subject to regulations issued under that Act by the Environmental Protection Agency;

1910.1200(b)(6)(ii)

Any hazardous substance as such term is defined by the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) (42 U.S.C. 9601 et seq.) when the hazardous substance is the focus of remedial or removal action being conducted under CERCLA in accordance with Environmental Protection Agency regulations.

1910.1200(b)(6)(iii)

Tobacco or tobacco products;

1910.1200(b)(6)(iv)

Wood or wood products, including lumber which will not be processed, where the chemical manufacturer or importer can establish that the only hazard they pose to employees is the potential for flammability or combustibility (wood or wood products which have been treated with a hazardous chemical covered by this standard, and wood which may be subsequently sawed or cut, generating dust, are not exempted);

1910.1200(b)(6)(v)

Articles (as that term is defined in paragraph (c) of this section);

1910.1200(b)(6)(vi)

Food or alcoholic beverages which are sold, used, or prepared in a retail establishment (such as a grocery store, restaurant, or drinking place), and foods intended for personal consumption by employees while in the workplace;

1910.1200(b)(6)(vii)

Any drug, as that term is defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 et seq.), when it is in solid, final form for direct administration to the patient (e.g., tablets or pills); drugs which are packaged by the chemical manufacturer for sale to consumers in a retail establishment (e.g., over-the-counter drugs); and drugs intended for personal consumption by employees while in the workplace (e.g., first aid supplies);

1910.1200(b)(6)(viii)

Cosmetics which are packaged for sale to consumers in a retail establishment, and cosmetics intended for personal consumption by employees while in the workplace;

1910.1200(b)(6)(ix)

Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. 1261 et seq.) respectively, where the employer can show that it is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended;

1910.1200(b)(6)(x)

Nuisance particulates where the chemical manufacturer or importer can establish that they do not pose any physical or health hazard covered under this section;

1910.1200(b)(6)(xi)

Ionizing and nonionizing radiation; and,

1910.1200(b)(6)(xii)

Biological hazards.

1910.1200(c)

*Definitions.* Article means a manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical (as determined under paragraph (d) of this section), and does not pose a physical hazard

or health risk to employees.

*Assistant Secretary* means the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, or designee.

*Chemical* means any substance, or mixture of substances.

*Chemical manufacturer* means an employer with a workplace where chemical(s) are produced for use or distribution.

*Chemical name* means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.

*Classification* means to identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this section. In addition, classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.

*Commercial account* means an arrangement whereby a retail distributor sells hazardous chemicals to an employer, generally in large quantities over time and/or at costs that are below the regular retail price.

*Common name* means any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

*Container* means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

*Designated representative* means any individual or organization to whom an employee gives written authorization to exercise such employee's rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

*Director* means the Director, National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designee.

*Distributor* means a business, other than a chemical manufacturer or importer, which supplies hazardous chemicals to other distributors or to employers.

*Employee* means a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

*Employer* means a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.

*Exposure or exposed* means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential ( e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry ( e.g. inhalation, ingestion, skin contact or absorption.)

*Foreseeable emergency* means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.

*Hazard category* means the division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

*Hazard class* means the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

*Hazard not otherwise classified (HNOC)* means an adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this section. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

*Hazard statement* means a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

*Hazardous chemical* means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

*Health hazard* means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in Appendix A to 1910.1200Health Hazard Criteria.

*Immediate use* means that 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 it is transferred.

*Importer* means the first business with employees within the Customs Territory of the United States which receives hazardous chemicals produced in other countries for the purpose of supplying them to distributors or employers within the United States.

*Label* means an appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

*Label elements* means the specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.

*Mixture* means a combination or a solution composed of two or more substances in which they do not react.

*Physical hazard* means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas. See Appendix B to 1910.1200Physical Hazard Criteria.

*Pictogram* means a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.

*Precautionary statement* means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

*Produce* means to manufacture, process, formulate, blend, extract, generate, emit, or repackaging.

*Product identifier* means the name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

*Pyrophoric gas* means a chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

*Responsible party* means someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

*Safety data sheet (SDS)* means written or printed material concerning a hazardous chemical that is prepared in accordance with paragraph (g) of this section.

*Signal word* means a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

*Simple asphyxiant* means a substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

*Specific chemical identity* means the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

*Substance* means chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

*Trade secret* means any confidential formula, pattern, process, device, information or compilation of information that is used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it. Appendix E to 1910.1200 Definition of Trade Secret, sets out the criteria to be used in evaluating trade secrets.

*Use* means to package, handle, react, emit, extract, generate as a byproduct, or transfer.

*Work area* means a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

*Workplace* means an establishment, job site, or project, at one geographical location containing one or more work areas.

1910.1200(d)

*Hazard classification.*

1910.1200(d)(1)

Chemical manufacturers and importers shall evaluate chemicals produced in their workplaces or imported by them to classify the chemicals in accordance with this section. For each chemical, the chemical manufacturer or importer shall determine the hazard classes, and, where appropriate, the category of each class that apply to the chemical being classified. Employers are not required to classify chemicals unless they choose not to rely on the classification performed by the chemical manufacturer or importer for the chemical to satisfy this requirement.

1910.1200(d)(2)

Chemical manufacturers, importers or employers classifying chemicals shall identify and consider the full range of available scientific literature and other evidence concerning the potential hazards. There is no requirement to test the chemical to determine how to classify its hazards. Appendix A to § 1910.1200 shall be consulted for classification of health hazards, and Appendix B to § 1910.1200 shall be consulted for the classification of physical hazards.

1910.1200(d)(3)

*Mixtures.*

1910.1200(d)(3)(i)

Chemical manufacturers, importers, or employers evaluating chemicals shall follow the procedures described in Appendices A and B to Sec. 1910.1200 to classify the hazards of the chemicals, including determinations regarding when mixtures of the classified chemicals are covered by this section.

1910.1200(d)(3)(ii)

When classifying mixtures they produce or import, chemical manufacturers and importers of mixtures may rely on the information provided on the current safety data sheets of the individual ingredients, except where the chemical manufacturer or importer knows, or in the

exercise of reasonable diligence should know, that the safety data sheet misstates or omits information required by this section.

1910.1200(e)

*Written hazard communication program.*

1910.1200(e)(1)

Employers shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria specified in paragraphs (f), (g), and (h) of this section for labels and other forms of warning, safety data sheets, and employee information and training will be met, and which also includes the following:

1910.1200(e)(1)(i)

A list of the hazardous chemicals known to be present using a product identifier that is referenced on the appropriate safety data sheet (the list may be compiled for the workplace as a whole or for individual work areas); and,

1910.1200(e)(1)(ii)

The methods the employer will use to inform employees of the hazards of non-routine tasks (for example, the cleaning of reactor vessels), and the hazards associated with chemicals contained in unlabeled pipes in their work areas.

1910.1200(e)(2)

*Multi-employer workplaces.* Employers who produce, use, or store hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be exposed (for example, employees of a construction contractor working on-site) shall additionally ensure that the hazard communication programs developed and implemented under this paragraph (e) include the following:

1910.1200(e)(2)(i)

The methods the employer will use to provide the other employer(s) on-site access to safety data sheets for each hazardous chemical the other employer(s)' employees may be exposed to while working;

1910.1200(e)(2)(ii)

The methods the employer will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies; and,

1910.1200(e)(2)(iii)

The methods the employer will use to inform the other employer(s) of the labeling system used in the workplace.

1910.1200(e)(3)

The employer may rely on an existing hazard communication program to comply with these requirements, provided that it meets the criteria established in this paragraph (e).

1910.1200(e)(4)

The employer shall make the written hazard communication program available, upon request, to employees, their designated representatives, the Assistant Secretary and the Director, in accordance with the requirements of 29 CFR 1910.1020 (e).

1910.1200(e)(5)

Where employees must travel between workplaces during a workshift, i.e., their work is carried out at more than one geographical location, the written hazard communication program may be kept at the primary workplace facility.

1910.1200(f)

*Labels and other forms of warning—*

1910.1200(f)(1)

*Labels on shipped containers.* The chemical manufacturer, importer, or distributor shall ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked. Hazards not otherwise classified do not have to be addressed on the container. Where the chemical manufacturer or importer is required to label, tag or mark the following information shall be provided:

1910.1200(f)(1)(i)

Product identifier;

1910.1200(f)(1)(ii)

Signal word;

1910.1200(f)(1)(iii)

Hazard statement(s);

1910.1200(f)(1)(iv)

Pictogram(s);

1910.1200(f)(1)(v)

Precautionary statement(s); and,

1910.1200(f)(1)(vi)

Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

1910.1200(f)(2)

The chemical manufacturer, importer, or distributor shall ensure that the information provided under paragraphs (f)(1)(i) through (v) of this section is in accordance with Appendix C to § 1910.1200, for each hazard class and associated hazard category for the hazardous chemical, prominently displayed, and in English (other languages may also be included if appropriate).

