Hazard Communication Program

Mark's Cleaning Service, Inc.
325 South Elmwood Ave.
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A. Company Policy

Mark's Cleaning Service, Inc. 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. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by *Mark's Cleaning Service, Inc.*, the following hazard communication program has been established. This written program will be available for review by any interested employee.

All work units of *Mark's Cleaning Service, Inc.* will participate in the hazard communication program.

B. Container Labeling

Operations Manager is responsible for container labeling procedures, reviewing, and updating. The labeling system used at *Mark's Cleaning Service, Inc.* is as follows:

> Labels are designed to provide information to employees concerning the hazards of various chemicals. Therefore, it is important that no hazardous chemicals are placed in an improperly labeled container.

The procedures for proper labeling of all containers, and reviewing and updating label warnings are as follows:

- ALL MANUFACTURES' LABELS WILL BE LEFT ON THE CONTAINERS.
- As a minimum, each label must contain the following:
  - Product Identifier
  - Pictogram
  - Signal Word
  - Hazard Statement
  - Precautionary Statement
  - Name, Address, and phone number of the chemical manufacturer, importer or responsible party.
    (GHS labels are available in the supply closet for unlabeled containers)

It is the policy of *Mark's Cleaning Service, Inc.* that no container will be released for use until the above procedures are followed.

C. Safety Data Sheets (SDS)

Operations Manager is responsible for establishing and monitoring *Mark's Cleaning Service, Inc.* SDS program. This person 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 make certain that any new information is passed on to affected employees.

The procedures to obtain SDSs and review incoming SDSs for new or significant health and safety information are as follows:

- *As new products are brought into Mark's Cleaning Service, Inc. copies of current SDS sheets will be made available and kept in the binders at all locations and at the office.*

- *New SDS sheets will be sent out to all accounts as products are introduced.*

Copies of SDSs for all hazardous chemicals in use will be kept in Hazard Communication Binder in the supply closets, and also is available at Mark's Cleaning Service, Inc 325 South Elmwood Ave Medina. SDSs will be available to all employees during each work shift. If an SDS is not available or a new chemical in use does not have an SDS, immediately contact one of the following:

Heather Zeffer, HR Manager
Michael Hansen, Operations Manager
Cara Smith, Assistant Operations Manger

D. Employee Information and Training

Operations Manager is responsible for the employee training program.
The procedures for how employees will be informed and trained are as follows:

- All employees are required to watch the current Hazardous Communication video upon hire; also all employees are required to watch the Bloodborne Pathogens video upon hire.
- Descriptions of SDS sheets along with instructions on how to read them are included in every Hazardous Communication Binder.
- Descriptions of GHS labels are also included in every Hazardous Communication Binder.
- Instructions on the steps to take during an emergency are also included in new employee orientation; and in the Hazard Communication Binders.

Operations Manager will make sure that before starting work, each new employee of *Mark's Cleaning Service, Inc.* will attend a health and safety orientation that includes information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at his or her work places.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps *Operations Manager* has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review SDSs to obtain hazard information.
- Location of the SDS file and written hazard communication program.
- An overview of the requirements contained in the Hazard Communication Standard.

Before introducing a new chemical hazard into any section of this employer, each employee in that section will be given information and training as outlined above for the new chemical.

E. Hazardous non-routine tasks

Periodically, employees are required to perform hazardous non-routine tasks. (Some examples of non-routine tasks are confined space entry, tank cleaning, and painting reactor vessels.

Prior to starting work on such projects, each affected employee will be given information by the *Operations Manager* about the hazardous chemicals he or she may encounter during these activities.

F. Multi-employer work places

It is the responsibility of *Operations Manager* to provide employers of any other employees at the work site with the following information:

- Copies of SDSs (or make them available at a central location) for any hazardous chemicals that the other employer(s)' employee may be exposed to while working.
- 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 *Operations Manager* to identify and obtain SDSs for the chemicals the contractor is bringing into the work place.

G. List of hazardous chemicals

The following table lists all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing SDSs located at *Mark's Cleaning Service, Inc.*

The criteria (e.g., label warnings, SDS information, etc.) used to evaluate the chemicals are:

MARK'S CLEANING SERVICE INC.

EMPLOYEE RESPONSIBILITIES

PRESIDENT

Responsibilities:

1. Ensure all management personnel are aware of the Hazard Communication Program.
2. Appoint a Program Coordinator/Trainer.
3. Periodically audit the Hazard Communication Program's progress. Update information.
4. Update SDS sheets.
5. Annually audit all records, most current SDS sheets.

MANAGER

Responsibilities:

1. Review operations with Supervisor's to determine what jobs require hazard communication training and to what degree.
    a. Conduct training of the employees.
2. Follow-up to ensure Supervisors are carrying out prescribed company policy.
3. Notify the president of any operating changes affecting the hazardous materials being used.
4. Ensure up-to-date records are maintained on training of all employees required to handle hazardous materials.

SUPERVISOR

Responsibilities:

1. Provide and document training of employees in the safe handling of hazardous materials.
2. Periodically inspect engineering controls and personal protective equipment.
3. Make routine surveys of the work area to ensure safe practices are being followed.
4. Ensure required labeling practices are being followed.
5. Enforce applicable safety and health rules.

EMPLOYEE

Responsibilities:

1. Obey established safety rules.
2. Use personal protective equipment as required by company procedure.
3. Inform your supervisor of:
    a. Any symptoms of overexposure that may possibly be related to hazardous chemicals.
    b. Missing labels on containers.
    c. Malfunctioning safety equipment.
4. Use approved labels on the containers (DO NOT remove labels).
5. DO NOT use unapproved containers for hazardous materials.

6. Know the location of emergency equipment, e.g. first aid supplies, emergency eyewash, etc.
7. Know your role in emergency procedures and building evacuations plan.

EMERGENCY CONTINGENCY PLAN

At all times there must be at least one employee either on the facility premises or on call (i.e. available in a short period of time) with responsibility for coordinating all emergency response measures. This emergency Coordinator must be thoroughly familiar with all aspects of the facility's contingency plan.

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Mark Skoda
President 330-350-3062

Whenever there is an imminent or actual emergency situation, the emergency coordinator (or his/her designee when the emergency coordinator is on call) must immediately:

1. Activate internal facility alarms or communication system, where applicable, to notify all facility personal; and
2. Notify appropriate State or Local agencies with designated response roles if their help is needed.

CALL 911 FOR FIRE, AMBULANCE, AND POLICE ASSISTANCE

Whenever there is a release, fire, or explosion, the emergency coordinator must immediately identify the character, exact source, amount, and may do this by observation or review of facility records or manifests, and if necessary, by chemical analysis.

Concurrently, the emergency coordinator must assess possible hazards to human health or the environment that may result from the release, fire, or explosion. This assessment must consider both direct and indirect effects of the release, fire, or explosion (e.g. the effects of a toxin, irritating or asphyxiating gases that are generated, or the effects of any hazardous surface water run-offs from water or chemical agents used to control the fire and heat induced explosions).

1. If the emergency coordinators assessment indicates that evacuation of local areas may be advisable, they must immediately notify the appropriate local authorities. They must be available to help appropriate officials decide whether local areas should be evacuated: and
2. They must immediately notify the government official designated as the on-scene coordinator for the geographical area or the National Response Center using their twenty-four hour toll free number. **1-800-424-8802**

The report must include:

1. Name and Telephone number of reporter
2. Name and address of facility
3. Time and type of incident (e.g. release fire)
4. Name and quantity of material (s) involved to extent known.

5. The extent of injuries, if any
6. The possible hazards to human health, or the environment.

During an emergency, the emergency coordinator must take all reasonable measures necessary to ensure that fires, explosions, and release do not occur, recur, or spread to other hazardous waste at the facility. These measures must include where applicable, stopping processes and operations, collecting and containing released waste and removing or isolating containers.

If the facility stops operations in response to a fire, explosions, or release, the emergency coordinator must monitor for leaks, pressure buildup, gas generation, or ruptures in valves, pipes, or other equipment whenever this is appropriate.

Immediately after an emergency, the emergency coordinator must provide for treating, storing or disposing of recovered waste, contaminated soil or surface water, or any other material that results from a release, fire, or explosion at the facility.

The emergency coordinator must insure that, in the affected area(s) of the facility:

1. No waste that may be incompatible with the released material is treated, stored or disposed of until the cleanup procedures are completed: and
2. All emergency equipment listed in the Contingency Plan is cleaned and fit for its intended use before operations are resumed.
3. The owner/operator must notify the Regional Administrator and the appropriate State and Local authorities that the facility is in compliance with paragraph (g) of this section before operations are resumed in the affected area (s) of the facility.

The Owner/Operator must note in the operating record the time, date, and details of any incident that requires implementing the contingency Plan. Within fifteen days after the incident, he/she must submit a written report on the incident to the Regional Administrator.

This report must include:

1. Name, address and telephone number of the owner or operator.
2. Name, address, and telephone number of the facility.
3. Date, time and type of incident (e.g. fire, explosion)
4. Name and quantity of material(s) involved.
5. The extent of injuries, if any.
6. An assessment of actual or potential hazards to human health or environment where this is applicable: and
7. Estimated quality and disposition of recovered material that resulted from the incident.

