

HAZCOM MADE SIMPLE

Overwhelmed? Don't be. HAZCOM programs can look very technical (and sometimes are), but you can start your HAZCOM Program by following these simple steps:

- Choose a HAZCOM Administrator and fill out the HAZCOM Program on pages 22-31 in this handout.
- Make a list of chemicals you have in your workplace.
- Collect an SDS (MSDS if SDS is not available) for each of the chemicals and put in a book labeled HAZCOM Program and SDS sheets.
- Explain to your employees they need to know the hazards of the chemicals they work with and how to protect themselves **BEFORE** they use them. They can find these hazards on the SDS sheets and GHS labels.
- Review the HAZCOM program with your employees.
- Train employees how to read an SDS, focusing on Sections 2, 4, 6, 7, and 8.
- Make sure employees have access to the SDSs for products they work with at all times:
 - Have your company SDS book at the job site (or)
 - Make digital files available to employees
- Show employees how to read GHS Product Labels
- Have proper PPE available for the chemicals which your employees use.



**Northwest Independent
Contractors Association**

145 State Highway 28 West, Soap Lake, Washington 98851
office: 509.246.9080 | office@nicatraining.com

HAZARD COMMUNICATION PROGRAM



Including the Globally Harmonized System (GHS) of
Classification and Labeling of Chemicals
for Washington State Employers

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provided by the State of Washington,
Department of Labor & Industries,
Safety & Health Investment Projects.

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What is GHS?

As international trade has exploded in the last two decades, chemical products from around the world find their way into the hands of people who may not be able to read the labels or understand the warning symbols on the containers. Many countries have had different systems to classify chemicals as hazardous or not, and the result was an inconsistency that could endanger workers. The Globally Harmonized System of Classification and Labeling of Chemicals (GHS) was negotiated in a multi-year process by hazard communication experts from many different countries, international organizations, and stakeholder groups to protect workers from the hazards associated with chemicals. Though GHS doesn't change most of the existing nations' Hazardous Communication Standards, it does attempt to standardize the following three areas relating to chemicals:



- **Hazard classification:** The definitions of 'hazard' have been changed to provide specific criteria for classification of health and physical hazards, as well as classification of mixtures. These specific criteria will help to ensure that evaluations of hazardous effects are consistent across manufacturers, and that labels and safety data sheets are more accurate as a result.
- **Labels:** Chemical manufacturers and importers will be required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must also be provided.
- **Safety Data Sheets (SDS):** Chemical manufacturers and importers will now have to produce a Safety Data sheet in a specified 16-section format, replacing MSDS sheets.

These features improve existing HAZCOM programs by making the actual hazards, not technical information, the focus of employee training. Employees can quickly find information they need in an emergency by looking at a label or SDS.

Hazardous Non-Routine Tasks:

Prior to starting work on such projects, each affected employee will be given information by the job foreman about the hazardous chemicals they may encounter during these activities (check those that apply):

- Painting
- Spraying any chemical or coating
- Cleaning with new chemical products
- Applying glues
- _____
- _____
- _____
- _____
- _____
- _____

Multi-Employer Work Places:

It is the responsibility of our company to provide other employers or sub-contractors with employees at the work site with the following information:

- Copies of SDSs (or make them available at the job shack or trailer) for any hazardous chemicals that the other employer(s)' employee may be exposed to while working.
 - Optional - USB Drive of SDS for other Employers
- Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.
- Provide other employers with an explanation of the labeling system that is used at the work site.
- It is also the responsibility of our company to identify and obtain SDSs for the chemicals the other contractor is bringing into the work place, if SDS are not available and our employees are exposed.