1910.1200(f)(3)

The chemical manufacturer, importer, or distributor shall ensure that the information provided under paragraphs (f)(1)(ii) through (iv) of this section is located together on the label, tag, or mark.

1910.1200(f)(4)

*Solid materials.*

1910.1200(f)(4)(i)

For solid metal (such as a steel beam or a metal casting), solid wood, or plastic items that are not exempted as articles due to their downstream use, or shipments of whole grain, the required label may be transmitted to the customer at the time of the initial shipment, and need not be included with subsequent shipments to the same employer unless the information on the label changes;

1910.1200(f)(4)(ii)

The label may be transmitted with the initial shipment itself, or with the safety data sheet that is to be provided prior to or at the time of the first shipment; and,

1910.1200(f)(4)(iii)

This exception to requiring labels on every container of hazardous chemicals is only for the solid material itself, and does not apply to hazardous chemicals used in conjunction with, or known to be present with, the material and to which employees handling the items in transit may be exposed (for example, cutting fluids or pesticides in grains).

1910.1200(f)(5)

Chemical manufacturers, importers, or distributors shall ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked in accordance with this section in a manner which does not conflict with the requirements of the Hazardous Materials Transportation

Act (49 U.S.C. 1801 *et seq.*) and regulations issued under that Act by the Department of Transportation.

1910.1200(f)(6)

Workplace labeling. Except as provided in paragraphs (f)(7) and (f)(8) of this section, the employer shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with either:

1910.1200(f)(6)(i)

The information specified under paragraphs (f)(1)(i) through (v) of this section for labels on shipped containers; or,

1910.1200(f)(6)(ii)

Product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

1910.1200(f)(7)

The employer may use signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers, as long as the alternative method identifies the containers to which it is applicable and conveys the information required by paragraph (f)(6) of this section to be on a label. The employer shall ensure the written materials are readily accessible to the employees in their work area throughout each work shift.

1910.1200(f)(8)

The employer is not required to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer. For purposes of this section, drugs which are dispensed by a pharmacy to a health care provider for direct administration to a patient are exempted from labeling.

1910.1200(f)(9)

The employer shall not remove or deface existing labels on incoming containers of hazardous chemicals, unless the container is immediately marked with the required information.

1910.1200(f)(10)

The employer shall ensure that workplace labels or other forms of warning are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. Employers having employees who speak other languages may add the information in their language to the material presented, as long as the information is presented in English as well.

1910.1200(f)(11)

Chemical manufacturers, importers, distributors, or employers who become newly aware of any significant information regarding the hazards of a chemical shall revise the labels for the chemical within six months of becoming aware of the new information, and shall ensure that labels on containers of hazardous chemicals shipped after that time contain the new information. If the chemical is not currently produced or imported, the chemical manufacturer, importer, distributor, or employer shall add the information to the label before the chemical is shipped or introduced into the workplace again.

1910.1200(g)

*Safety data sheets.*

1910.1200(g)(1)

Chemical manufacturers and importers shall obtain or develop a safety data sheet for each hazardous chemical they produce or import. Employers shall have a safety data sheet in the workplace for each hazardous chemical which they use.

1910.1200(g)(2)

The chemical manufacturer or importer preparing the safety data sheet shall ensure that it is in English (although the employer may maintain copies in other languages as well), and includes at least the following section numbers and headings, and associated information under each heading, in the order listed (See Appendix D to § 1910.1200—Safety Data Sheets, for the specific content of each section of the safety data sheet):

1910.1200(g)(2)(i)

Section 1, Identification;

1910.1200(g)(2)(ii)

Section 2, Hazard(s) identification;

1910.1200(g)(2)(iii)

Section 3, Composition/information on ingredients;

1910.1200(g)(2)(iv)

Section 4, First-aid measures;

1910.1200(g)(2)(v)

Section 5, Fire-fighting measures;

1910.1200(g)(2)(vi)

Section 6, Accidental release measures;

1910.1200(g)(2)(vii)

Section 7, Handling and storage;

1910.1200(g)(2)(viii)

Section 8, Exposure controls/personal protection;

1910.1200(g)(2)(ix)

Section 9, Physical and chemical properties;

1910.1200(g)(2)(x)

Section 10, Stability and reactivity;

1910.1200(g)(2)(xi)

Section 11, Toxicological information;

1910.1200(g)(2)(xii)

Section 12, Ecological information;

1910.1200(g)(2)(xiii)

Section 13, Disposal considerations;

1910.1200(g)(2)(xiv)

Section 14, Transport information;

1910.1200(g)(2)(xv)

Section 15, Regulatory information; and

1910.1200(g)(2)(xvi)

Section 16, Other information, including date of preparation or last revision.

Note 1 to paragraph (g)(2): To be consistent with the GHS, an SDS must also include the headings in paragraphs (g)(2)(xii) through (g)(2)(xv) in order.

Note 2 to paragraph (g)(2): OSHA will not be enforcing information requirements in sections 12 through 15, as these areas are not under its jurisdiction.

1910.1200(g)(3)

If no relevant information is found for any sub-heading within a section on the safety data sheet, the chemical manufacturer, importer or employer preparing the safety data sheet shall mark it to indicate that no applicable information was found.

1910.1200(g)(4)

Where complex mixtures have similar hazards and contents (i.e. the chemical ingredients are essentially the same, but the specific composition varies from mixture to mixture), the chemical manufacturer, importer or employer may prepare one safety data sheet to apply to all of these similar mixtures.

1910.1200(g)(5)

The chemical manufacturer, importer or employer preparing the safety data sheet shall ensure that the information provided accurately reflects the scientific evidence used in making the hazard classification. If the chemical manufacturer, importer or employer preparing the safety data sheet becomes newly aware of any significant information regarding the hazards of a chemical, or ways to protect against the hazards, this new information shall be added to the safety data sheet within three months. If the chemical is not currently being produced or imported, the chemical manufacturer or importer shall add the information to the safety data sheet before the chemical is introduced into the workplace again.

1910.1200(g)(6)(i)

Chemical manufacturers or importers shall ensure that distributors and employers are provided an appropriate safety data sheet with their initial shipment, and with the first shipment after a safety data sheet is updated;

1910.1200(g)(6)(ii)

The chemical manufacturer or importer shall either provide safety data sheets with the shipped containers or send them to the distributor or employer prior to or at the time of the shipment;

1910.1200(g)(6)(iii)

If the safety data sheet is not provided with a shipment that has been labeled as a hazardous chemical, the distributor or employer shall obtain one from the chemical manufacturer or importer as soon as possible; and,

1910.1200(g)(6)(iv)

The chemical manufacturer or importer shall also provide distributors or employers with a safety data sheet upon request.

1910.1200(g)(7)(i)

Distributors shall ensure that safety data sheets, and updated information, are provided to other distributors and employers with their initial shipment and with the first shipment after a safety data sheet is updated;

1910.1200(g)(7)(ii)

The distributor shall either provide safety data sheets with the shipped containers, or send them to the other distributor or employer prior to or at the time of the shipment;

1910.1200(g)(7)(iii)

Retail distributors selling hazardous chemicals to employers having a commercial account shall provide a safety data sheet to such employers upon request, and shall post a sign or otherwise inform them that a safety data sheet is available;

1910.1200(g)(7)(iv)

Wholesale distributors selling hazardous chemicals to employers over-the-counter may also provide safety data sheets upon the request of the employer at the time of the over-the-counter purchase, and shall post a sign or otherwise inform such employers that a safety data sheet is available;

1910.1200(g)(7)(v)

If an employer without a commercial account purchases a hazardous chemical from a retail distributor not required to have safety data sheets on file (i.e., the retail distributor does not have commercial accounts and does not use the materials), the retail distributor shall provide the employer, upon request, with the name, address, and telephone number of the chemical manufacturer, importer, or distributor from which a safety data sheet can be obtained;

1910.1200(g)(7)(vi)

Wholesale distributors shall also provide safety data sheets to employers or other distributors upon request; and,

1910.1200(g)(7)(vii)

Chemical manufacturers, importers, and distributors need not provide safety data sheets to retail distributors that have informed them that the retail distributor does not sell the product to commercial accounts or open the sealed container to use it in their own workplaces.

1910.1200(g)(8)

The employer shall maintain in the workplace copies of the required safety data sheets for each hazardous chemical, and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s). (Electronic access and other alternatives to maintaining paper copies of the safety data sheets are permitted as long as no barriers to immediate employee access in each workplace are created by such options.)