EMERGENCY PROCEDURES

In the event of an unplanned release of hazardous chemicals the following company should be called:

Environmental Management Specialists, Inc
6909 Engle Rd Suite C-31
Cleveland, Ohio 44130
(440)-816-1107
24/7 Dispatch 1-877-816-9111

OR:

Saftey Kleen
1169 Industrial Parkway
Brunswick, Ohio 44212
(216)-273-3111

EMERGENCY EQUIPMENT LOCATIONS:

Fire Extinguishers	Inside company vehicles
	Inside Building
First Aid Kits	In Supply Rooms

Important Steps to Take When a Workplace Injury Occurs

Workplace safety is a high priority and concern for employers and employees alike. A workplace injury can affect a worker's life, health and ability to earn an income. Workers' compensation claims also have a direct impact on an employer's bottom line. Claims can result in higher workers' compensation premiums, affect worker morale and create labor shortages that affect completing projects on time.

Despite our best efforts, accidents happen, and when they do it is very important to manage the claim effectively from the moment if occurs. All employees should be trained and familiar with injury protocols and procedures so when an incident occurs they know what is expected of them. This is especially important for businesses with employees who perform their duties off site without supervisors present. It should be company policy to immediately report all injuries to their supervisor or manager and all supervisors should be trained on the steps they need to take once the incident is reported to them.

Most injuries are minor but, regardless, all incidents should be reported and an incident investigation report completed and kept on file even if the employee refuses or does not require medical attention.

1. **Obtain immediate medical attention if needed and report incident to supervisor/employer.**
    - Employer should have a Managed Care Organization (MCO) card or injury packet available to send with the injured worker to the medical provider.
    - Injured worker should be accompanied by his/her supervisor to the medical provider.
2. **Secure the accident site and preserve evidence.**
    - This is especially important when there is a serious injury and equipment is involved.
3. **Investigate and gather facts as soon as possible.**
    - The supervisor should complete an Incident Investigation Report which includes associate, supervisor and witness incident statements.
    - The report should include who was involved, date and time of the incident, what duties were being performed, what equipment was being used, what were the work conditions, was personal protective equipment (PPE) being used and witness list and statements.
    - Supervisor should conduct one on one witness interviews.
    - Witness statements should include what they saw, heard, where they were at the time and should be notarized if possible.
    - Take photographs or make drawings of accident scene if necessary.
    - Determine if the incident was work related.
    - Injured worker should complete First Report of Injury (FROI), if possible, in his/her own handwriting.
4. **Notify your Managed Care Organization (MCO)/Third Party Administrator (TPA) and OSHA (if reportable).**
    - Report all claims to your MCO Case Specialist as soon as possible.
    - Contact your TPA claims examiner if you suspect fraud or a serious or potential lost time claim to discuss claim management strategies.
    - Contact OSHA if it is a reportable claim.
    - Stay in frequent contact with your MCO Case Specialist and TPA claim examiners/the employer's input is important.
5. **Evaluate findings and identify the root causes of the incident.**
    - Was PPE not used or improperly used?
    - Faulty equipment?

- Distractions?
- Failure to follow safety protocols/unsafe work practices?
- Lack of experience or inadequate training?
- Fatigue or rushing to get the job done?
- Unsafe work conditions?

6. **Report findings/implement corrective actions/evaluate effectiveness.**
    - Are new policies and procedures necessary?
    - Do you need to amend existing policies and procedures?
    - Is new equipment needed?
    - Is better safety training needed?

Important Changes to OSH's Recordkeeping Rule

Effective January 1, 2015

The Occupational Safety and Health Administration (OSHA) has implemented changes to both reporting and recordkeeping guidelines effective January 1, 2015.

As of January 1, 2015, all employers **covered under the Occupational Safety and Health Act** must report:

- All work related fatalities within 8 hours.
- All work related inpatient hospitalizations, any amputation or loss of an eye within 24 hours.
- Employers can report to OSHA by:
    1. Calling OSHA's free and confidential number at 1-800-321-OSHA(6742)
    2. Calling their closest OSHA Area Office during normal business hours.
    3. Using the new online form that will soon be available.

Only fatalities occurring within 30 days of the work related incident must be reported to OSHA. Further, for an inpatient hospitalization, amputation or loss of an eye, these incidents must be reported to OSHA only if they occur within 24 hours of the work related incident. Previously work related fatalities and hospitalization of 3 or more employees required reporting.

OSHA has also updated the Recordkeeping Rule. Employers with ten or fewer employees at all times during the previous calendar year are still exempt from routinely keeping OSHA injury and illness records unless OSHA or the Bureau of Labor Statistics (BLS) asks them to do so. However, the rule updates the list of industries that are exempt from the requirement to keep OSHA injury and illness records due to relatively low occupational injury and illness rates.

The employers listed below are newly required to keep records. For a complete list of all employers required to keep records, go to OSHA's Recordkeeping page at: www.osha.gov.

EMERGENCY TREATMENT

Accidents always happen when they're least expected. When you work around hazardous materials and hazardous wastes, the results of even the slightest accident can be tragic. The government requires that you and your workers be trained in first aid measures. The charts that follow provide some basic facts you can use to develop safety talks for your workers. Work some of them into your ongoing schedule of safety talks, and you might help save a life.

The purpose of emergency treatment is to give immediate and temporary care to a victim of an accident or sudden illness until the services of a physician can be obtained. In the case of poisoning, emergency treatment helps to remove, dilute, or slow up the movement of the poison. Knowledge of the poison, combined with prompt treatment, is essential in reducing the poison's concentration. Medical attention should be sought when appropriate.

The following tables provide emergency treatment guidelines for the four major routes of entry:

INHALATION

Breathing a gas, vapor, mist, fumes, or dust is the most common form of accidental exposure. Inhalation affects the lining of the air passages of the nose, throat, and lungs. It usually results in an irritation and may cause mild burns. The chemical may enter the bloodstream through the lungs and be distributed throughout the body tissue, causing a systemic effect.

If you are responsible for sampling, it should always be done in a well-ventilated area and respirators should be used.

EMERGENCY TREATMENT (INHALATION)

- If still conscious, get out of the contaminated air space immediately.
- If the victim is unconscious, he should be removed at once from the contaminated area. All rescuers should make sure they have proper respiratory equipment operational before attempting resuce.
- If the victim is no longer breathing, mouth-to-mouth resuscitation, artificial respiration, or cardio-pulmonary resuscitation (CPR) should be begun immediately.
- Medical attention should be sought immediately.
- Be sure to send any information about the inhaled substance with the medical team.

EYE CONTACT

Eyes may be harmed by substances in either liquid or vapor form.

Precautions to protect the eye include:

- Wear goggles or face shield.
- Do not rub eyes at any time.

EMERGENCY TREATMENT (EYE CONTACT)

- Eyes should be washed immediately with plenty of water. The eye should be held open and flooded with water so that all surfaces are thoroughly washed.
- Washing should continue for 15 minutes.
- Seek medical aid.

SKIN EXPOSURE

Some substances have the capacity to penetrate the unbroken skin and enter the bloodstream.

Precautions to be used in sampling include:

- Use proper procedures for removing contaminated clothing.
- Skin should be washed immediately after removal of contaminated clothing. Clothing should not be worn again unless decontaminated.
- If sampling, wipe all residue off the containers after filling them with the sample.

EMERGENCY TREATMENT
(SKIN EXPOSURE)

- Wash skin with plenty of soap and water for minimum of 15 minutes.
- If clothing or jewelry is contaminated, it should be removed in such a way as to minimize further contact with the substance.
- Get under a shower immediately and remove clothing while showering. Certain substances are rapidly absorbed through the skin. WASTE NO TIME.
- All contaminated parts of the body, including hair, should be thoroughly decontaminated. It may be necessary to wash repeatedly.
- Cover contaminated areas of body with loose clean cloth.
- Do not apply ointments, powders, or drugs to contaminated areas.

INGESTION

Toxic amounts of a substance may be carried to the mouth by hand when drinking, eating, or smoking.
Precautions include:

- Wash hands thoroughly before eating, drinking, or smoking.
- NEVER pipette or siphon liquids by mouth.
- Do not bring hands into contact with the mouth until hands have been thoroughly washed.

EMERGENCY TREATMENT (INGESTION)

- Call Poison Control Center 1-800-222-1222
- Follow directions on label of substance container.
- When petroleum products are involved, get medical advice immediately.

Caution

- **Syrup of ipecac.** Don't give syrup of ipecac or do anything to induce vomiting. Expert groups, including the American Association of Poison Control Centers and the American Academy of Pediatrics, no longer endorse using ipecac in children or adults who have taken pills or other potentially poisonous substances. No good evidence proves its effectiveness, and it often can do more harm than good.

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WRITTEN TRAINING PROGRAM

THE FOUR STEPS TO FOLLOW IN AN EMERGENCY:

1. Remove victim from source of harm; only if necessary. First, ask yourself is it safe for you to enter the area where the victim is located. You will not be able to help if you are injured in the process. Evaluate the situation and determine what you must do to ensure your own safety before you attempt to help the victim. Only move the victim in a life-threatening situation, moving the victim could result in more serious problem, especially if the victim's back or neck has been injured.
2. If possible, stay with the victim while someone else calls for help. It is important that the correct information is relayed to company management personnel and the emergency medical services.
3. Evaluate the victim's condition, determine the victim's responsiveness. If responsive, find out what is wrong and take steps to help the victim. If responsive, then you must obtain help from and individual trained in CPR.
4. Do no further harm. Learn and follow proper first-aid procedures so you will know what to do. What you do not know can hurt the victim. Know your limits-attempt only those first-aid procedures that you have been trained to perform.