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<p>Health Hazard</p>  <p>Skull and Crossbones</p> <p>Chemicals that are acutely toxic and that can be harmful or toxic by ingestion, inhalation, or contact with the skin or eyes, often with a small dose.</p>	<p>Health Hazard</p>  <p>Health Hazard</p> <p>Chemicals that pose Health Hazards and can cause acute or chronic health effects such as respiratory function damage, cancer, specific organ function damage, sexual dysfunction, fertility problems, birth defects and genetic mutations are represented by this symbol.</p>	<p>Health Hazard</p>  <p>Exclamation Point</p> <p>Chemicals that cause acute toxicity through swallowing, inhaling, or contact with the skin or eyes; skin irritation; eye irritation; an allergic reaction of the skin; specific body organ poisoning after one exposure; breathing irritation; or narcotic effect will have this symbol.</p>
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The introduction of new chemicals may require additional training for employees.

GHS Effective Dates:

Effective Completion Date	Requirement(s)	Who
December 1, 2013	Train employees on the new label elements and safety data sheet (SDS) format.	Employers
December 1, 2015	Compliance with all modified provisions of this final rule, except: The Distributor shall not ship containers labeled by the chemical manufacturer or importer unless it is a GHS label	Chemical manufacturers, importers, distributors and employers
June 1, 2016	Update alternative workplace labeling and hazard communication program as necessary, and provide additional employee training for newly identified physical or health hazards.	Employers
Transition Period to the effective completion dates noted above	May comply with either 29 CFR 1910.1200 (the final standard), or the current standard, or both	Chemical manufacturers, importers, distributors, and employers

Now, let's de-mystify the standard by taking a look and seeing what is required for our company. For HAZCOM Program Administrators in Washington State, take the time to read the entire standard. For Employee training, skip to page 22 .

WAC 296-901-14010 Written Hazard Communication Program.

(1) Employers must develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria specified in WAC 296-901-14012, 296-901-14014, and 296-901-14016 for labels and other forms of warning, safety data sheets, and employee information and training will be met, and which also includes the following:

(a) 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

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

(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) must additionally ensure that the hazard communication programs developed and implemented under this section include the following:

(a) 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;



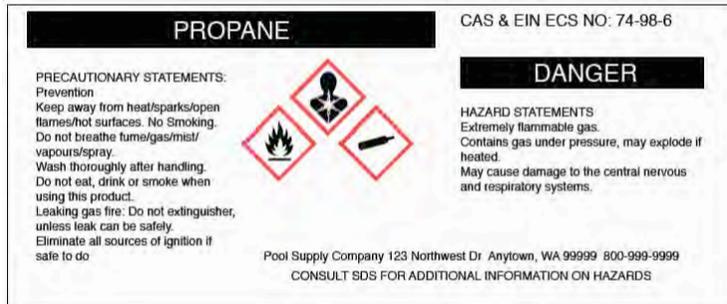
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- An explanation of pictograms and their associated hazards.

<p>Physical Hazard</p> <p>Corrosion</p> <p>Chemicals that can be corrosive to metal, skin, or cause damage to eyes can be labeled with this symbol.</p>	<p>Physical Hazard</p> <p>Explosion Bomb</p> <p>Explosive; fire, blast or projection hazards by self-reactive substances, substances that can burn without oxygen; or that may explode when disturbed will be labeled with this symbol.</p>	<p>Physical Hazard</p> <p>Flame</p> <p>Flammable solids, gases, aerosols, liquids, or; self-reactive substances and mixtures; pyrophorics, self-heating chemicals; chemicals that ignite when exposed to water and organic peroxides can be depicted with this symbol.</p>
<p>Physical Hazard</p> <p>Gas Cylinder</p> <p>Gases under pressure may explode if heated. This pictogram would be used for compressed gases, liquefied gases, refrigerated liquefied gases, and dissolved gases. Gases may cause cryogenic burns or injuries.</p>	<p>Physical Hazard</p> <p>Flame over Circle</p> <p>This symbol represents an oxidizer. Oxidizers are chemicals that cause or help other chemicals to burn by adding oxygen to the chemical process. Oxidizers can be gases, liquids, or solids. Pool chemicals can often contain oxidizers.</p>	<p>Environmental Hazard</p> <p>Environment</p> <p>This non-mandatory pictogram represents a chemical's effect on water, aquatic life or other impacts on the environment. It warns of immediate and long term hazards to the aquatic environment.</p>

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• How to read a GHS compliant label such as this one:



• Labels must have these 6 elements:

1. Product Identifier
2. Signal Word
 - Danger - More Severe Hazards
 - Warning - Less Severe Hazards
3. Hazard Statements -a statement assigned to a hazard class and category that describes the nature (and sometimes the degree) of the hazard
4. Hazard Pictograms
5. Precautionary Statements - recommended measures that must be taken to minimize or prevent adverse effects
6. Supplier’s Identification

• What to do in the case of a leak or spill, protect yourself by:

- Informing your supervisor of unusual odors, spills, or releases
- Leaving an area of a large spill or chemical release immediately, warning others as you go
- Call _____ and explain the situation
- _____
- _____
- _____
- _____

(b) 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

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

(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 section.

(4) The employer must make the written hazard communication program available, upon request, to employees, their designated representatives, the Department of Labor & Industries according to the requirements of this section.

(5) Where employees must travel between workplaces during a work shift, 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.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 13-06-050 (Order 12-26), § 296-901-14010, filed 03/05/13, effective 04/15/13.]

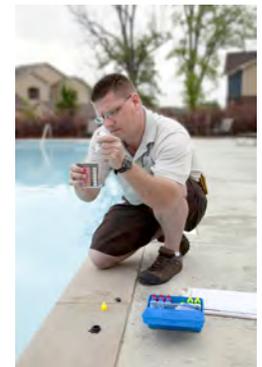


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Employee Information & Training:

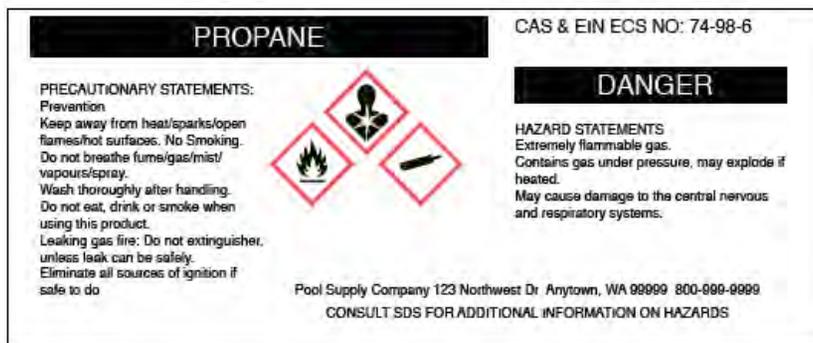
The HAZCOM Administrator is responsible for the employer/ employee training program. The procedures for how employees will be informed and trained are as follows:

- Employees will be trained yearly on the company hazard communication program and individually if non-routine tasks apply. The HAZCOM Administrator will make sure that before starting work, each new employee of our company will attend a health and safety orientation that includes information and training on the following:
- An overview of requirements contained in the hazard communication standard [WAC 296-901](#) found in this handout.
- Optional: Review GHS HAZCOM.PPT at nicasafety.com/hazcom/
- Hazardous chemicals present or used at our work places.
- The location of the SDS files and written hazard communication program.
- How to read SDS with a focus on sections (2) physical and health hazard identification, (4) first aid measures, (6) accidental release procedures, (7) handling and storage procedures (8) PPE requirements for chemicals or groups of chemical used.
- Symptoms of overexposure to a chemical and procedures to follow if you are overexposed to a chemical, including:
 - If experiencing headache, dizziness, nausea, skin or eye irritation, or difficulty breathing while using a chemical
 - review first aid procedures under section 4 of SDS,
 - contact HAZCOM Administrator
 - seek immediate medical care.



(1) *Labels on shipped containers.* The chemical manufacturer, importer, or distributor must 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 must be provided:

- (a) Product identifier;
- (b) Signal word;
- (c) Hazard statement(s);
- (d) Pictogram(s);
- (e) Precautionary statement(s); and
- (f) Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.



(2) The chemical manufacturer, importer, or distributor must ensure that the **information provided (on the label)** under subsection (1)(a) through (e) of this section is **in accordance with WAC 296-901-14026, Appendix C**-Allocation of label elements, 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).