1910.1200(g)(9)

Where employees must travel between workplaces during a workshift, i.e., their work is carried out at more than one geographical location, the material safety data sheets may be kept at the primary workplace facility. In this situation, the employer shall ensure that employees can immediately obtain the required information in an emergency.

1910.1200(g)(10)

Safety data sheets may be kept in any form, including operating procedures, and may be designed to cover groups of hazardous chemicals in a work area where it may be more appropriate to address the hazards of a process rather than individual hazardous chemicals. However, the employer shall ensure that in all cases the required information is provided for each hazardous chemical, and is readily accessible during each work shift to employees when they are in their work area(s).

1910.1200(g)(11)

Safety data sheets shall also be made readily available, upon request, to designated representatives, the Assistant Secretary, and the Director, in accordance with the requirements of § 1910.1020(e).

1910.1200(h)

*Employee information and training.*

1910.1200(h)(1)

Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.

1910.1200(h)(2)

*Information.* Employees shall be informed of:

1910.1200(h)(2)(i)

The requirements of this section;

1910.1200(h)(2)(ii)

Any operations in their work area where hazardous chemicals are present; and,

1910.1200(h)(2)(iii)

The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and safety data sheets required by this section.

1910.1200(h)(3)

*Training.* Employee training shall include at least:

1910.1200(h)(3)(i)

Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);

1910.1200(h)(3)(ii)

The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;

1910.1200(h)(3)(iii)

The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and,

1910.1200(h)(3)(iv)

The details of the hazard communication program developed by the employer, including an explanation of the labels received on shipped containers and the workplace labeling system used by their employer; the safety data sheet, including the order of information and how employees can obtain and use the appropriate hazard information.

1910.1200(i)

*Trade secrets.*

1910.1200(i)(1)

The chemical manufacturer, importer, or employer may withhold the specific chemical identity, including the chemical name, other specific identification of a hazardous chemical, or the exact percentage (concentration) of the substance in a mixture, from the safety data sheet, provided that:

1910.1200(i)(1)(i)

The claim that the information withheld is a trade secret can be supported;

1910.1200(i)(1)(ii)

Information contained in the safety data sheet concerning the properties and effects of the hazardous chemical is disclosed;

1910.1200(i)(1)(iii)

The safety data sheet indicates that the specific chemical identity and/or percentage of composition is being withheld as a trade secret; and,

1910.1200(i)(1)(iv)

The specific chemical identity and percentage is made available to health professionals, employees, and designated representatives in accordance with the applicable provisions of this paragraph (i).

1910.1200(i)(2)

Where a treating physician or nurse determines that a medical emergency exists and the specific chemical identity and/or specific percentage of composition of a hazardous chemical is necessary for emergency or first-aid treatment, the chemical manufacturer, importer, or employer shall immediately disclose the specific chemical identity or percentage composition of a trade secret chemical to that treating physician or nurse, regardless of the existence of a written statement of

need or a confidentiality agreement. The chemical manufacturer, importer, or employer may require a written statement of need and confidentiality agreement, in accordance with the provisions of paragraphs (i)(3) and (4) of this section, as soon as circumstances permit.

1910.1200(i)(3)

In non-emergency situations, a chemical manufacturer, importer, or employer shall, upon request, disclose a specific chemical identity or percentage composition, otherwise permitted to be withheld under paragraph (i)(1) of this section, to a health professional (i.e. physician, industrial hygienist, toxicologist, epidemiologist, or occupational health nurse) providing medical or other occupational health services to exposed employee(s), and to employees or designated representatives, if:

1910.1200(i)(3)(i)

The request is in writing;

1910.1200(i)(3)(ii)

The request describes with reasonable detail one or more of the following occupational health needs for the information:

1910.1200(i)(3)(ii)(A)

To assess the hazards of the chemicals to which employees will be exposed;

1910.1200(i)(3)(ii)(B)

To conduct or assess sampling of the workplace atmosphere to determine employee exposure levels;

1910.1200(i)(3)(ii)(C)

To conduct pre-assignment or periodic medical surveillance of exposed employees;

1910.1200(i)(3)(ii)(D)

To provide medical treatment to exposed employees;

1910.1200(i)(3)(ii)(E)

To select or assess appropriate personal protective equipment for exposed employees;

1910.1200(i)(3)(ii)(F)

To design or assess engineering controls or other protective measures for exposed employees; and,

1910.1200(i)(3)(ii)(G)

To conduct studies to determine the health effects of exposure.

1910.1200(i)(3)(iii)

The request explains in detail why the disclosure of the specific chemical identity or percentage composition is essential and that, in lieu thereof, the disclosure of the following information to the health professional, employee, or designated representative, would not satisfy the purposes described in paragraph (i)(3)(ii) of this section:

1910.1200(i)(3)(iii)(A)

The properties and effects of the chemical;

1910.1200(i)(3)(iii)(B)

Measures for controlling workers' exposure to the chemical;

1910.1200(i)(3)(iii)(C)

Methods of monitoring and analyzing worker exposure to the chemical; and,

1910.1200(i)(3)(iii)(D)

Methods of diagnosing and treating harmful exposures to the chemical;

1910.1200(i)(3)(iv)

The request includes a description of the procedures to be used to maintain the confidentiality of the disclosed information; and,

1910.1200(i)(3)(v)

The health professional, and the employer or contractor of the services of the health professional (i.e. downstream employer, labor organization, or individual employee), employee, or designated representative, agree in a written confidentiality agreement that the health professional, employee, or designated representative, will not use the trade secret information for any purpose other than the health need(s) asserted and agree not to release the information under any circumstances other than to OSHA, as provided in paragraph (i)(6) of this section, except as authorized by the terms of the agreement or by the chemical manufacturer, importer, or employer.

1910.1200(i)(4)

The confidentiality agreement authorized by paragraph (i)(3)(iv) of this section:

1910.1200(i)(4)(i)

May restrict the use of the information to the health purposes indicated in the written statement of need;

1910.1200(i)(4)(ii)

May provide for appropriate legal remedies in the event of a breach of the agreement, including stipulation of a reasonable pre-estimate of likely damages; and,

1910.1200(i)(4)(iii)

May not include requirements for the posting of a penalty bond.

1910.1200(i)(5)

Nothing in this standard is meant to preclude the parties from pursuing non-contractual remedies to the extent permitted by law.

1910.1200(i)(6)

If the health professional, employee, or designated representative receiving the trade secret information decides that there is a need to disclose it to OSHA, the chemical manufacturer, importer, or employer who provided the information shall be informed by the health professional, employee, or designated representative prior to, or at the same time as, such disclosure.

1910.1200(i)(7)

If the chemical manufacturer, importer, or employer denies a written request for disclosure of a specific chemical identity or percentage composition, the denial must:

1910.1200(i)(7)(i)

Be provided to the health professional, employee, or designated representative, within thirty days of the request;

1910.1200(i)(7)(ii)

Be in writing;

1910.1200(i)(7)(iii)

Include evidence to support the claim that the specific chemical identity or percent of composition is a trade secret;

1910.1200(i)(7)(iv)

State the specific reasons why the request is being denied; and,

1910.1200(i)(7)(v)

Explain in detail how alternative information may satisfy the specific medical or occupational health need without revealing the trade secret.

1910.1200(i)(8)

The health professional, employee, or designated representative whose request for information is denied under paragraph (i)(3) of this section may refer the request and the written denial of the request to OSHA for consideration.

1910.1200(i)(9)

When a health professional, employee, or designated representative refers the denial to OSHA under paragraph (i)(8) of this section, OSHA shall consider the evidence to determine if:

1910.1200(i)(9)(i)

The chemical manufacturer, importer, or employer has supported the claim that the specific chemical identity or percentage composition is a trade secret;

1910.1200(i)(9)(ii)

The health professional, employee, or designated representative has supported the claim that there is a medical or occupational health need for the information; and,

1910.1200(i)(9)(iii)

The health professional, employee or designated representative has demonstrated adequate means to protect the confidentiality.

1910.1200(i)(10)(i)

If OSHA determines that the specific chemical identity or percentage composition requested under paragraph (i)(3) of this section is not a "bona fide" trade secret, or that it is a trade secret, but the requesting health professional, employee, or designated representative has a legitimate medical or occupational health need for the information, has executed a written confidentiality agreement, and has shown adequate means to protect the confidentiality of the information, the chemical manufacturer, importer, or employer will be subject to citation by OSHA.

1910.1200(i)(10)(ii)

If a chemical manufacturer, importer, or employer demonstrates to OSHA that the execution of a confidentiality agreement would not provide sufficient protection against the potential harm from the unauthorized disclosure of a trade secret, the Assistant Secretary may issue such orders or impose such additional limitations or conditions upon the disclosure of the requested chemical information as may be appropriate to assure that the occupational health services are provided without an undue risk of harm to the chemical manufacturer, importer, or employer.