The steps you take during the first few minutes after an accident occurs are crucial. They could mean the difference between permanent and temporary disability or between life and death.

Always contact the proper personnel to assist you in any Medical Emergency.

HAND SAFETY

Your hands are your most valuable tools. Nothing has ever been invented that can match them for usefulness. That is why it is so important to learn how to protect your hands.

You rely on your hands constantly. Think for a moment what your life would be like without one of your hands – or even without one or more of your fingers. The following are 10 rules for hand safety.

1. Keep hands away from pinch points and crushing hazards.
2. Check items for slivers, jagged edges, burrs, etc. before lifting. Put on gloves or take other precautions to protect your hands.
3. Use the correct hand tool for the job and use it properly.
4. Wear suitable gloves or barrier creams.
5. Do not wear jewelry on the job, especially rings and bracelets.
6. Put safety guards in place before you begin any job.
7. Follow lockout/tag out procedures before repairing or maintaining any machine.
8. Use a rag or brush for cleaning – not your fingers or hands.
9. Get first aid for any injuries. Keep your hands clean.
10. Keep your mind on the job.

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PREVENTING SLIPS, TRIPS AND FALLS

Written Training Program

Falls are a leading cause of accidental death in the country today. You could be the victim, or the cause, of a fall-related accident. Slips, trips and falls are the result of unsafe acts and unsafe conditions. The following is a list of unsafe acts:

1. Not following safety procedures.
2. Wearing improper footwear.
3. Careless materials handling.
4. Poor housekeeping practices.
5. Unsafe actions (running, horseplay, tilting backward in a chair, changing directions suddenly or stopping quickly).

PROPER LIFTING TECHNIQUES

DID YOU KNOW THAT

- Eighty percent of all Americans will suffer a back injury that will mean seeking medical attention?
- Once you suffer a back injury, you are four times as likely to suffer from back pain again?
- Back injuries make up 30% of all job injuries?
- Surgery can ease back pain only 10% of the time?
- Back pain causes more than 70 million people to suffer?
- Back problems cost Americans $5 billion annually?

How can you injure your back?

Despite what you may think, back injuries do not always happen all of a sudden. Often, they are the result of years of abusing your back until it is so weak and stressed that one wrong move-a sudden twist, an improper lift or bend – will finally cause something to "snap".

What can you do to prevent back injuries?

Many back injuries are caused by improper lifting. That is why you need to know how to lift correctly. The key to proper lifting is in keeping the three curves of your back in their natural positions.

Five Steps to Safe Lifting:

1. Stand close to the load with feet wide apart.
2. Squat down, bending at the hips and knees.
3. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out.
4. Be sure to keep the load close to your body. The closer the load is to your body, the less pressure it exerts on your back.
5. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

There are a few other things you should do to lift safely. Before you lift something, you must think through the steps you will take. Ask yourself the following questions:

1. Can I move the load myself?
2. Will I be able to grasp the load firmly when it is above and below my head or shoulders?
3. Do I need a stepladder?
4. Will I need someone or something below me to help take the load?
5. Do I have a clear place in which I can set the load down safely and easily?

REMEMBER THE FOLLOWING TO HELP PREVENT BACK INJURIES

1. When you lift something follow proper lifting guidelines and be sure to keep the load close to your body.
2. If a load is too heavy or bulky to carry alone, ask someone to help you.
3. Remember good standing posture: keep your ears, shoulder and hips aligned.
4. When you have to pick something up off the floor, squat down rather than bend.
5. Instead of twisting your body, turn your whole body in the direction that you want to go.
6. When you must stand for long periods, change positions often.
7. When you set a load down, squat down, being sure to bend at the hips and knees.
8. See your doctor at the first sign of back trouble.
9. Back braces are provided.

EMPLOYEE SAFETY EQUIPMENT AND EMERGENCY TRAINING PROGRAM

The following is a list of safety equipment available to all employees when required:

1. Goggles
2. Gloves – MAPA Pioneer – Chemical Resistant – nitrile
3. Back Braces

Safety Equipment Training:

Safety Goggles
All employees have been instructed in use of safety goggles and their purpose.

Gloves
All employees have been instructed in the use of chemical resistant gloves and their use.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Facility Name: Mark's Cleaning Service, Inc
Date of Preparation: 2016

In accordance with the OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

1. EXPOSURE DETERMINATION

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protection equipment. (i.e. employees are considered to be exposed even if they wear personal protective equipment) This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility the following job classifications are in this category:

Janitorial Cleaner – Cleaning Building Spills
Carpet Technicians – Removing Blood from Carpets and/or Area Rugs

In addition, if the employer has job classifications in which some employees may have occupational exposure then a listing of those classifications is required. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, task or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks/procedures for these categories are as follows:

JOB CLASSIFICATION	TASKS/PROCEDURES
Janitorial Supervisor	
Janitorial Employees	Cleaning/Disinfecting Building Spills
Carpet Technicians	Removing Blood from Carpets and/or Area Rugs

2. IMPLEMENTATION SCHEDULE AND METHODOLOGY

OSHA also requires that this plan also include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

Compliance Methods
Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall be utilized. At this facility the following engineering controls will be utilized:

USE BLOOD CLEAN UP KIT:

Vinyl or latex gloves will be available to employees and are to be worn:

a. When cleaning up any blood.
b. When performing any procedure where there is likelihood of contact with blood.

Employees are not to pick up any sharps from floor or counters. Sharps containers, when filled, shall be disposed of by approved medical transporter and disposer.

Bio-hazard trash containers will be monitored and maintained by the establishment.

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

The Janitorial Supervisor at each facility will be required to evaluate and report to the Operations Manager the effectiveness of the above controls on a weekly basis.

Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. At this facility hand washing facilities:

Running water, soap, and paper towels shall be available and hand shall be washed immediately after gloves are removed and dried with paper towels.

NEEDLES

Contaminated sharps shall be placed in OSHA approved sharps containers immediately after use by the health care provider.

WORK AREA RESTRICTIONS

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

PERSONAL PROTECTIVE EQUIPMENT

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees'

clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Protective clothing will be provided to employees in the following manner:

Vinyl or latex gloves and splash goggles will be provided by the operations manager. These will be kept in the supply closet at each account and on each carpet cleaning truck.

a. Gloves are to be worn during all cleaning procedures, including carpet cleaning, where there is risk of exposure to blood.
b. Splash goggles are to be worn during all procedures where there is risk of splashing.

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employees. All repairs and replacements will be made by the employer at no cost to employees.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes.

Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis which is the responsibility of the account holder.

Any broken glassware which may be contaminated will not be picked up directly with the hands. It shall be cleaned up using a brush and dust pan.

REGULATED WASTE DISPOSAL

All contaminated sharps shall be discarded as soon as feasible in sharps containers which are located in the facility.

Regulated waste other than sharps shall be placed in appropriate containers.

LAUNDRY PROCEDURES

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

All employees who handle contaminated laundry will utilize personal protective equipment to prevent contact with blood or other potentially infectious materials.

HEPATITIS B VACCINE

All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of the initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or who wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who decline the Hepatitis B vaccine will sign a waiver which uses the wording in Appendix A of the OSHA standard.

Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost.

The Operations Manager will be responsible for assuring that the Hepatitis B vaccine is offered to any employee who may be at risk of having exposure to blood or other potentially infectious materials.

It will also be the responsibility of the Operations Manager to ensure that a waiver is signed by any employee who declines the Hepatitis B vaccine.

The vaccine will be administered by THE CLEVELAND CLINIC AT WORK located at 970 E Washington St Medina Ohio.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

When the employee incurs an exposure incident, it should be reported to their immediate supervisor and the Operations Manager.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up under the direction of a physician chosen by Mark's Cleaning Service, Inc.

This follow-up will include the following:

1. Documentation of the route of exposure and the circumstances related to the indent. (See Appendix A)
2. If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.

3. Source blood shall be tested as soon as consent is obtained to determine HBV/HIV status. If consent is not obtained, this shall be documented. If the source is known to be HIV/HBV positive, retest is not necessary.
4. The exposed employee shall be informed of source individual results.
5. The exposed employee shall have blood tests done as soon as consent is obtained. If consent is not given for HIV/HBV testing, the specimen shall be maintained for 90 days. If the exposed employee decided to have a baseline test done within the 90 day period, it shall be completed as soon as possible.
6. The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
7. The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
8. The company doctor shall counsel the exposed employee and evaluate any reported illness. The doctor shall provide a written opinion within 15 days stating:
    a. Whether Hepatitis B vaccine is needed and if immunization has begun.
    b. What post-exposure evaluation and follow-up is needed.
    c. That the employee has been informed of the results of the evaluation and of any medical conditions resulting from the exposure.
    d. All other findings shall be held confidential and shall not be included in the report.
9. The following person(s) has been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to the policy: Operations Manager.

TRAINING

Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be conducted in the following manner:

Training for employees will include explanations of the following:

1. The OSHA standard for Bloodborne Pathogens.
2. Epidemiology and symptomatology of bloodborne diseases.
3. Modes of transmission of bloodborne pathogens.
4. This Exposure Control Plan, i.e. points of the plan, lines of responsibility, how the plan will be implemented, etc.
5. Procedures which might cause exposure to blood or other potentially infectious materials at this facility.
6. Control methods which will be used at the facility to control exposure to blood or other potentially infectious materials
7. Personal protective equipment available at this facility and who should be contacted concerning.
8. Post exposure evaluation and follow-up.