(3) The chemical manufacturer, importer, or distributor must ensure that the information provided under subsection (1)(b)

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- **Employees shall review the following sections of the SDS sheet before using a chemical:**

- (2) physical and health hazard identification,
- (4) first aid measures,
 - have proper first aid kit at work site which includes appropriate supplies to deal with related chemical hazards
 - have trained first aid provider on site
- (6) accidental release procedures,
 - have appropriate spill clean up materials on work site for the chemical being used
- (7) handling and storage procedures
 - make sure chemicals are stored and/or transported in the proper temperature
 - follow all handling precautionary statements in the SDS
- (8) PPE requirements for chemicals or groups of chemical used
 - use ALL required PPE listed on the SDS
 - including, but not limited to **Chemical Protective Suits (CPC), respirators, gloves, and goggles.**



Note: a Job Hazard Analysis must be performed to determine PPE needed for each task.

through (d) of this section is located together on the label, tag, or mark.

- (4) *Solid materials.*

- (a) 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;
- (b) 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
- (c) 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).

- (5) Chemical manufacturers, importers, or distributors must 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.



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Safety Data Sheets (SDS):

It is the responsibility of the HAZCOM Administrator to establish and monitor the SDS program. The administrator will make sure procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. This person will see that any new information is passed on to all employees at the next weekly safety meeting. The procedures to obtain SDSs and review incoming SDSs for new or significant health and safety information are as follows:

Before using a chemical all employees shall check the SDS List and review the SDS for the chemical. If the SDS is not available the employee should do the following:

- Search the internet or ask at point of purchase for the chemical's SDS (MSDS until 2015) and download or email a pdf copy to the HAZCOM PROGRAM ADMINISTRATOR who will save it in the folder labeled _____ on the company office computer. That copy of the SDS will be printed and placed in the company HAZCOM PROGRAM AND SDS books.
- Update the "List of Hazardous Chemicals" in this HAZCOM program with name of the Chemical. Also, add it to the List of Hazardous Chemicals Cover Page in our Company SDS book.
- Chemicals with existing SDS sheets should be updated every 3-5 years.
- Copies of SDSs for all hazardous chemicals in use will be kept in the safety supervisor's truck, the company office in a book labeled HAZCOM PROGRAM AND SDS or _____.
- Optional - Create a List of Hazardous Chemical Cover page with hyperlinks to each SDS and make available on electronic media for tablets or smartphones on job sites or at the worksite.
- SDS sheets will be available by request to all employees. If an SDS is not available or a new chemical in use does not have an SDS, immediately contact the HAZCOM Administrator.

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

(a) The information specified under subsection (1)(a) through (d) of this section for labels on shipped containers; or

(b) 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.

(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 under subsection (6) of

this section to be on a label. The employer must ensure the written materials are readily accessible to the employees in their work area throughout each work shift.



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HAZCOM PROGRAM ADMINISTRATOR:

EMAIL: _____ PHONE: _____

Company Policy:

Our company is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules, including the change to the Globally Harmonized System (GHS) of Classification and Labeling of chemicals adopted in 2012 by OSHA and Labor and Industries. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used, the following hazard communication program has been established.

All employees of our company will participate in the hazard communication program. This written program will be available in the safety supervisor's truck in the Company SDS book or at our office for review by any interested employee.

Container Labeling:

The HAZCOM Administrator is responsible for container labeling procedures, reviewing, and updating. The labeling system for our company is as follows:

- Manufacturer labels should be kept on all original containers.
- Non-original containers must also have GHS Compliant labels that represent the chemical hazards affixed to them. (HAZCOM Administrator can make them using an App, program or purchase the label online).
- Some chemicals, like corrosives, cannot be used in non-original containers.



(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.

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

Work place Labeling

If a container does not have a GHS compliant label on it, Employers will have to make one to protect workers.