1910.1200(i)(11)

If a citation for a failure to release trade secret information is contested by the chemical manufacturer, importer, or employer, the matter will be adjudicated before the Occupational Safety and Health Review Commission in accordance with the Act's enforcement scheme and the applicable Commission rules of procedure. In accordance with the Commission rules, when a chemical manufacturer, importer, or employer continues to withhold the information during the contest, the Administrative Law Judge may review the citation and supporting documentation "in camera" or issue appropriate orders to protect the confidentiality of such matters.

1910.1200(i)(12)

Notwithstanding the existence of a trade secret claim, a chemical manufacturer, importer, or employer shall, upon request, disclose to the Assistant Secretary any information which this section requires the chemical manufacturer, importer, or employer to make available. Where there is a trade secret claim, such claim shall be made no later than at the time the information is provided to the Assistant Secretary so that suitable determinations of trade secret status can be made and the necessary protections can be implemented.

1910.1200(i)(13)

Nothing in this paragraph shall be construed as requiring the disclosure under any circumstances of process information which is a trade secret.

1910.1200(j)

*Effective dates.*

1910.1200(j)(1)

Employers shall train employees regarding the new label elements and safety data sheets format by December 1, 2013.

1910.1200(j)(2)

Chemical manufacturers, importers, distributors, and employers shall be in compliance with all modified provisions of this section no later than June 1, 2015, except:

1910.1200(j)(2)(i)

After December 1, 2015, the distributor shall not ship containers labeled by the chemical manufacturer or importer unless the label has been modified to comply with paragraph (f)(1) of this section.

1910.1200(j)(2)(ii)

All employers shall, as necessary, update any alternative workplace labeling used under paragraph (f)(6) of this section, update the hazard communication program required by paragraph (h)(1), and provide any additional employee training in accordance with paragraph (h)(3) for newly identified physical or health hazards no later than June 1, 2016.

1910.1200(j)(3)

Chemical manufacturers, importers, distributors, and employers may comply with either § 1910.1200 revised as of October 1, 2011, or the current version of this standard, or both during the transition period.

[59 FR 6170, Feb. 9, 1994, as amended at 59 FR 17479, Apr. 13, 1994; 59 FR 65948, Dec. 22, 1994; 61 FR 9245, Mar. 7, 1996; 77 FR 17785, Mar. 26, 2012; 78 FR 9313, Feb. 8, 2013]

<https://www.osha.gov/laws-regulations/standardnumber/1910/1910.1200>

# Hazard Communication Guidelines for Compliance

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U.S. Department of Labor  
Occupational Safety and Health Administration

OSHA 3111  
2000 (Reprinted)

This informational booklet is intended to provide a generic, non-exhaustive overview of a particular standards-related topic. This publication does not itself alter or determine compliance responsibilities, which are set forth in OSHA standards themselves and the *Occupational Safety and Health Act*. Moreover, because interpretations and enforcement policy may change over time, for additional guidance on OSHA compliance requirements, the reader should consult current and administrative interpretations and decisions by the Occupational Safety and Health Review Commission and the Courts.

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This information will be made available to sensory impaired individuals upon request.

Voice phone: (202) 693-1999

# Hazard Communication Guidelines for Compliance

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U.S. Department of Labor  
Alexis M. Herman, Secretary

Occupational Safety and Health Administration  
Charles N. Jeffress, Assistant Secretary

OSHA 3111  
2000 (Reprinted)

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OSHA's Hazard Communication Standard (HCS) is based on a simple concept—that employees have both a need and a right to know the hazards and identities of the chemicals they are exposed to when working. They also need to know what protective measures are available to prevent adverse effects from occurring. OSHA designed the HCS to provide employees with the information they need to know.

Knowledge acquired under the HCS will help employers provide safer workplaces for their employees. When employees have information about the chemicals being used, they can take steps to reduce exposures, substitute less hazardous materials, and establish proper work practices. These efforts will help prevent the occurrence of work-related illnesses and injuries caused by chemicals.

The HCS addresses the issues of evaluating and communicating chemical hazard information to workers. Evaluation of chemical hazards involves a number of technical concepts, and is a process that requires the professional judgment of experienced experts. That's why the HCS is designed so that employers who simply use chemicals—rather than produce or import them—are not required to evaluate the hazards of those chemicals. Hazard determination is the responsibility of the manufacturers and importers of the chemicals, who then must provide the hazard information to employers that purchase their products.

Employers that do not produce or import chemicals need only focus on those parts of the rule that deal with establishing a workplace program and communicating information to their workers. This publication is a general guide for such employers to help them determine what the HCS requires. It does not supplant or substitute for the regulatory provisions, but rather provides a simplified outline of the steps an average employer would follow to meet those requirements.

## 2    Becoming Familiar with the Rule

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OSHA has provided a simple summary of the HCS in a pamphlet entitled *Chemical Hazard Communication (OSHA 3084)*. Some employers prefer to familiarize themselves with the rule's requirements by reading this pamphlet. A single, free copy may be obtained from your local OSHA Area Office, or by contacting the OSHA Publications Office at (202) 693-1888.

The standard itself is long and some parts are technical, but the basic concepts are simple. In fact, the requirements reflect what many employers have been doing for years. You may find that you already largely comply with many of the provisions and will simply have to modify your existing programs somewhat. If you are operating in an OSHA-approved State Plan State, you must comply with the State's requirements, which may be different than those of the Federal rule. Many of the State Plan States had hazard communication or "right-to-know" laws prior to promulgation of the federal rule. Employers in State Plan States should contact their State OSHA Offices for more information regarding applicable requirements. (See the list of contacts in "States with Approved Plans" at the back of this booklet.)

The HCS requires information to be prepared and transmitted regarding all hazardous chemicals. The HCS covers both physical hazards (such as flammability) and health hazards (such as irritation, lung damage, and cancer.) Most chemicals used in the workplace have some hazard potential, and thus will be covered by the rule.

One difference between this rule and many others adopted by OSHA is that this one is performance-oriented. That means you have the flexibility to adapt the rule to the needs of your workplace, rather than having to follow specific rigid requirements. It also means that you have to exercise more judgment to implement an appropriate and effective program.

The standard's design is simple. Chemical manufacturers and importers must evaluate the hazards of the chemicals they produce or import. Using that information, they must then prepare labels for containers and more detailed technical bulletins called material safety data sheets (MSDSs).

Chemical manufacturers, importers, and distributors of hazardous chemicals are all required to provide the appropriate labels and material safety data sheets to the employers to whom they ship the

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chemicals. The information must be provided automatically. Every container of hazardous chemicals you receive must be labeled, tagged, or marked with the required information. Your suppliers also must send you a properly completed MSDS at the time of the first shipment of the chemicals, and with the next shipment after the MSDS is updated with new and significant information about the hazards.

You can rely on the information received from your suppliers. You have no independent duty to analyze the chemical or evaluate the hazards of it.

Employers that “use” hazardous chemicals must have a program to ensure the information is provided to exposed employees. “Use” means to package, handle, react, or transfer. This is an intentionally broad scope, and includes any situation where a chemical is present in such a way that employees may be exposed under normal conditions of use or in a foreseeable emergency.

The requirements of the rule that deal specifically with the hazard communication program are found in the standard in paragraphs (e), written hazard communication programs; (f), labels and other forms of warning; (g), material safety data sheets; and (h), employee information and training. The requirements of these paragraphs should be the focus of your attention. Concentrate on becoming familiar with them, using paragraphs (b), scope and application, and (c), definitions, as references when needed to help explain the provisions.

There are two types of work operations where coverage of the rule is limited. These are laboratories and operations where chemicals are only handled in sealed containers (e.g., a warehouse). The limited provisions for these workplaces can be found in paragraph (b), scope and application. Basically, employers having these types of work operations need only keep labels on containers as they are received, maintain material safety data sheets that are received and give employees access to them, and provide information and training for employees. Employers do not have to have written hazard communication programs and lists of chemicals for these types of operations.

The limited coverage of laboratories and sealed container operations addresses the obligation of an employer to the workers in the

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operations involved, and does not affect the employer's duties as a distributor of chemicals. For example, a distributor may have warehouse operations where employees would be protected under the limited sealed container provisions. In this situation, requirements for obtaining and maintaining MSDSs are limited to providing access to those received with containers while the substance is in the workplace, and requesting MSDSs when employees request access for those not received with the containers. However, as a distributor of hazardous chemicals, that employer will still have responsibility for providing MSDSs to downstream customers at the time of the first shipment and when the MSDS is updated. Therefore, although they may not be required for the employees in the work operation, the distributor may, nevertheless, have to have MSDSs to satisfy other requirements of the rule.