9. Signs and labels used at the facility.
10. Hepatitis B vaccine program at the facility.

Training will be conducted using videotapes and written material. Training will be conducted by the Assistant Operations Manager.

All employees will receive annual refresher training.

The outline for the training material is kept at 325 South Elmwood, Medina, Ohio with the assistant operations manager.

RECORD KEEPING

All records required by the OSHA standard will be maintained by the Operations Manager.

CELL #'S IN AN EMERGENCY
CARA SMITH 330-591-7651
MIKE HANSEN 330-350-1799

When You are Injured at Work – What Steps Should You Take?

1. Immediately notify your employer. Complete the First Report of Injury Form with your employer as fully as possible and FAX immediately to ***CareWorks*** at (614) 792-0916.
2. If unable to notify your employer at the time of the injury, call ***CareWorks*** at toll-free, 1-888-627-7586, to report the details of your injury.
3. Make sure your employer gives you a ***CareWorks/Super Blue Works*** Identification Card, if you have not already received one.
4. You may select a *Super Blue Works* provider to begin treatment. This network has been selected by your employer for the ability to provide convenient access to a large selection of quality providers. You may also select a BWC-certified provider for your care.
5. In emergency situations, contact the local emergency transportation number.
6. Take the ***CareWorks*** Initial Physician Report with you to your treating physician or facility. Have the physician complete the form and fax to ***CareWorks***. This will assist in expediting the process to determine your workers' compensation claim allowance.
7. Select a physician of record to provide on-going medical care you may need. Please notify ***CareWorks*** of your selection to avoid delay of medical benefits.
8. ***CareWorks*** will remain in contact with you and your employer until you are released to return to work or you have reached maximum recovery from your injury.

REPORT OF ACCIDENT

Employer's Name: Date:

Mark's Cleaning Service, Inc

Employee's Name: SS#:

Home Address: Dependents:

Date of Birth: Telephone: ( )

Occupation: Date of Accident: Time:

Nature and Extent of Injury:

Description of Accident: (Explain in Detail)

When was the accident reported by employee: To Whom:

Doctor's Name and Address:

Doctor's Phone #:

Date Employee Left Work: Date Expected to Return:

Do you expect the employee to be off more than 7 days? YES [ ] NO [ ]

Can Employee continue his/her regular job after medical treatment (Doctor's Advice) YES [ ] NO [ ]

IF above answer is "No", can restricted work be provided within the employees limited physical capabilities in order to avoid time off from work. (Answer after consulting doctor at time of examination).

After First Day YES [ ] NO [ ] After seventh day YES [ ] NO [ ]

If yes, describe new job: _____

Did employee refuse to work at his/her regular job or the restricted position provided for him as approved by the doctor? YES [ ] NO [ ]

Injured Worker Signature Date

Employer Signature Date

Witness Incident Statement

Name: _____ **Employee Id #:** _____

Date of Incident: _____ **Time of Incident:** _____ **AM/PM**

Location: _____

Name of Injured Associate(s): _____

Please answer, in detail, the following questions (Use back of page if needed):

What happened as observed? _____

_____

_____

What did you actually SEE? _____

_____

_____

_____

Describe the nature of the associate's injury as observed: _____

_____

_____

_____

What corrective action(s) would you recommend to prevent recurrence? _____

_____

_____

Signature of Witness: _____ **Date:** _____

BWC Claim Number: _____

OSHA Reference Number: _____

Date of Report: _____

SUPERVISOR INCIDENT REPORT

Procedure: This form is to be completed for all incidents occurring on company property, or during any company activity that requires medical or dental attention to be administered. This report form is to be completed by the end of the shift the day of the incident by the associate's supervisor, the nurse, or other appropriate individual.

A. General Information. This section to be completed for all incidents.		
Name of Injured:	Incident Location:	
Job Title:	Associate ID Number:	
Address:	Telephone No:	[ ] Employee
	Building/Department:	[ ] Visitor
Date of Incident:	Time of Incident: AM	PM
Date and Time Reported to Supervisor:		

B. *Type of Injury. This section to be completed for all incidents.*

[ ] Abrasion	[ ] Concussion	[ ] Strain/Sprain	[ ] Fracture
[ ] Bruise	[ ] Cut	[ ] Laceration	[ ] Puncture
[ ] Burn	[ ] Dislocation	[ ] Other, Specify:	

SUPERVISOR INCENDENT

C. *Written Narrative. This section to be completed for all incidents.*

Describe incident giving full details (continue on back if needed):

Property Damage Included:

D. This Section to be completed for associate incidents only.

Grade/Title:	Return to work date:		
Was associate following work/safety requirements?	[ ] Yes	[ ] No	[ ] N/A
Did incident occur during normal course of work?	[ ] Yes	[ ] No	
Is incident OSHA Reportable?	[ ] Yes	[ ] No	
If so was incident logged on OSHA 300?	[ ] Yes	[ ] No	
Was CareWorks contacted?	[ ] Yes	[ ] No	
Is injured worker a candidate for transitional work program?	[ ] Yes	[ ] No	
Witness Statement(s) Obtained?	[ ] Yes	[ ] No	

List Names of Witnesses:

How could this incident have been prevented?

Actions taken to prevent reoccurrence:

E. *First Aid given. This section to be completed for all incidents.*

First Aid Administered:

F. *Further care. This section to be completed for all incidents.*

[ ] None
[ ] Transported by ambulance to: _____
[ ] Transported by management to:
[ ] Spouse/relative took home.
[ ] Saw personal physician/dentist
[ ]Other, Specify:

G. *Additional Remarks. This section to be completed for all incidents.*

H. 30 day follow-up on incident corrective actions.

Person reporting: _____ **Date:** _____

Associate: _____

Supervisor/Manager: _____

The Globally Harmonized System (GHS)
For Hazard Classification and Labeling

WHAT IS THE GHS?

- A common and coherent approach to defining and classifying hazards, and communicating information on labels and safety data sheets.
- Target audiences include workers, consumers, transport worker, and emergency responders.
- Provides the underlying infrastructure for establishment of national, comprehensive chemical saety programs.

WHY IS THE GHS NEEDED?

- No country has the ability to identify and specifically regulate every hazardous chemical product.
- For example, in the United States, there are an estimated 650,000 such products.
- Adoption of requirements for information to accompany the product helps address protection needs.
- Many different countries have come to the same conclusion about using information dissemination as a regulatory means to address chemical hazards.
- While similar, they are different enough to require multiple labels and safety datasheets for the same product in international trade.
- Countries with systems have different requirements for hazard definitions as well as information to be included on a label or material safety data sheet.
- For example, a product may be considered flammable or toxic in one country, but not in another to which it is being shipped.
- These differences impact both protection and trade.
- In the area of protection, users in countries that don't have specific requirements may see different label warnings or data sheet information for the same chemical.
- In the area of trade, the need to comply with multiple regulations regarding hazard classification and labelling is costly and time-consuming.
- Small to medium enterprises are effectively precluded from international trade in chemicals die to the regulatory burden of compliance.

BENEFITS OF HARMONIZATION

- Countries, international organizations, chemical producers and users of chemical all benefit.
    - Enhance protection of humans and environment.
    - Facilitate international trade in chemicals.
    - Reduce the need for testing and evaluation.
    - Assist countries and international organizations to ensure the sound management of chemicals.

INTERNATIONAL MANDATE

- An international mandate to harmonize was adopted at the United Nations Conference on the Environment and Development (UNCED) in 1992 in Brazil:
    - A globally-harmonized hazard classification and compatible labelling system, including material safety data sheets and easily understandable symbols, should be available, if feasible, by the year 2000.

MAJOR EXISTING SYSTEMS

- UN Transport Recommendations
- European Union (EU) Directives on Substances and Preparations
- Canadian Requirements for Workplace, Consumers and Pesticides
- US Requirements for Workplace, Consumers and Pesticides

PRINCIPLES OF HARMONIZATION

- Protections will not be reduced; comprehensibility will be key.
- All types of chemicals will be covered; will be based on intrinsic properties (hazards) of chemicals.
- All systems will have to be changed.

PROCESS OF HARMONIZATION

- Under the umbrella of the Interorganization Programme for the Sound Management of Chemicals (IOMC). Coordinating Group for Harmonization of Chemical Classification Systems (CG/HCCS) managed the process.
- Technical work divided among international focal points.

THE TECHNICAL FOCAL POINTS

- The organization for Economic Cooperation and Development (OECD)
- The UN Committee of Experts for the Transport of Dangerous Goods (UNCETDG)
- The International Labor Organization (IOL)

THE SCOPE OF THE GHS

- Covers all hazardous chemical substances, dilute solutions, and mixtures.
- Pharmaceuticals, food additives, cosmetics and pesticide resdues in food will not be covered at the point of intentional intake, but will be covered where workers may be exposed, and in transport.

THE GHS ELEMENTS

- Classification Criteria
    - Health and Environmental Hazards
    - Physical Hazards
    - Mixtures
- Hazard Communication
    - Labels
    - Safety Data Sheets

HEALTH & ENVIRONMENTAL HAZARDS

- Acute Toxicity
- Skin Corrosion/Irritation
- Serious Eye Damage/Eye Irritation
- Respiratory or Skin Sensitization
- Germ Cell Mutagenicity

- Carcinogenicity
- Reproductive Toxicity
- Target Organ Systemic Toxicity – Single and Repeated dose
- Hazardous to the Aquatic Environment

TIERED APPROACH TO CLASSIFICATION

Generally use test data for the mixture, when available.