EXTREME SHOCK PLUS		CAS & EIN ECS NO: 9999999UN
PRECAUTIONARY STATEMENTS: Wear Full Face Respirator with chlorine cartridges and pre-filter, gloves, and chemical proof goggles to avoid respiratory, skin, or eye exposure. Use local exhaust ventilation to minimize dust. Do not store near flammable materials.		DANGER HAZARD STATEMENTS H304: May be fatal if swallowed and enters airways H312: Harmful in contact with skin H270: May cause or intensify fire; oxidizer H400: Very toxic to aquatic life
Pool Supply Company 123 Northwest Dr Anytown, WA 99999 800-999-9999 CONSULT SDS FOR ADDITIONAL INFORMATION ON HAZARDS		

Don't panic! Software is being developed by OSHA, there are several inexpensive apps, (search your App store for GHS Labels), and computer based software is already available. The process of making the GHS compliant label is also a great teaching tool for your employees.

(10) The employer must 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.

(11) Chemical manufacturers, importers, distributors, or employers who become newly aware of any significant information regarding the hazards of a chemical must revise the labels for the chemical within six months of becoming aware of the new information, and must 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 must add the information to the label before the chemical is shipped or introduced into the workplace again. [Statutory Authority: RCW 49.17.010, .040, .050, and .060. 13-06-050 (Order 12-26), § 296-901-14012, filed 03/05/13, effective 04/15/13.]

WAC 296-901-14014 Safety data sheets.

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

(2) The chemical manufacturer or importer preparing the safety data sheet must 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 WAC 296-901-14028, Appendix D-Safety data sheets, for the

Magellan Metexchange[®] Linearly Check Samples
Revised: January 02, 2013
MSDS# 4-0200A
Rev 02

SAFETY DATA SHEET

Section 1: Identification of the Substance/Mixture and of the Company/Undertaking

Product Identifier: Metexchange[®] Linearly Check Samples
Relevant identified uses of the substance or mixture and uses advised against:
For verification of the linear response of a Model 3010B Lead Analyzer

Details of the supplier of the Safety Data Sheet:

Local Office: Magellan Diagnostics, Inc. 101 Billerica Ave., Bldg 4 North Billerica, MA 01862 US Phone: (800) 275-0102 Fax: (978) 600-1480 Info: 300files@techsupport@magellandx.com	Europe: Ichor Technologies Ltd 1 Paper Mill 300 High Street Dorking, Surrey RH4 2TU UK Phone: +44 (0) 1372 377 754 Fax: +44 (0) 1372 388 282 Info: 300files@techsupport@magellandx.com
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Emergency telephone number:
(800) 535-8053 (24-hour, US only) 1 (852) 323-3500 (24-hour)

Section 2: Hazards Identification

Classification of the substance or mixture:
Skin Irritant Category 2: May cause skin and eye irritation

Label elements:

 Hydrochloric acid 1.31%
May cause skin and eye irritation.
May cause respiratory system irritation.
Wear protective gloves and eye protection.
Do not breathe mist or vapors.
Wash hands thoroughly after handling.
IF SWALLOWED: Rinse mouth. Do NOT induce vomiting. Immediately call a poison center or doctor.
IF ON SKIN (or hair): Wash off immediately with plenty of water for at least 15 minutes. Seek medical attention immediately if symptoms occur.
INHALED: Move to fresh air. If breathing is difficult, give oxygen. Seek medical attention immediately if symptoms occur.
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Seek medical attention.

European Classification:
Regulation (EC) No 1272/2008 Skin Irritant Category 2; H315
Irritant, Eye Irritant Category H320
R36/37/38: Skin, eyes and respiratory system irritation.

U.S.A.:
This material is considered hazardous by the OSHA Hazard Communication Standard (29CFR 1910.1200). All blood products must be treated as infectious and users of these products must follow 29CFR 1910.1030 regarding blood borne pathogens.

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WAC 296-901-14018 Trade secrets.

(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:

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

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

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

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



Simplify the Plan

Now we'll take what you've learned from the written standard and let's translate it into something you can easily use for your company. Following is a sample HAZCOM PROGRAM you **may** be able to use for your company's written plan.