Hazard communication will be a continuing program in your facility. Compliance with HCS is not a “one shot deal.” In order to have a successful program, you must assign responsibility for both the initial and ongoing activities that have to be undertaken to comply with the rule. In some cases, these activities may be part of current job assignments. For example, Site Supervisors are frequently responsible for on-the-job training sessions. Early identification of the responsible employees and their involvement in developing your action plan will result in a more effective program design. Involving affected employees also will enhance the evaluation of the effectiveness of your program.

For any safety and health program, success depends on commitment at every level of the organization. This is particularly true for hazard communication, where success requires a change in behavior. This will occur only if employers understand the program and are committed to its success, and if the people presenting the information motivate employees.

The standard requires a list of hazardous chemicals in the workplace as part of the written hazard communication program. The list will eventually serve as an inventory of everything for which you must maintain an MSDS. At this point, however, preparing the list will help you complete the rest of the program since it will give you some idea of the scope of the program required for compliance in your facility.

The best way to prepare a comprehensive list is to survey the workplace. Purchasing records also may help, and certainly employers should establish procedures to ensure that in the future purchasing procedures result in MSDSs being received before using a material in the workplace.

The broadest possible perspective should be taken when doing the survey. Sometimes people think of “chemicals” as being only liquids in containers. The HCS covers chemicals in all physical forms—liquids, solids, gases, vapors, fumes, and mists—whether they are “contained” or not. The hazardous nature of the chemical and the potential for exposure are the factors that determine whether a chemical is covered. If it’s not hazardous, it’s not covered. If there is no potential for exposure, (e.g., the chemical is inextricably bound and cannot be released), the rule does not cover the chemical.

Look around. Identify the chemicals in containers, including pipes, but also think about chemicals generated in the work operations. For example, welding fumes, dusts, and exhaust fumes are all sources of chemical exposures. Read labels provided by the suppliers on hazard information. Make a list of all chemicals in the workplace that are potentially hazardous. For your own information and planning, you also may want to note on the list the location(s) of the products within the workplace, and an indication of the hazards as found on the label. This will help you as you prepare the rest of your program.

Paragraph (b), scope and application, includes exemptions for various chemicals or workplace situations. After compiling the complete list of chemicals, you should review paragraph (b) to determine if any of the items can be eliminated from the list because they are exempted materials. For example, food, drugs, and cosmetics brought into the workplace for employee consumption are exempt; rubbing alcohol in the first aid kit would not be covered.

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Once you have compiled as complete a list as possible of the potentially hazardous chemicals in the workplace, the next step is to determine if you have received material safety data sheets for all of them. Check your files against the inventory you have just compiled. If any are missing, contact your supplier and request one. It is a good idea to document these requests, either by copy of a letter or a note regarding telephone conversations. If you have MSDSs for chemicals that are not on your list, figure out why. Maybe you don't use the chemical anymore. Or maybe you missed it in your survey. Some suppliers do provide MSDSs for products that are not hazardous. These do not have to be maintained by you. If you have questions regarding the hazard status of a chemical, contact the manufacturer, distributor, or importer.

You should not allow employees to use any chemicals for which you have not received an MSDS. The MSDS provides information you need to ensure you have implemented proper protective measures for exposure.

The HCS requires all workplaces where employees are exposed to hazardous chemicals to have a written plan that describes how that facility will implement the standard. Preparation of the plan is not just a paper exercise—all of the elements must be implemented in the workplace to comply with the rule. See paragraph (e) of the standard for the specific requirements regarding written hazard communication programs. The only work operations that do not have to comply with the written plan requirements are laboratories and work operations where employees only handle chemicals in sealed containers. See paragraph (b), scope and application, for the specific requirements for these two types of workplaces.

The plan does not have to be lengthy or complicated. It is intended to be a blueprint for implementing your program—an assurance that all aspects of the requirements have been addressed.

Many trade associations and other professional groups have provided sample programs and other assistance materials to affect employers. These have been very helpful to many employers since they tend to be tailored to the particular industry involved. You may wish to investigate whether your industry trade groups have developed such materials.

Although such general guidance may be helpful, you must remember that the written program has to reflect what you are doing in your workplace. Therefore, if you use a generic program, you must adapt it to address the facility it covers.

For example, the written plan must list the chemicals present at the site and indicate where written materials will be made available to employees. It also may indicate who is responsible for the various aspects of the program in your facility.

If OSHA inspects your workplace for compliance with the HCS, the OSHA compliance officer will ask to see your written plan at the outset of the inspection. In general, the following items will be considered in evaluating your program.

The written program must describe how the requirements for labels and other forms of warning, materials safety data sheets, and employee information and training, are going to be met in your facility. The following discussion provides the type of information compliance officers will be looking for to decide whether you have properly addressed these elements of the hazard communication program.

## Labels and Other Forms of Warning

In-plant containers of hazardous chemicals must be labeled, tagged, or marked with the identity of the material and appropriate hazard warnings. Chemical manufacturers, importers, and distributors must ensure that every container of hazardous chemicals they ship is appropriately labeled with such information and with the name and address of the producer or other responsible party. Employers purchasing chemicals can rely on the labels provided by their suppliers. If the material is subsequently transferred by the employer from a labeled container to another container, the employer will have to label that container, unless it is subject to the portable container exemption. See paragraph (f) for specific labeling requirements.

The primary information to be obtained from an OSHA-required label is the identity for the material and appropriate hazard warnings. The identity is any term which appears on the label, the MSDS, and the list of chemicals, and thus links these three sources of information. The identity used by the supplier may be a common or trade name (“Black Magic Formula”), or a chemical name (1, 1, 1 - trichloroethane). The hazard warning is a brief statement of the hazardous effects of the chemical (“flammable,” “causes lung damage”). Labels frequently contain other information, such as precautionary measures (“do not use near open flame”) but this information is provided voluntarily and is not required by the rule. Labels must be legible and prominently displayed. There are no specific requirements for size or color or any specified test.

With these requirements in mind, the compliance officer will be looking for the following types of information to ensure that labeling is properly implemented in your facility:

- Designation of person(s) responsible for ensuring labeling of in-plant containers;
- Designation of person(s) responsible for ensuring labeling of any shipped container;
- Description of labeling system(s) used;
- Description of written alternatives to labeling of in-plant containers (if used); and,
- Procedures to review and update label information when necessary.

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Employers that are purchasing and using hazardous chemicals—rather than producing or distributing them—will primarily be concerned with ensuring that every purchased container is labeled. If materials are transferred into other containers, the employer must ensure that these are labeled as well, unless they fall under the portable container exemption (paragraph f(7)). In terms of labeling systems, you can choose to use the labels provided by your suppliers on the containers. These will generally be verbal text labels, and do not usually include numerical rating systems or symbols that require special training. The most important thing to remember is that this is a continuing duty—all in-plant containers of hazardous chemicals must always be labeled. Therefore, it is important to designate someone to be responsible for ensuring that the labels are maintained as required on the containers in your facility and that newly purchased materials are checked for labels prior to use.

## **Material Safety Data Sheets**

Chemical manufacturers and importers are required to obtain or develop a material safety data sheet for each hazardous chemical they produce or import. Distributors are responsible for ensuring that their customers are provided a copy of these MSDSs. Employers must have an MSDS for each hazardous chemical which they use. Employers may rely on the information received from their suppliers. The specific requirements for material safety data sheets are in paragraph (g) of the standard.

There is no specific format for the MSDS under the rule, although there are specific information requirements. OSHA has developed a nonmandatory format, OSHA Form 174, which may be used by chemical manufacturers and importers to comply with the rule. The MSDS must be in English. You are entitled to receive from your supplier a data sheet which includes all of the information required under the rule. If you do not receive one automatically, you should request one. If you receive one that is obviously inadequate, with, for example, blank spaces that are not completed, you should request an appropriately completed one. If your request for a data sheet or for a corrected data sheet does not produce the information needed, you should contact your local OSHA Area Office for assistance in obtaining the MSDS.

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Under the rule, the role of MSDSs is to provide detailed information on each hazardous chemical, including its potential hazardous effects, its physical and chemical characteristics, and recommendations for appropriate protective measures. This information should be useful to you as the employer responsible for designing protective programs, as well as to the workers. If you are not familiar with material safety data sheets and with chemical terminology, you may need to learn to use them yourself. A glossary of MSDS terms may be helpful in this regard. Generally speaking, most employers using hazardous chemicals will primarily be concerned with MSDS information regarding hazardous effects and recommended protective measures. Focus on the sections of the MSDS that are applicable to your situation.