Use bridging principles, if applicable

For health and environmental hazards, estimate

Hazards based on the known ingredient information

PHYSICAL HAZARDS

- Definitions, test methods and classification criteria for transport were used as a basis for the work since they were already harmonized.

PHYSICAL HAZARDS

- Explosives
- Flammability – gases, aerosols, lquids, solids
- Oxidizers – liquid, solid, gases
- Self-Reactive
- Pyrophoric – liquids, solids
- Self- Heating
- Organic Peroxides
- Corrosive to Metals
- Gases Under Pressure
- Water-Activated Flammable Gases

COMPREHENSIBILITY

Guiding Principles:

- Information should be conveyed in more than one way.
- The comprehensibility of the components of the system should take account of existing studies and evidence gained from testing.
- The phrases used to indicate the degree (severity) of hazard should be consistent across different hazard types.

LABELS

- The Working Group identified about 35 different types of information that are currently required on labels by different systems.
- To harmonize, key information elements needed to be identified.
- Additional harmonization may occur on other elements in time, in particular for precautionary statements.

KEY LABEL ELEMENTS

Product identifier
Supplier identifier
Chemical identity
Hazard Pictograms
Signal Words
Hazard Statements
Precautionary Information
***Standardized**

PICTOGRAM SHAPE AND COLOUR

- For transport, pictograms will have the background and symbol colors currently used.
- For other sectors, pictograms will have a black symbol on a white background with a red diamond frame. A black frame may be used for shipments within one country.
- Where a transport pictogram appears, the GHS pictogram for the same hazards should not appear.

SIGNAL WORDS

Danger or Warning

- Used to emphasize hazard and discriminate between levels of hazard.

HAZARD STATEMENTS

- A single harmonized hazard statement for each level of hazard within each hazard class
  - Exampler: Flammable liquids
    - Category 1: Extremely flammable liquid and vapour
    - Category 2: Highly flammable liquid and vapour
    - Category 3: Flammable liquid and vapour

- Category 4: Combustable liquid

PRECAUTIONARY INFORMATION

- GHS label should include appropriate precautionary information.
- The GHS document includes example of precautionary statements which can be used.
- The intent is to harmonize precautionary statements in the future.

ROLE OF THE SDS IN THE GHS

- The SDS should provide comprehensive information about a chemical substance or mixture.
- Primary use: The Workplace
- Employer and workers use the SDS as a source of information about hazards and to obtain advice on safety precautions.

SDS FORMAT: 16 HEADINGS

1. Identification
2. Hazard(s) identification
3. Composition/information on ingredients
4. First-aid measures
5. Fire-fighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure control/personal protection
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological information
13. Disposal considerations
14. Transport information
15. Regulatory information
16. Other information

CONFIDENTIAL BUSINESS INFORMATION

- National authorities should establish appropriate mechanisms for CBI protection. CBI will not be harmonized under the GHS.
- The provisions for CBI protection should not compromise the health and safety of users.
- CBI claims should be limited to the names of chemicals and their concentrations in mixtures.
- Mechanisms should be established for disclosure in emergency and non-emergency situations.

STATUS OF THE GHS

- Technical work is done.
- A new UN group has been established to address implementation and maintenance of the GHS.
- The GHS was adopted I ndecember 2002 in the UN.
- It will be available for countries to adopt in 2003.

STATUS IN THE US

- US agencies with requirements for labels and MSDSs have been actively involved in the development process.
- Could be adopted either:
    - Legislatively in Congress; or
    - By regulation in each affected agency.

CONCLUSION

- Development of the GHS has been a long and complicated process.
- Hopefully, it will be adopted by countries around the world and will achieve the projected benefits for protection and trade.
- Development of the GHS has been a long and complicated process.
- Hopefully, it will be adopted by countries around the world and will achieve the projected benefits for protection and trade.

INFORMATION SOURCES

- OSHA has a web page on the GHS:
- http://www.osha.gov/SLTC/hazardcommunications/global.html
- Includes links to the completed GHS document & international organizations.

OSHA® FactSheet

December 1st, 2013 Training Requirements for the Revised Hazard Communication Standard

OSHA revised its Hazard Communication Standard (HCS) to align with the United Nations' Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and published it in the Federal Register in March 2012 (77 FR 17574). Two significant changes contained in the revised standard require the use of new labeling elements and a standardized format for Safety Data Sheets (SDSs), formerly known as, Material Safety Data Sheets (MSDSs). The new label elements and SDS requirements will improve worker understanding of the hazards associated with the chemicals in their workplace. To help companies comply with the revised standard, OSHA is phasing in the specific requirements over several years (December 1, 2013 to June 1, 2016).

The first compliance date of the revised HCS is December 1, 2013. By that time employers must have trained their workers on the new label elements and the SDS format. This training is needed early in the transition process since workers are already beginning to see the new labels and SDSs on the chemicals in their workplace. To ensure employees have the information they need to better protect themselves from chemical hazards in the workplace during the transition period, it is critical that employees understand the new label and SDS formats.

The list below contains the minimum required topics for the training that must be completed by December 1, 2013.

➢ Training on label elements must include information on:

- Type of information the employee would expect to see on the new labels, including the
  - ✓ **Product identifier:** how the hazardous chemical is identified. This can be (but is not limited to) the chemical name, code number or batch number. The manufacturer, importer or distributor can decide the appropriate product identifier. The same product identifier must be both on the label and in Section 1 of the SDS (Identification).
  - ✓ **Signal word:** used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. There are only two signal words, "Danger" and "Warning." Within a specific hazard class, "Danger" is used for the more severe hazards and "Warning" is used for the less severe hazards. There will only be one signal word on the label no matter how many hazards a chemical may have. If one of the hazards warrants a "Danger" signal word and another warrants the signal word "Warning," then only "Danger" should appear on the label.
  - ✓ **Pictogram:** OSHA's required pictograms must be in the shape of a square set at a point and include a black hazard symbol on a white background with a red frame sufficiently wide enough to be clearly visible. A square red frame set at a point without a hazard symbol is not a pictogram and is not permitted on the label. OSHA has designated eight pictograms under this standard for application to a hazard category.
  - ✓ **Hazard statement(s):** describe the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. For example: "Causes damage to kidneys through prolonged or repeated exposure when absorbed through the skin." All of the applicable hazard statements must appear on the label. Hazard statements may be combined where appropriate to reduce redundancies and improve readability. The hazard statements are specific to the hazard

classification categories, and chemical users should always see the same statement for the same hazards, no matter what the chemical is or who produces it.

✓ **Precautionary statement(s):** 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.

✓ **Name, address and phone number of the chemical manufacturer, distributor, or importer**

- How an employee might use the labels in the workplace. For example,
  - ✓ Explain how information on the label can be used to ensure proper storage of hazardous chemicals.
  - ✓ Explain how the information on the label might be used to quickly locate information on first aid when needed by employees or emergency personnel.
- General understanding of how the elements work together on a label. For example,
  - ✓ Explain that where a chemical has multiple hazards, different pictograms are used to identify the various hazards. The employee should expect to see the appropriate pictogram for the corresponding hazard class.
  - ✓ Explain that when there are similar precautionary statements, the one providing the most protective information will be included on the label.

➢ Training on the format of the SDS must include information on:

- Standardized 16-section format, including the type of information found in the various sections
  - ✓ For example, the employee should be instructed that with the new format, Section 8 (Exposure Controls/Personal Protection) will always contain information about exposure limits, engineering controls and ways to protect yourself, including personal protective equipment.
- How the information on the label is related to the SDS
  - ✓ For example, explain that the precautionary statements would be the same on the label and on the SDS.

As referenced in Dr. Michaels' OSHA Training Standards Policy Statement (April 28, 2010) – with all training, OSHA requires employers to present information in a manner and language that their employees can understand. If employers customarily need to communicate work instructions or other workplace information to employees in a language other than English, they will also need to provide safety and health training to employees in the same manner. Similarly, if the employee's vocabulary is limited, the training must account for that limitation. By the same token, if employees are not literate, telling them to read training materials will not satisfy the employer's training obligation.

OSHA's Hazard Communication website (http://www.osha.gov/dsg/hazcom/index.html) has the following QuickCards and OSHA Briefs to assist employers with the required training.

- Label QuickCard (English/Spanish)
- Pictogram QuickCard (English/Spanish)
- Safety Data Sheet QuickCard (English) (Spanish)
- Safety Data Sheet OSHA Brief
- Label/Pictogram OSHA Brief (to come)

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us. We can help. It's confidential.

U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

DSG FS-3642 02/2013

OSHA® BRIEF

Hazard Communication Standard: Labels and Pictograms

OSHA has adopted new hazardous chemical labeling requirements as a part of its recent revision of the Hazard Communication Standard, 29 CFR 1910.1200 (HCS), bringing it into alignment with the United Nations' Globally Harmonized System of Classification and Labelling of Chemicals (GHS). These changes will help ensure improved quality and consistency in the classification and labeling of all chemicals, and will also enhance worker comprehension. As a result, workers will have better information available on the safe handling and use of hazardous chemicals, thereby allowing them to avoid injuries and illnesses related to exposures to hazardous chemicals.