*Note: This plan **will not work** for all companies, specifically manufacturers of chemicals and companies who need Standard Operating Procedures for emergency response. These companies would need a more in depth program.*

(b) 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;

(c) 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

(d) 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.

Note: You must make the written Chemical Hazard Communication Program available, upon request, to employees, their designated representatives, the department, and NIOSH, in accordance with the requirements of chapter 296-802 WAC, Employee medical and exposure records.



[Statutory
Authority: RCW
49.17.010, .
040, .050, and .
060. 13-06-050
(Order 12-26),
§
296-901-14016,
filed 03/05/13,
effective
04/15/13.]

specific content of each section of the safety data sheet):

SAFETY DATA SHEET SECTIONS:

(a) Section 1, Identification;

(b) Section 2, Hazard(s) identification;

(c) Section 3, Composition/information on ingredients;

(d) Section 4, First-aid measures;

(e) Section 5, Firefighting measures;

(f) Section 6, Accidental release measures;

(g) Section 7, Handling and storage;

(h) Section 8, Exposure controls/personal protection;

(i) Section 9, Physical and chemical properties;

(j) Section 10, Stability and reactivity;

(k) Section 11, Toxicological information;

(l) Section 12, Ecological information;

(m) Section 13, Disposal considerations;

(n) Section 14, Transport information;

(o) Section 15, Regulatory information; and

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

Note 1 to WAC 296-901-14014(2): To be consistent with the GHS, an SDS must also include the headings in WAC 296-901-14014 (2)(m) through (o) in order.

Note 2 to WAC 296-901-14014(2): The department will not be enforcing information requirements in SDS sections 12 through 15 (WAC 296-901-14014 (2)(l) through (o), as these areas are not under its jurisdiction.

(3) If no relevant information is found for any subheading within a section on the safety data sheet, the chemical manufacturer, importer or employer preparing the safety data sheet must mark it to indicate that no applicable information was found.

(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.

(5) The chemical manufacturer, importer or employer preparing the safety data sheet must 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 must 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 must add the information to the safety data sheet before the chemical is introduced into the workplace again.

(a) Chemical manufacturers or importers must 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;

(b) The chemical manufacturer or importer must 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;

WAC 296-901-14016 Employee information and training.

(1) Employers must 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.

(2) *Information.* Employees must be informed of:

(a) The requirements of this section;

(b) Any operations in their work area where hazardous chemicals are present; and

(c) 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.

(3) *Training.* Employee training must include at least:

(a) 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.);



(11) The department of Labor and Industries will translate certain chemical hazard communication documents upon receipt of written or verbal request (within available resources) to employers or the public, a translation into Cambodian, Chinese, Korean, Spanish, or Vietnamese of any of the following:

- An employer's written Chemical Hazard Communication Program;
- A safety data sheet; or
- Written materials prepared by the department to inform employees of their rights described in this rule, regarding chemical hazard communication.



Note: Written request for translations must be directed to:
Department of Labor and Industries
Right-To-Know Program
P.O. Box 44610
Olympia, WA 98504-4610

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 13-06-050 (Order 12-26), § 296-901-14014, filed 03/05/13, effective 04/15/13.]

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

(d) The chemical manufacturer or importer must also provide distributors or employers with a safety data sheet upon request.

(6) Distributors must 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.

(a) The distributor must 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;

(b) Retail distributors selling hazardous chemicals to employers having a commercial account must provide a safety data sheet to such employers upon request, and must post a sign or otherwise inform them that a safety

data sheet is available;



(c) 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 must post a sign or otherwise inform such employers that a safety data sheet is available;

(d) 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 must 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;

(e) Wholesale distributors must also provide safety data sheets to employers or other distributors upon request; and

(f) 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.

(7) The employer must maintain in the workplace copies of the required safety data sheets for each hazardous chemical, and must 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.)



(8) Where employees must travel between workplaces during a work shift, 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 must ensure that employees can immediately obtain the required information in an emergency.

(9) 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 must 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).

(10) Safety data sheets must also be made readily available, upon request, to designated representatives, and the department in accordance with the requirements of WAC 296-901-14010.