MSDSs must be readily accessible to employees when they are in their work areas during their workshifts. This may be accomplished in many different ways. You must decide what is appropriate for your particular workplace. Some employers keep the MSDSs in a binder in a central location (e.g., in the pickup truck on a construction site.) Others, particularly in workplaces with large numbers of chemicals, computerize the information and provide access through terminals. As long as employees can get the information when they need it, any approach may be used. The employees must have access to the MSDSs themselves—simply having a system where the information can be read to them over the phone is permitted only under the mobile worksite provision, paragraph (g)(9), when employees must travel between workplaces during the shift. In this situation, they have access to the MSDSs prior to leaving the primary worksite, and when they return, so the telephone system is simply an emergency arrangement.

In order to ensure that you have a current MSDS for each chemical in the plant as required, and that you provide employee access, the compliance officers will be looking for the following types of information in your written program:

- Designation of person(s) responsible for obtaining and maintaining the MSDSs;
- How such sheets are to be maintained in the workplace (e.g., in notebooks in the work area(s) or in a computer with terminal access), and how employees can obtain access to them when they are in their work area during the workshift;

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- Procedures to follow when the MSDS is not received at the time of the first shipment;
  - For producers, procedures to update the MSDS when new and significant health information is found; and,
  - Description of alternatives to actual data sheets in the workplace, if used.

For employers using hazardous chemicals, the most important aspect of the written program in terms of MSDSs is to ensure that someone is responsible for obtaining and maintaining the MSDSs for every hazardous chemical in the workplace. The list of hazardous chemicals required to be maintained as part of the written program will serve as an inventory. As new chemicals are purchased, the list should be updated. Many companies have found it convenient to include on their purchase order the name and address of the person designated in their company to receive MSDSs.

## **Employee Information and Training**

Each employee who may be “exposed” to hazardous chemicals when working must be provided information and be trained prior to initial assignment to work with a hazardous chemical, and whenever the hazard changes. “Exposure” or “exposed” under the rule means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact, or absorption) and includes potential (e.g., accidental or possible) exposure. See paragraph (h) of the standard for specific requirements. Information and training may be done either by individual chemical, or by categories of hazards (such as flammability or carcinogenicity). If there are only a few chemicals in the workplace, then you may want to discuss each one individually. Where there are a large number of chemicals, or the chemicals change frequently, you will probably want to train generally based on the hazard categories (e.g., flammable liquids, corrosive materials, carcinogens). Employees will have access to the substance-specific information on the labels and MSDSs. Employers must ensure, however, that employees are made aware of which hazard category a chemical falls within.

Information and training are a critical part of the hazard communication program. Workers obtain information regarding hazards and

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protective measures through written labels and material safety data sheets. It is through effective information and training, however, that workers will learn to read and understand such information, determine how to acquire and use it in their own workplace, and understand the risks of exposure to the chemical in their workplaces as well as the ways to protect themselves. A properly conducted training program will ensure comprehension and understanding. It is not sufficient to either just read material to the workers or simply hand them material to read. You want to create a climate where workers feel free to ask questions. This will help you to ensure that the information is understood. You must always remember that the underlying purpose of the HCS is to reduce the incidence of chemical source illnesses and injuries. This will be accomplished by modifying behavior through the provision of hazard information and information about protective measures. If your program works, you and your workers will better understand the chemical hazards within the workplace. The procedures you establish, regarding, for example, purchasing, storage, and handling of these chemicals will improve, and thereby reduce the risks posed to employees exposed to the chemical hazards involved. Furthermore, your workers' comprehension also will be increased, and proper work practices will be followed in your workplace.

If you are going to do the training yourself, you will have to understand the material and be prepared to motivate the workers to learn. This is not always an easy task, but the benefits are worth the effort. More information regarding appropriate training can be found in *Training Requirements in OSHA Standards and Training Guidelines (OSHA 2254)*, which contains voluntary training guidelines prepared by OSHA's Training Institute. A copy of this document is available from the Superintendent of Documents, Government Printing Office, P.O. Box 371954, Pittsburgh, PA 15250-7954; (202) 512-1800.

When reviewing your written program regarding information and training, consider the following items:

- Designation of person(s) responsible for conducting training;
- Format of the program used (audiovisuals, class room instruction);
- Elements of the training programs (should be consistent with the elements in paragraph (h) of the HCS); and,

- Procedure to train new employees at the time of their initial assignment to work with a hazardous chemical, and to train employees when introducing a new hazard into the workplace.

The written program should provide enough details about the employer's plans in this area to assess whether or not a good faith effort is being made to train employees. OSHA does not expect that every workers will be able to recite all the information about each chemical in the workplace. In general, the most important aspects of training under the HCS are to ensure that employees are aware that they are exposed to hazardous chemicals, that they know how to read and use labels and material safety data sheets, and that, as a consequence of learning this information, they are following the appropriate protective measures established by the employer. OSHA compliance officers will be talking to employees to determine if they have received training, if they know they are exposed to hazardous chemicals, and if they know where to obtain substance specific information on labels and MSDSs.

The rule does not require employers to maintain records of employee training, but many employers choose to do so. This may help you monitor your own program to ensure that you have trained all employees appropriately. If you already have a training program, you may simply have to supplement it with whatever additional information is required under the HCS. For example, construction employers that are already in compliance with the construction training standard (29 CFR 1926.21 ) will have little extra training to do.

An employer can provide employees information and training through whatever means found appropriate and protective. Although there would always have to be some training on site (such as informing employees of the location and availability of the written program and MSDSs), employee training may be satisfied in part by general training about the requirements of the HCS which is provided by, for example, trade associations, unions, colleges, and professional schools. In addition, previous training, education, and experience of a worker may relieve the employer of some of the burdens of information and training that worker. Regardless of the method relied upon, however, the employer is always ultimately responsible for ensuring that employees are adequately trained. If the compliance

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officer finds that the training is deficient, the employer will be cited for the deficiency regardless of who actually provided the training on behalf of the employer.

In addition to these specific items, compliance officers also will be asking the following questions in assessing the adequacy of the program:

- Does a list of the hazardous chemicals exist in each work area or at a central location?
- Are methods the employer will use to inform employees of the hazards of non-routine tasks outlined?
- Are employees informed of the hazards associated with chemicals contained in unlabeled pipes in their work areas?
- On multi-employer worksites, has the employer provided other employers with information about labeling systems and precautionary measures where the other employers have employees exposed to the initial employer's chemicals?
- Is the written program made available to employees and their designated representatives?

If your program adequately addresses the means of communicating information to employees in your workplace and provides answers to the basic questions outlined above, it will comply with the rule.

The following checklist will help to ensure you comply with the rule:

- Obtained a copy of the rule.
- Read and understood the requirements.
- Assigned responsibility for tasks.
- Prepared an inventory of chemicals.
- Ensured containers are labeled.
- Obtained MSDS for each chemical.
- Prepared written program.
- Made MSDSs available to workers.
- Conducted training of workers.
- Established procedures to maintain current program.
- Established procedures to evaluate effectiveness.

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If you have a question regarding compliance with HCS, you should contact your local OSHA Area Office for assistance. In addition, each OSHA Regional Office has a Hazard Communication Coordinator who can answer your questions. Free consultation services also are available to assist employers, and information regarding these services can be obtained through the OSHA Area and Regional Offices as well (see lists at the end of this booklet).

## Safety and Health Program Management

Effective management of worker safety and health protection is a decisive factor in reducing the extent and severity of work-related injuries and illnesses and their related costs. To assist employers and employees in developing effective safety and health programs, OSHA published recommended *Safety and Health Program Management Guidelines* (*Federal Register* 54(18):3908-3916, January 26, 1989). These voluntary guidelines apply to all places of employment covered by OSHA.

The guidelines identify four general elements that are critical to the development of a successful safety and health management program:

- management commitment and employee involvement;
- worksite analysis;
- hazard prevention and control; and
- safety and health training.

The guidelines recommend specific actions under each of these general elements to achieve an effective safety and health program. A single, free copy of the guidelines can be obtained from the U.S. Department of Labor, OSHA Publications, P.O. Box 37535, Washington, DC 20013-7535, by sending a self-addressed mailing label with your request.

## State Programs

*The Occupational Safety and Health Act of 1970* encourages states to develop and operate their own job safety and health plans. States with plans approved under section 18(b) of the OSH Act must adopt standards and enforce requirements that are at least as effective as federal requirements. There are currently 25 state plan states: 23 of these states administer plans covering both private and public (state and local public government) employees; the other two states, Connecticut and New York, cover public employees only. Plan states must adopt standards comparable to federal requirements within six months of a federal standard's promulgation. Until such time as a state standard is promulgated, Federal OSHA provides interim enforcement assistance, as appropriate, in these states. A listing of approved state plans appear at the end of this publication.