The revised HCS changes the existing Hazard Communication Standard (HCS/HazCom 1994[1]) from a performance-based standard to one that has more structured requirements for the labeling of chemicals. The revised standard requires that information about chemical hazards be conveyed on labels using quick visual notations to alert the user, providing immediate recognition of the hazards. Labels must also provide instructions on how to handle the chemical so that chemical users are informed about how to protect themselves.

The label provides information to the workers on the specific hazardous chemical. While labels provide important information for anyone who handles, uses, stores, and transports hazardous chemicals, they are limited by design in the amount of information they can provide. Safety Data Sheets (SDSs), which must accompany hazardous chemicals, are the more complete resource for details regarding hazardous chemicals. The revised standard also requires the use of a 16-section safety data sheet format, which provides detailed information regarding the chemical. There is a separate OSHA Brief on SDSs that provides information on the new SDS requirements.

All hazardous chemicals shipped after June 1, 2015, must be labeled with specified elements including pictograms, signal words and hazard and precautionary statements. However, manufacturers, importers, and distributors may start using the new labeling system in the revised HCS before the June 1, 2015 effective date if they so choose. Until the June 1, 2015 effective date, manufacturers, importers and distributors may maintain compliance with the requirements of HazCom 1994 or the revised standard. Distributors may continue to ship containers labeled by manufacturers or importers (but not by the distributor themselves) in compliance with the HazCom 1994 until December 1, 2015.

This document is designed to inform chemical receivers, chemical purchasers, and trainers about the label requirements. It explains the new labeling elements, identifies what goes on a label, and describes what pictograms are and how to use them.

Label Requirements

Labels, as defined in the HCS, are an appropriate group of written, printed or graphic informational elements concerning a hazardous chemical that are affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

The HCS requires chemical manufacturers, importers, or distributors to ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged or marked with the following information: product identifier; signal word; hazard statement(s); precautionary

[1] Prior to the 2012 update, the Hazard Communication Standard had last been amended in 1994. 'HazCom 1994' refers to the version of the Hazard Communication Standard in effect directly prior to the 2012 revision, printed in the 1995 through 2011 versions of the Code of Federal Regulations. It is also available on OSHA's webpage.

statement(s); and pictogram(s); and name, address and telephone number of the chemical manufacturer, importer, or other responsible party.

Labels for a hazardous chemical must contain:

- Name, Address and Telephone Number
- Product Identifier
- Signal Word
- Hazard Statement(s)
- Precautionary Statement(s)
- Pictogram(s)

To develop labels under the revised HCS, manufacturers, importers and distributors must first identify and classify the chemical hazard(s). Appendices A, B, and C are all mandatory. The classification criteria for health hazards are in Appendix A and the criteria for physical hazards are presented in Appendix B of the revised Hazard Communication Standard. After classifying the hazardous chemicals, the manufacturer, importer or distributor then consults Appendix C to determine the appropriate pictograms, signal words, and hazard and precautionary statement(s), for the chemical label. Once this information has been identified and gathered, then a label may be created.

Label Elements

The HCS now requires the following elements on labels of hazardous chemicals:

- **Name, Address and Telephone Number** of the chemical manufacturer, importer or other responsible party.

- **Product Identifier** is how the hazardous chemical is identified. This can be (but is not limited to) the chemical name, code number or batch number. The manufacturer, importer or distributor can decide the appropriate product identifier. The same product identifier must be both on the label and in section 1 of the SDS.

- **Signal Words** are used to indicate the relative level of severity of the hazard and alert the reader to a potential hazard on the label. There are only two words used as signal words, "Danger" and "Warning." Within a specific hazard class, "Danger" is used for the more severe hazards and "Warning" is used for the less severe hazards. There will only be one signal word on the label no matter how many hazards a chemical may have. If one of the hazards warrants a "Danger" signal word and another warrants the signal word "Warning," then only "Danger" should appear on the label.

- **Hazard Statements** describe the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. For example: "Causes damage to kidneys through prolonged or repeated exposure when absorbed through the skin." All of the applicable hazard statements must appear on the label. Hazard statements may be combined where appropriate to reduce redundancies and improve readability. The hazard statements are specific to the hazard classification categories, and chemical users should always see the same statement for the same hazards no matter what the chemical is or who produces it.

- **Precautionary Statements** describe recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to the hazardous chemical or improper storage or handling. There are four types of precautionary statements: prevention (to minimize exposure); response (in case of accidental spillage or exposure emergency response, and first-aid); storage; and disposal. For example, a chemical presenting a specific target organ toxicity (repeated exposure) hazard would include the following on the label: "Do not breathe dust/fume/gas/mist/vapors/spray. Get medical advice/attention if you feel unwell. Dispose of contents/container in accordance with local/regional/national and international regulations."

  A forward slash (/) designates that the classifier can choose one of the precautionary statements. In the example

above, the label could state, "Do not breathe vapors or spray. Get medical attention if you feel unwell. Dispose of contents in accordance with local/regional/national/international regulations." See Examples 1 and 2A of this document as an example.

In most cases, the precautionary statements are independent. However, OSHA does allow flexibility for applying precautionary statements to the label, such as combining statements, using an order of precedence or eliminating an inappropriate statement.

Precautionary statements may be combined on the label to save on space and improve readability. For example, "Keep away from heat, spark and open flames," "Store in a well-ventilated place," and "Keep cool" may be combined to read: "Keep away from heat, sparks and open flames and store in a cool, well-ventilated place." Where a chemical is classified for a number of hazards and the precautionary statements are similar, the most stringent statements must be included on the label. In this case, the chemical manufacturer, importer, or distributor may impose an order of precedence where phrases concerning response require rapid action to ensure the health and safety of the exposed person. In the self-reactive hazard category Types C, D, E or F, three of the four precautionary statements for prevention are:

- "Keep away from heat/sparks/open flame/hot surfaces. - No Smoking.";
- "Keep/Store away from clothing/.../ combustible materials";
- "Keep only in original container."

These three precautionary statements could be combined to read: "Keep in original container and away from heat, open flames, combustible materials and hot surfaces. - No Smoking."

Finally, a manufacturer or importer may eliminate a precautionary statement if it can demonstrate that the statement is inappropriate.

- **Supplementary Information.** The label producer may provide additional instructions or information that it deems helpful. It may also list any hazards not otherwise classified under this portion of the label. This section must also identify the percentage of ingredient(s) of unknown acute toxicity when it is present in a concentration of ≥1% (and the classification is not based on testing the mixture as a whole). If an employer decides to include additional information regarding the chemical that is above and beyond what the standard requires, it may list this information under what is considered "supplementary information." There is also no required format for how a workplace label must look and no particular format an employer has to use; however, it cannot contradict or detract from the required information.

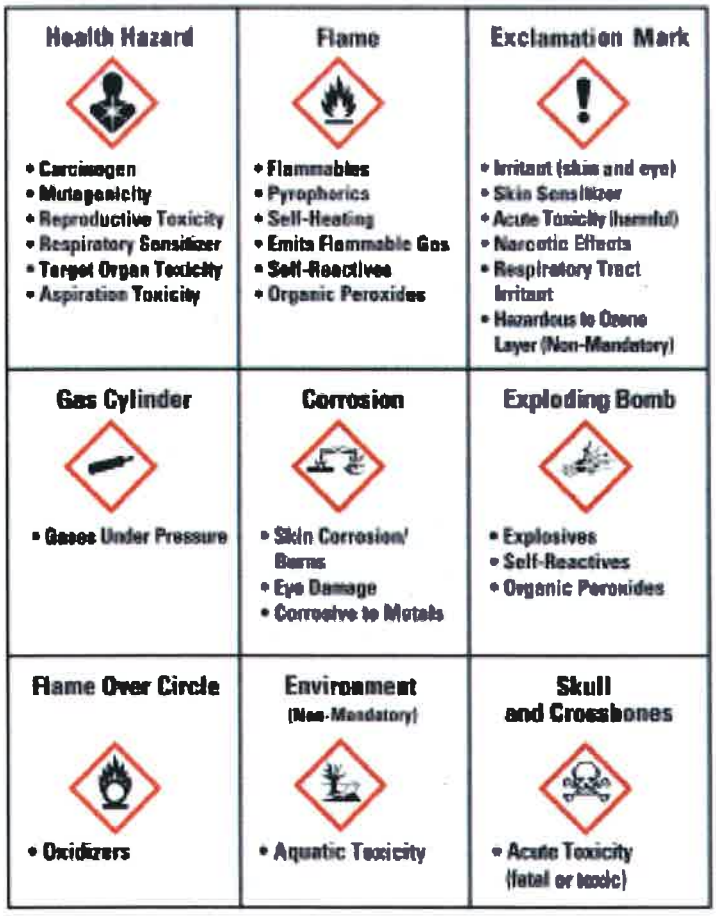
An example of an item that may be considered supplementary is the personal protective equipment (PPE) pictogram indicating what workers handling the chemical may need to wear to protect themselves. For example, the Hazardous Materials Identification System (HMIS) pictogram of a person wearing goggles may be listed. Other supplementary information may include directions of use, expiration date, or fill date, all of which may provide additional information specific to the process in which the chemical is used.

- Pictograms are graphic symbols used to communicate specific information about the hazards of a chemical. On hazardous chemicals being shipped or transported from a manufacturer, importer or distributor, the required pictograms consist of a red square frame set at a point with a black hazard symbol on a white background, sufficiently wide to be clearly visible. A square red frame set at a point without a hazard symbol is not a pictogram and is not permitted on the label.

The pictograms OSHA has adopted improve worker safety and health, conform with the GHS, and are used worldwide.

While the GHS uses a total of nine pictograms, OSHA will only enforce the use of eight. The environmental pictogram is not mandatory but may be used to provide additional information. Workers may see the ninth symbol on a label because label preparers may choose to add the environment pictogram as supplementary information. Figure 1 shows the symbol for each pictogram, the written name for each pictogram, and the hazards associated with each of the pictograms. Most of the symbols are already used for transportation and many chemical users may be familiar with them.

Figure 1: Pictograms and Hazards



It is important to note that the OSHA pictograms do not replace the diamond-shaped labels that the U.S. Department of Transportation (DOT) requires for the transport of chemicals, including chemical drums, chemical totes, tanks or other containers. Those labels must be on the external part of a shipped container and must meet the DOT requirements set forth in 49 CFR 172, Subpart E. If a label has a DOT transport pictogram, Appendix C.2.3.3 states that the corresponding HCS pictogram shall not appear. However, DOT does not view the HCS pictogram as a conflict and for some international trade both pictograms may need to be present on the label. Therefore, OSHA intends to revise C.2.3.3. In the meantime, the agency will allow both DOT and HCS pictograms for the same hazard on a label. While the DOT diamond label is required for all hazardous chemicals on the outside shipping containers, chemicals in smaller containers inside the larger shipped container do not require the DOT diamond but do require the OSHA pictograms. (See Example 2.)

Labels must be legible, in English, and prominently displayed. Other languages may be displayed in addition to English. Chemical manufacturers, importers, and distributors who become newly aware of any significant information regarding the hazards of a chemical must revise the label within six months.

Employer Responsibilities

Employers are responsible for maintaining the labels on the containers, including, but not limited to, tanks, totes, and drums. This means that labels must be maintained on chemicals in a manner which continues to be legible and the pertinent information (such as the hazards and directions for use) does not get defaced (i.e., fade, get washed off) or removed in any way.

The employer is not responsible for updating labels on shipped containers, even if the shipped containers are labeled under HazCom 1994. The employer must relabel items if the labels are removed or defaced. However, if the employer is aware of newly-identified hazards that are not disclosed on the label, the employer must ensure that the workers are aware of the hazards as discussed below under workplace labels.

Workplace Labels

OSHA has not changed the general requirements for workplace labeling. Employers have the option to create their own workplace labels. They can either provide all of the required information that is on the

label from the chemical manufacturer or, the product identifier and words, pictures, symbols or a combination thereof, which in combination with other information immediately available to employees, provide specific information regarding the hazards of the chemicals.

If an employer has an in-plant or workplace system of labeling that meets the requirements of HazCom 1994, the employer may continue to use this system in the workplace as long as this system, in conjunction with other information immediately available to the employees, provides the employees with the information on all of the health and physical hazards of the hazardous chemical. This workplace labeling system may include signs, placards, process sheets, batch tickets, operating procedures, or other such written materials to identify hazardous chemicals. Any of these labeling methods or a combination thereof may be used instead of a label from the manufacturer, importer or distributer as long as the employees have immediate access to all of the information about the hazards of the chemical. Workplace labels must be in English. Other languages may be added to the label if applicable.

If the employer chooses to use the pictograms that appear in Appendix C on the workplace (or in-plant) labels, these pictograms may have a black border, rather than a red border.

Employers may use additional instructional symbols that are not included in OSHA's HCS pictograms on the workplace labels. An example of an instructional pictogram is a person with goggles, denoting that goggles must be worn while handling the given chemical. Including both types of pictograms on workplace labels is acceptable. The same is true if the employer wants to list environmental pictograms or PPE pictograms from the HMIS to identify protective measures for those handling the chemical.

Employers may continue to use rating systems such as National Fire Protection Association (NFPA) diamonds or HMIS requirements for workplace labels as long as they are consistent with the requirements of the Hazard Communication Standard and the employees have immediate access to the specific hazard information as discussed above. An employer using NFPA or HMIS labeling must, through training, ensure that its employees are fully aware of the hazards of the chemicals used.

If an employer transfers hazardous chemicals from a labeled container to a portable container that is only intended for immediate use by the employee who performs the transfer, no labels are required for the portable container.

Sample Labels

The following examples demonstrate how a manufacturer or importer may display the appropriate information on the label. As mentioned above, once the manufacturer determines the classification of the chemical (class and category of each hazard) using Appendices A and B, it would determine the required pictograms, signal words, hazard statements, and precautionary statements using Appendix C. The final step is to put the information on the label.

The examples below show what a sample label might look like under the revised HCS requirements. The examples break the labeling out into "steps" to show the order of information gathering and how label creation occurs. Step 1 is performing classification; step 2 is gathering full label information; and step 3 is creating the label.

These examples are for informational purposes only and are not meant to represent the only labels manufacturers, importers and distributors may create for these hazards.

Example 1: This example demonstrates a simple label.

The Substance:
HS85
Batch Number: 85L6543

Step 1: Perform Classification
Class: Acute Oral Toxicity; Category 4

Step 2: Gather Labeling Information
Pictograms:

Signal Word:
WARNING

Hazard Statements:
Harmful if Swallowed

Precautionary Statements:
Prevention:
- Wash hands and face thoroughly after handling.
- Do not eat, drink or smoke when using this product.

Response:
- If swallowed: Call a doctor if you feel unwell.[2]
- Rinse mouth

Storage:
None specified

Disposal:
- Dispose of contents/container in accordance with local/regional/national/international regulations.[3]

Step 3: Create the Label
Putting together the above information on HS85, a label might list the following information:

Example 1: HS85 Label

HS85
Batch number: 85L6543

Warning
Harmful if swallowed

Wash hands and face thoroughly after handling. Do not eat, drink or smoke when using this product. Dispose of contents/container in accordance with local, state and federal regulations.

First aid:
If swallowed: Call a doctor if you feel unwell. Rinse mouth.

GHS Example Company, 123 Global Circle, Anyville, NY 130XX Telephone (888) 888-8888

[2] The manufacturer of this chemical determined that calling a doctor was the most appropriate emergency medical advice; therefore, it is listed as part of the first-aid procedures.
[3] The downstream users must familiarize themselves with the proper disposal methods in accordance with local, regional, state and federal regulations. It is impractical to expect the label preparer to list all potential regulations that exist.

Example 2: This example demonstrates a more complex label.

Example 2 is for a substance that is a severe physical and health hazard. For shipping packages of chemicals that will be transported in the United States (i.e., drums, totes, tanks, etc.), the U.S. DOT requires a DOT label(s) on the outside container(s) for hazardous chemicals. Two versions of this label are presented below to demonstrate the difference between an OSHA label with pictograms from the HCS and a DOT label required for transport of a shipping container.

The Substance:
OXI252 (disodiumflammy)
CAS number: 111-11-11xx

Step 1: Perform Classification

Class: Oxidizing Solid, Category 1
Class: Skin Corrosive, Category 1A

Step 2: Gather Labeling Information

Pictograms:

Signal Word:
DANGER

Hazard Statements:

- May cause fire or explosion; strong oxidizer
- Causes severe skin burns and eye damage

Precautionary Statements:
Prevention:

- Keep away from heat.
- Keep away from clothing and other combustible materials.
- Take any precaution to avoid mixing with combustibles.
- Wear protective neoprene gloves, safety goggles and face shield with chin guard.
- Wear fire/flame resistant clothing.
- Do not breathe dust or mists.
- Wash arms, hands and face thoroughly after handling.

Response:

- IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water.
- IF ON CLOTHING: Rinse immediately contaminated clothing and skin with plenty of water before removing clothes. Wash contaminated clothing before reuse.
- IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
- IF INHALED: Remove person to fresh air and keep comfortable for breathing.
- IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.
- Immediately call poison center.[4]

Specific Treatment:
Treat with doctor-prescribed burn cream.[5]

In case of fire:
Use water spray. In case of major fire and large quantities: Evacuate area. Fight fire remotely due to the risk of explosion.

Storage:
Store locked up.

Disposal:

- Dispose of contents/container in accordance with local/regional/national/international regulations.[3]

Step 3: Create the Label

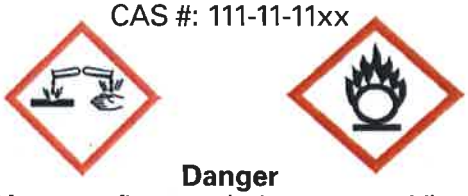
Putting together the above information on OXI252, a label might list the following information:

[4] In this example, the manufacturer determined that calling a poison control center is the most appropriate emergency medical advice.

[5] Not all SDSs will have direction for "specific treatment" on the label. This is only if the manufacturer specifically notes a certain treatment that needs to be used to treat a worker who has been exposed to this chemical.

Example 2A: OXI252 Label inner package label with OSHA pictograms

OXI252
(disodiumflammy)
CAS #: 111-11-11xx



Danger
May cause fire or explosion; strong oxidizer
Causes severe skin burns and eye damage

Keep away from heat. Keep away from clothing and other combustible materials. Take any precaution to avoid mixing with combustibles. Wear protective neoprene gloves, safety goggles and face shield with chin guard. Wear fire/flame resistant clothing. Do not breathe dust or mists. Wash arms, hands and face thoroughly after handling. Store locked up. Dispose of contents and container in accordance with local, state and federal regulations.