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## Consultation Services

Consultation assistance is available on request to employers who want help in establishing and maintaining a safe and healthful workplace. Largely funded by OSHA, the service is provided at no cost to the employer. Primarily developed for smaller employers with more hazardous operations, the consultation service is delivered by state government agencies or universities employing professional safety consultants and health consultants. Comprehensive assistance includes an appraisal of all work practices and environmental hazards of the workplace and all aspects of the employer's present job safety and health program.

The program is separate from OSHA's inspection efforts. No penalties are proposed or citations issued for any safety or health problems identified by the consultant. The service is confidential.

For more information concerning consultation assistance, see the list of consultation projects at the end of this publication.

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## Voluntary Protection Programs (VPP)

Voluntary Protection Programs (VPP) and onsite consultation services, when coupled with an effective enforcement program, expand worker protection to help meet the goals of the OSH Act. The three VPPs—Star, Merit, and Demonstration—are designed to recognize outstanding achievement by companies that have successfully incorporated comprehensive safety and health programs into their total management system. They motivate others to achieve excellent safety and health results in the same outstanding way as they establish a cooperative relationship among employers, employees, and OSHA.

For additional information on VPP and how to apply, contact your nearest OSHA area or regional office listed at the end of this publication.

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## Training and Education

OSHA Area Offices offer a variety of information services, such as publications, audiovisual aids, technical advice, and speakers for special engagements. The OSHA Training Institute in Des Plaines,

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IL, provides basic and advanced courses in safety and health for federal and state compliance officers, state consultants, federal agency personnel, and private sector employers, employees, and their representatives.

OSHA also provides funds to nonprofit organizations, through grants to conduct workplace training and education in subjects where OSHA believes there is a lack of workplace training. Grants are awarded annually and grant recipients are expected to contribute 20 percent of the total grant cost.

For more information on grants, training, and education, contact the OSHA Training Institute, Office of Training and Education, 1555 Times Drive, Des Plaines, IL 60018, (847) 297-4810; (847) 297-4874 fax.

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### **Electronic Information**

Internet-OSHA standards, interpretations, directives, and additional information are now on the World Wide Web at <http://www.osha.gov/> and <http://www.osha-slc.gov/>.

CD-ROM—A wide variety of OSHA materials, including standards, interpretations, directives, and more can be purchased on CD-ROM from the U.S. Government Printing Office. To order, write to the Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954, or phone (202) 512-1800. Specify OSHA Regulations, Documents, and Technical Information on CD-ROM (ORDT), GPO Order NO. S/N 729-013-00000-5. The price is \$48 per year (\$57.50 foreign); \$17 per single copy (\$21.25 foreign).

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### **Emergencies**

For life-threatening situations, call (800) 321-OSHA. Complaints will go immediately to the nearest OSHA area or state office for help.

For further information on any OSHA program, contact your nearest OSHA area or regional office listed at the end of this publication.

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Single free copies of the following publications can be obtained from the OSHA Publications Office, P.O. Box 37535, Washington, DC 20013-7535. Send a self-addressed mailing label with your request.

**All About OSHA** – OSHA 2056

**Chemical Hazard Communication** – OSHA 3084

**Consultation Services for the Employer** – OSHA 3074

**Employee Workplace Rights** – OSHA 3021

**Employer Rights and Responsibilities Following an OSHA Inspection** – OSHA 3000

**How to Prepare for Workplace Emergencies** – OSHA 3088

**OSHA Inspections** – OSHA 2098

**Personal Protective Equipment** – OSHA 3077

**Respiratory Protection** – OSHA 3079

The following publications may be ordered at cost, from the Superintendent of Documents, U.S. Government Printing Office, Washington DC 20402, (202) 512-1800. Include GPO Order No. and make checks payable to Superintendent of Documents.

**Code of Federal Regulations** – Title 29, Part 1926

***Construction (OSHA)*** (\$30)

Order No. S/N 869-038-00107-1

***OSHA Safety and Health Standards (29 CFR 1910.1000 to End)***

(\$28) Order No. S/N 869-038-00105-5.

***Handbook for Small Business*** – OSHA 2209 (\$7.50)

Order No. 029-016-00176-0.

## **22 States with Approved Plans**

### **Commissioner**

Alaska Department of Labor  
1111 West 8th Street  
Room 304  
Juneau, AK 99801-1149  
(907) 465-2700

### **Director**

Industrial Commission of Arizona  
800 W. Washington  
Phoenix, AZ 85007-2922  
(602) 542-5795

### **Director**

California Department  
of Industrial Relations  
455 Golden Gate Avenue -  
10th Floor  
San Francisco, CA 94102  
(415) 703-5050

### **Commissioner**

Connecticut Department of Labor  
200 Folly Brook Boulevard  
Wethersfield, CT 06109  
(860) 566-5123

### **Director**

Hawaii Department of Labor  
and Industrial Relations  
830 Punchbowl Street  
Honolulu, HI 96813  
(808) 586-8844

### **Commissioner**

Indiana Department of Labor  
State Office Building  
402 West Washington Street  
Room W195  
Indianapolis, IN 46204-2751  
(317) 232-2378

### **Commissioner**

Iowa Division of Labor Services  
1000 E. Grand Avenue  
Des Moines, IA 50319-0209  
(515) 281-3447

### **Secretary**

Kentucky Labor Cabinet  
1047 U.S. Highway, 127 South,  
Suite 4  
Frankfort, KY 40601  
(502) 564-3070

### **Commissioner**

Maryland Division of Labor  
and Industry  
Department of Labor, Licensing,  
and Regulation  
1100 N. Eutaw Street,  
Room 613  
Baltimore, MD 21201-2206  
(410) 767-2215

**Director**

Michigan Department  
of Consumer and Industry  
Services  
P.O. Box 30643  
Lansing, MI 48909-8143  
(517) 322-1814

**Commissioner**

Minnesota Department of Labor  
and Industry  
443 Lafayette Road  
St. Paul, MN 55155-4307  
(651) 296-2342

**Administrator**

Nevada Division of Industrial  
Relations  
400 West King Street  
Carson City, NV 89710  
(775) 687-3032

**Secretary**

New Mexico Environment  
Department  
1190 St. Francis Drive  
P.O. Box 26110  
Santa Fe, NM 87502  
(505) 827-2850

**Commissioner**

New York Department of Labor  
W. Averell Harriman State Office  
Building - 12, Room 500  
Albany, NY 12240  
(518) 457-2741

**Commissioner**

North Carolina Department  
of Labor  
4 West Edenton Street  
Raleigh, NC 27601-1092  
(919) 807-7166

**Administrator**

Department of Consumer  
and Business Services  
Occupational Safety and Health  
Division (OR-OSHA)  
350 Winter Street, NE,  
Room 430  
Salem, OR 97310-0220  
(503) 378-3272

**Secretary**

Puerto Rico Department  
of Labor and Human Resources  
Prudencio Rivera Martinez  
Building  
505 Munoz Rivera Avenue  
Hato Rey, PR 00918  
(787) 754-2119

**Director**

South Carolina Department  
of Labor, Licensing, and  
Regulation  
Koger Office Park,  
Kingstree Building  
110 Centerview Drive  
P.O. Box 11329  
Columbia, SC 29210  
(803) 896-4300

**Commissioner**

Tennessee Department of Labor  
Attention: Robert Taylor  
710 James Robertson Parkway  
Nashville, TN 37243-0659  
(615) 741-2582

**Commissioner**

Labor Commission of Utah  
160 East 300 South, 3rd Floor  
P.O. Box 146650  
Salt Lake City, UT 84114-6650  
(801) 530-6898

**Commissioner**

Vermont Department  
of Labor and Industry  
National Life Building -  
Drawer 20  
National Life Drive  
Montpelier, VT 05620-3401  
(802) 828-5098

**Commissioner**

Virginia Department of Labor  
and Industry  
Powers-Taylor Building  
13 South 13th Street  
Richmond, VA 23219  
(804) 786-2377

**Commissioner**

Virgin Islands Department  
of Labor  
2203 Church Street  
Christiansted  
St. Croix, VI 00820-4660  
(340) 773-1994

**Director**

Washington Department  
of Labor and Industries  
P.O. Box 44001  
Olympia, WA 98504-4001  
(360) 902-4200

**Administrator**

Worker's Safety and  
Compensation Division (WSC)  
Wyoming Department  
of Employment  
Herschler Building,  
2nd Floor East  
122 West 25th Street  
Cheyenne, WY 82002  
(307) 777-7786

<b>State</b>	<b>Telephone</b>
Alabama .....	(205) 348-3033
Alaska .....	(907) 269-4957
Arizona .....	(602) 542-1695
Arkansas .....	(501) 682-4522
California .....	(415) 703-5270
Colorado .....	(970) 491-6151
Connecticut .....	(860) 566-4550
Delaware .....	(302) 761-8219
District of Columbia .....	(202) 576-6339
Florida .....	(850) 922-8955
Georgia .....	(404) 894-2643
Guam .....	011(671) 475-0136
Hawaii .....	(808) 586-9100
Idaho .....	(208) 426-3283
Illinois .....	(312) 814-2337
Indiana .....	(317) 232-2688
Iowa .....	(515) 281-7162
Kansas .....	(785) 296-7476
Kentucky .....	(502) 564-6895
Louisiana .....	(504) 342-9601
Maine .....	(207) 624-6460
Maryland .....	(410) 880-4970
Massachusetts .....	(617) 727-3982
Michigan .....	(517) 322-6823(H) .....(517) 322-1809(S)
Minnesota .....	(612) 297-2393
Mississippi .....	(601) 987-3981
Missouri .....	(573) 751-3403
Montana .....	(406) 444-6418
Nebraska .....	(402) 471-4717
Nevada .....	(702) 486-9140
New Hampshire .....	(603) 271-2024
New Jersey .....	(609) 292-3923
New Mexico .....	(505) 827-4230
New York .....	(518) 457-2238
North Carolina .....	(919) 807-2905
North Dakota .....	(701) 328-5188
Ohio .....	(614) 644-2246
Oklahoma .....	(405) 528-1500

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Oregon .....	(503) 378-3272
Pennsylvania .....	(724) 357-2396
Puerto Rico .....	(787) 754-2171
Rhode Island .....	(401) 222-2438
South Carolina .....	(803) 734-9614
South Dakota .....	(605) 688-4101
Tennessee .....	(615) 741-7036
Texas .....	(512) 804-4640
Utah .....	(801) 530-6901
Vermont .....	(802) 828-2765
Virginia .....	(804) 786-6359
Virgin Islands .....	(340) 772-1315
Washington .....	(360) 902-5638
West Virginia .....	(304) 558-7890
Wisconsin .....	(608) 266-8579(H) .....(262) 523-3040(S)
Wyoming .....	(307) 777-7786

(H) - Health  
(S) - Safety

<b>Area</b>	<b>Telephone</b>
Albany, NY .....	(518) 464-4338
Albuquerque, NM .....	(505) 248-5302
Allentown, PA .....	(610) 776-0592
Anchorage, AK .....	(907) 271-5152
Appleton, WI .....	(920) 734-4521
Austin, TX .....	(512) 916-5783
Avenel, NJ .....	(908) 750-3270
Bangor, ME .....	(207) 941-8179
Baton Rouge, LA .....	(225) 389-0474
Bayside, NY .....	(718) 279-9060
Bellevue, WA .....	(206) 553-7520
Billings, MT .....	(406) 247-7494
Birmingham, AL .....	(205) 731-1534
Bismarck, ND .....	(701) 250-4521
Boise, ID .....	(208) 321-2960
Bowmansville, NY .....	(716) 684-3891
Braintree, MA .....	(617) 565-6924
Bridgeport, CT .....	(203) 579-5516
Calumet City, IL .....	(708) 891-3800
Carson City, NV .....	(702) 885-6963
Charleston, WV .....	(304) 347-5937
Cincinnati, OH .....	(513) 841-4132
Cleveland, OH .....	(216) 522-3818
Columbia, SC .....	(803) 765-5904
Columbus, OH .....	(614) 469-5582
Concord, NH .....	(603) 225-1629
Corpus Christi, TX .....	(512) 888-3420
Dallas, TX .....	(214) 320-2400
Denver, CO .....	(303) 844-5285
Des Plaines, IL .....	(847) 803-4800
Des Moines, IA .....	(515) 284-4794
Eau Claire, WI .....	(715) 832-9019
El Paso, TX .....	(915) 534-6251
Englewood, CO .....	(303) 843-4500
Erie, PA .....	(814) 833-5758
Fairview Heights, IL .....	(618) 632-8612
Fort Lauderdale, FL .....	(954) 424-0242
Fort Worth, TX .....	(817) 428-2470
Frankfort, KY .....	(502) 227-7024
Guaynabo, PR .....	(787) 277-1560
Harrisburg, PA .....	(717) 782-3902
Hartford, CT .....	(860) 240-3152
Hasbrouck Heights, NJ .....	(201) 288-1700
Honolulu, HI .....	(808) 541-2685
Houston, TX .....	(281) 286-0583

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Houston, TX .....	(281) 591-2438
Indianapolis, IN .....	(317) 226-7290
Jackson, MS .....	(601) 965-4606
Jacksonville, FL .....	(904) 232-2895
Kansas City, MO .....	(816) 483-9531
Linthicum, MD .....	(410) 865-2055
Little Rock, AR .....	(501) 324-6291
Lubbock, TX .....	(806) 472-7681
Madison, WI .....	(608) 441-5388
Marlton, NJ .....	(609) 757-5181
Methuen, MA .....	(617) 565-8110
Milwaukee, WI .....	(414) 297-3315
Minneapolis, MN .....	(612) 664-5460
Mobile, AL .....	(334) 441-6131
Nashville, TN .....	(615) 781-5423
New York, NY .....	(212) 466-2482
Norfolk, VA .....	(757) 441-3820
North Aurora, IL .....	(630) 896-8700
Oklahoma City, OK .....	(405) 231-5351
Omaha, NE .....	(402) 221-3182
Parsippany, NJ .....	(201) 263-1003
Peoria, IL .....	(309) 671-7033
Philadelphia, PA .....	(215) 597-4955
Phoenix, AZ .....	(602) 640-2007
Pittsburgh, PA .....	(412) 395-4903
Portland, ME .....	(207) 780-3178
Portland, OR .....	(503) 326-2251
Providence, RI .....	(401) 528-4663
Raleigh, NC .....	(919) 856-4770
Sacramento, CA .....	(916) 566-7470
Salt Lake City, UT .....	(801) 487-0680
San Diego, CA .....	(619) 557-2909
Savannah, GA .....	(912) 652-4393
Smyrna, GA .....	(770) 984-8700
Springfield, MA .....	(413) 785-0123
St. Louis, MO .....	(314) 425-4249
Syracuse, NY .....	(315) 451-0808
Tampa, FL .....	(813) 626-1177
Tarrytown, NY .....	(914) 524-7510
Toledo, OH .....	(419) 259-7542
Tucker, GA .....	(770) 493-6644
Westbury, NY .....	(516) 334-3344
Wichita, KS .....	(316) 269-6644
Wilkes-Barre, PA .....	(717) 826-6538
Wilmington, DE .....	(302) 573-6115

## OSHA Regional Offices

### **Region I**

**(CT,\* MA, ME, NH, RI, VT\*)**  
JFK Federal Building  
Room E-340  
Boston, MA 02203  
Telephone: (617) 565-9860

### **Region II**

**(NJ, NY,\* PR,\* VI\*)**  
201 Varick Street  
Room 670  
New York, NY 10014  
Telephone: (212) 337-2378

### **Region III**

**(DC, DE, MD,\* PA, VA,\* WV)**  
The Curtis Center - Suite 740 West  
170 S. Independence Mall West  
Philadelphia, PA 19106-3309  
Telephone: (215) 861-4900

### **Region IV**

**(AL, FL, GA, KY,\* MS, NC,\* SC,\* TN\*)**  
Atlanta Federal Center  
61 Forsyth Street, SW, Room 6T50  
Atlanta, GA 30303  
Telephone: (404) 562-2300

### **Region V**

**(IL, IN,\* MI,\* MN,\* OH, WI)**  
230 South Dearborn Street  
Room 3244  
Chicago, IL 60604  
Telephone: (312) 353-2220

### **Region VI**

**(AR, LA, MN,\* OK, TX)**  
525 Griffin Street  
Room 602  
Dallas, TX 75202  
Telephone: (214) 767-4731

### **Region VII**

**(IA,\* KS, MO, NE)**  
City Center Square  
1100 Main Street, Suite 800  
Kansas City, MO 64105  
Telephone: (816) 426-5861

### **Region VIII**

**(CO, MT, ND, SD, UT,\* WY\*)**  
1999 Broadway  
Suite 1690  
Denver, CO 80802-5716  
Telephone: (303) 844-1600

### **Region IX**

**(American Samoa, AZ,\* CA,\* Guam, HI,\* NV,\* Trust Territories of the Pacific)**  
71 Stevenson Street  
4th Floor  
San Francisco, CA 94105  
Telephone: (415) 975-4310

### **Region X**

**(AK,\* ID, OR,\* WA\*)**  
1111 Third Avenue  
Suite 715  
Seattle, WA 98101-3212  
Telephone: (206) 553-5930

\*These states and territories operate their own OSHA-approved job safety and health programs (Connecticut and New York plans cover public employees only). States with approved programs must have a standard that is identical to, or at least as effective as, the federal standard.