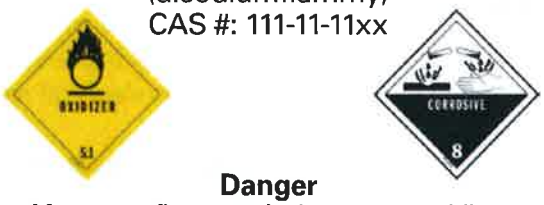
First aid:
IF ON SKIN (or hair) or clothing[6]: Rinse immediately contaminated clothing and skin with plenty of water before removing clothes. Wash contaminated clothing before reuse.
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
IF INHALED: Remove person to fresh air and keep comfortable for breathing.
IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.
Immediately call poison center.
Specific Treatment: Treat with doctor-prescribed burn cream.

Fire:
In case of fire: Use water spray. In case of major fire and large quantities: Evacuate area. Fight fire remotely due to the risk of explosion.

Great Chemical Company, 55 Main Street, Anywhere, CT 064XX Telephone (888) 777-8888

Example 2B: OXI252 Label meeting DOT requirements for shipping[7]

OXI252
(disodiumflammy)
CAS #: 111-11-11xx



Danger
May cause fire or explosion; strong oxidizer
Causes severe skin burns and eye damage

Keep away from heat. Keep away from clothing and other combustible materials. Take any precaution to avoid mixing with combustibles. Wear protective neoprene gloves, safety goggles and face shield with chin guard. Wear fire/flame resistant clothing. Do not breathe dust or mists. Wash arms, hands and face thoroughly after handling. Store locked up. Dispose of contents and container in accordance with local, state and federal regulations.

First aid:
IF ON SKIN (or hair) or clothing: Rinse immediately contaminated clothing and skin with plenty of water before removing clothes. Wash contaminated clothing before reuse.
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
IF INHALED: Remove person to fresh air and keep comfortable for breathing. Immediately call a doctor.
IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.
Immediately call poison center.
Specific Treatment: Treat with doctor-prescribed burn cream.

Fire:
In case of fire: Use water spray. In case of major fire and large quantities: Evacuate area. Fight fire remotely due to the risk of explosion.

Great Chemical Company, 55 Main Street, Anywhere, CT 064XX Telephone (888) 777-8888

[6] There are occasions where label preparers may combine statements on the label. In this case the similar statements were combined and the most stringent were listed. For example, the first-aid precautionary statements were combined for exposure to skin, hair and clothing.

[7] DOT Labels must comply with the size requirements presented in 49 CFR 172.

For more detailed information about labels and Safety Data Sheets (SDSs) under the revised Hazard Communication Standard, please refer to refer to 29 CFR 1910.1200 - paragraphs (f) and (g), and Appendix C.

The revised Hazard Communication Standard and additional guidance materials are available on OSHA's Hazard Communication page, located at: www.osha.gov/dsg/hazcom/index.html.

Disclaimer: This OSHA Brief provides a general overview of the label requirements in the Hazard Communication Standard (see 29 CFR 1910.1200(f) and Appendix C of 29 CFR 1910.1200). It does not alter or determine compliance responsibilities in the standard or the Occupational Safety and Health Act of 1970. Since interpretations and enforcement policy may change over time, the reader should consult current OSHA interpretations and decisions by the Occupational Safety and Health Review Commission and the courts for additional guidance on OSHA compliance requirements.

This is one in a series of informational briefs highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us. We can help. It's confidential.

OSHA® Occupational Safety and Health Administration

U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

DSG BR-3636 2/2013

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Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

(Continued on other side)

For more information:

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Hazard Communication Safety Data Sheets

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*
Section 13, Disposal considerations*
Section 14, Transport information*
Section 15, Regulatory information*

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

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 (29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.
See Appendix D of 29 CFR 1910.1200 for a detailed description of SDS contents.

For more information:

OSHA® Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

OSHA 3493-02-2012

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Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	**Flame**  • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	**Exclamation Mark**  • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  • Gases Under Pressure	**Corrosion**  • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals	**Exploding Bomb**  • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  • Oxidizers	**Environment** (Non-Mandatory)  • Aquatic Toxicity	**Skull and Crossbones**  • Acute Toxicity (fatal or toxic)

For more information:

OSHA® Occupational Safety and Health Administration

U.S. Department of Labor

www.osha.gov (800) 321-OSHA (6742)

OSHA 3491-02 2012

OSHA® DATOS RÁPIDOS

Pictograma para la norma sobre la comunicación de peligros

A partir del 1.° de junio de 2015, la norma de comunicación de peligros (HCS, por sus siglas en inglés) exigirá pictogramas en las etiquetas para advertir a los usuarios de los peligros químicos a los que puedan estar expuestos. Cada pictograma representa un peligro definido y consiste en un símbolo sobre un fondo blanco enmarcado con un borde rojo. La clasificación del peligro químico determina el pictograma que muestra la etiqueta.

Pictogramas y peligros según la HCS

Peligro para la salud  • Carcinógeno • Mutagenicidad • Toxicidad para la reproducción • Sensibilización respiratoria • Toxicidad especifica de órganos diana • Peligro por aspiración	**Llama**  • Inflamables • Pirofóricos • Calentamiento espontáneo • Desprenden gases inflamables • Reaccionan espontáneamente (autorreactivas) • Peróxidos orgánicos	**Signo de exclamación**  • Irritante (piel y ojos) • Sensibilizador cutáneo • Toxicidad aguda (dañino) • Efecto narcótico • Irritante de vías respiratorias • Peligros para la capa de ozono (no obligatorio)
Botella de gas  • Gases a presión	**Corrosión**  • Corrosión o quemaduras cutáneas • Lesion ocular • Corrosivo para los metales	**Bomba explotando**  • Explosivos • Reaccionan espontáneamente (autorreactivas) • Peróxidos orgánicos
Llama sobre círculo  • Comburentes	**Medio ambiente** (No obligatorio)  • Toxicidad acuática	**Calavera y tibias cruzadas**  • Toxicidad aguda (mortal o tóxica)

Para más información:

OSHA® Administración de Seguridad y Salud Ocupacional

Departamento de Trabajo de los EE. UU.

www.osha.gov (800) 321-OSHA (6742)

OSHA® DATOS RÁPIDOS

Etiquetas para la norma sobre la comunicación de peligros

De acuerdo con su norma de comunicación de peligros (HCS, por sus siglas en inglés), la OSHA ha actualizado los requisitos para las etiquetas de los productos químicos peligrosos. A partir del 1.° de junio de 2015, se exigirá que todas las etiquetas incluyan pictogramas, una palabra de advertencia, indicaciones de peligro, consejos de prudencia, identificación del producto y la identificación del proveedor. A la derecha se presenta la muestra de una etiqueta modificada de acuerdo con la HCS, que indica los elementos obligatorios. La etiqueta puede contener también información suplementaria según sea necesario.

Para más información:

OSHA® Administración de Seguridad y Salud Ocupacional

(800) 321-OSHA (6742)
www.osha.gov

ETIQUETA DE MUESTRA

CÓDIGO _____
Nombre del producto _____

Identificación del producto

Nombre de la empresa _____
Dirección _____
Ciudad _____ Estado _____
Código postal _____ País _____
Número de teléfono de emergencia _____

Identificación del proveedor

Pictogramas de peligro

Palabra de advertencia
Peligro

Líquido y vapores muy inflamables.
Puede provocar daños al hígado y a los riñones.

Indicaciones de peligro

Mantener el contenedor herméticamente cerrado.
Guardar en un lugar fresco, bien ventilado y cerrado bajo llave.
Mantener alejado de fuentes de calor, chispas o llama abierta. No fumar.
Usar sólo con herramientas que no generen chispas.
Usar equipo eléctrico a prueba de explosiones.
Tomar medidas de precaución contra descargas estáticas.
Fijar y conectar a tierra el equipo contenedor y receptor.
No respirar los vapores.
Usar guantes protectores.
Abstenerse de comer, beber o fumar cuando se usa este producto.
Lavarse muy bien las manos después de manejar este producto.
Desechar el producto según las especificaciones y los reglamentos locales, regionales, nacionales e internacionales.

En caso de incendio: usar un extintor de polvo químico (tipo BC) o de bióxido de carbono (CO_2).

Primeros auxilios
Si hay exposición a este producto, llamar al Centro de Control de Intoxicaciones.
En caso de contacto con la piel o el cabello: quitarse de inmediato toda la ropa contaminada. Lavarse la piel con agua.

Consejos de prudencia

Información suplementaria

Instrucciones de uso
_____
_____
_____

Peso lleno: _____ Número de lote: _____
Peso bruto: _____ Fecha de llenado: _____
Fecha de *caducidad*: _____

OSHA® QUICK CARD™

Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information:

OSHA® Occupational Safety and Health Administration

(800) 321-OSHA (6742)
www.osha.gov

SAMPLE LABEL

CODE_____
Product Name_____
} **Product Identifier**

Company Name_____
Street Address_____
City_____ State____
Postal Code_____ Country____
Emergency Phone Number_____
} **Supplier Identification**

Hazard Pictograms

Signal Word
Danger

Keep container tightly closed. Store in a cool, well-ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measures against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO_2) fire extinguisher to extinguish.

First Aid
If exposed call Poison Center.
If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.

} **Precautionary Statements**

Highly flammable liquid and vapor.
May cause liver and kidney damage.
} **Hazard Statements**

Supplemental Information

Directions for Use

_____
_____
_____

Fill weight:_____ Lot Number:_____
Gross weight:_____ Fill Date:_____
Expiration Date:_____

OSHA 3492-02 2012