VALDEZ CITY SCHOOLS
PO Box 398 • 1112 West Klutina Street • Valdez, AK 99686
Telephone (907) 834-4701 • Fax (907) 835-4964
www.valdezcityschools.org

HAZARDOUS COMMUNICATION PROGRAM

DANIEL BRYANT, FACILITIES DIRECTOR
and HAZ-COM ADMINISTRATOR

July 2023

Introduction	**3**
Responsibilities	**4**
Hazard Warning Labels	**6**
Safety Data Sheets	**8**
Physical Agent Data Sheets	**15**
Training	**16**
Hazardous Chemical Master List	**17**
Appendix A	**18**

1. INTRODUCTION

This is the written Hazardous Communication Program ("Program" or "HCP") of the Valdez City School District ("District"). This HCP was adopted by the District May 26, 2023. The Program is required by federal and state law. The federal law is the Occupational Safety and Health Administration's Hazard Communication Standard (29 CFR 1910.1200). The Alaska Admin. Code § 61.1110. The Alaska Hazard Communication Guide
.

The purpose of the HCP is to ensure that the District maintains current information to keep employees informed and trained about chemical safety in the workplace. This includes chemicals that employees may be exposed to under normal working conditions and in foreseeable emergencies. It also includes chemicals we purchase for use in our workplaces and chemicals brought here by contractors. The Program Administrator is the District's single point of contact for the Program. All information requests or questions should be directed to this person via the contact information on the cover page of this document. If definitions are needed or if Appendix information is needed – those can be found here.

Key points of the District's HCP:

A. TRAINING:

1. Training will be provided to employees handling or at risk of exposure to hazardous chemicals or physical agents, and to selected employees who interface frequently with contractors and suppliers of the District. Training will cover the following areas:
    i. Detect the presence or release of hazardous chemicals in the workplace.
    ii. Recognize hazards of the chemicals and physical agents in the workplace.
    iii. Protect themselves from the hazards in the workplace.

B. LABELING:

1. Special rules apply to labeling hazardous chemicals. Primary and secondary containers containing hazardous chemicals will be labeled with appropriate hazard warnings.

C. DATA SHEETS:

1. The HCP Administrator will keep a file of Safety Data Sheets (SDS) for every hazardous substance in use, and Physical Agent Data Sheets (PADS) for every potential physical hazard that an employee may be exposed to in the workplace. These data sheets will be accessible to employees in their workplace.

D. CHEMICAL HAZARDS:

1. We evaluate every chemical for potential physical and health hazards. This is important because exposure to hazardous chemicals may cause or contribute to health problems such as heart ailments, kidney and lung damage, sterility, cancer, burns, and rashes. Certain chemicals are safety hazards because they can cause fires, explosions, and other serious accidents. See Section 7 for a list of chemicals in our workplace.

2. RESPONSIBILITIES

A. ALL EMPLOYEES

1. Perform job assignments required by the HCP and District policy.
2. Complete training as instructed.

B. HCP ADMINISTRATOR

1. CHEMICAL LISTS
   i. Keep a current list of hazardous chemicals that we know are in our workplace. List each chemical by the name in the SDS.
   ii. Maintain exclusive control over changes to the chemical lists. All other departments must go through the HCP Administrator to amend the lists.
   iii. Keep a list of all discontinued products for 30 years. Note the location where each discontinued product was used.
2. WRITTEN HAZARD COMMUNICATION PROGRAM (HCP)
   i. Keep the written HCP up to date and accessible to employees. Notify employees when changes are made to the Program.
3. DATA SHEETS
   i. Collect an SDS for each potentially hazardous chemical that comes into our workplace either through our own supply purchasing or through contractors.
   ii. Respond to requests for information about SDS.
4. COMMUNICATION
   i. Notify contractors about hazards their employees may be exposed to at our workplaces.
   ii. Notify District employees about chemical hazards that contractors bring into our workplaces to which employees may be exposed.
   iii. Provide a quarterly summary of Program activities to the Superintendent or designee.
5. TRAINING
   i. Develop and implement basic training for employees handling or possibly exposed to hazardous chemicals or physical agents provided in this Program.

C. MAIL/FREIGHT PERSONNEL

1. Mail/Freight personnel will:
   i. Use the Hazardous Chemical Master/SDS List to verify all chemicals received are on the list, prior to releasing them.
   ii. Ensure that all chemical containers received are labeled prior to accepting them from delivery driver.
   iii. Verify that all hazardous chemical containers received are properly identified with the appropriate hazard chemical warning label. See Section 3 for more information about labels.
   iv. Send a copy of every SDS received from each supplier with a copy of the supply order to the HCP Administrator.
   v. Send a copy of SDS's for all chemicals that are not on Hazardous Chemical Master List that arrives with a shipment of supplies to the HCP Administrator.

D. MAINTENANCE MECHANIC

1. Notify the HCP Administrator when vendors are contracted to perform services in District facilities.

2. Add the following language to all invitations for bid, requests for proposal, and other purchasing requests: It is the responsibility of the successful bidder/offeror to comply with the provisions of the applicable state and federal Hazard Communication Standards.
3. Act as an emergency point of contact for reports of hazardous chemicals or physical agents.
4. Maintenance personnel will:
    i. Use the Hazardous Chemical Master/SDS List to verify all chemicals used are on the list, prior to purchasing or using them.
    ii. Ensure that all chemical containers received are labeled prior to purchasing or using them.
    iii. Ensure all hazardous chemical containers are properly identified with the appropriate hazard *chemical* warning label. See Section 3 for more information about labels.
5. Arrange for the proper disposal of used and/or expired hazardous chemicals.

E. PURCHASING MANAGERS

1. Purchasing managers are any personnel who are authorized to procure goods and services on behalf of the District. Examples of purchasing managers are the superintendent, directors, principals, supervisors, and other personnel designated by these managers.
2. Notify the HCP Administrator when vendors are contracted to perform services on District property.
3. Obtain pre-approval from the HCP Administrator before ordering or authorizing the ordering of any chemicals not contained in the Hazardous Chemical Master List.
4. For equipment leases, obtain a copy of SDS associated with the equipment from the lessor and send them to the HCP Administrator.
5. Add the following language to all invitations for bid, requests for proposal, and other purchasing requests: It is the responsibility of the successful bidder/offeror to comply with the provisions of the applicable state and federal Hazard Communication Standards.

F. ALL PERSONNEL

1. Obtain pre-approval from the HCP Administrator before bringing any chemicals on to District property that are not contained in the Hazardous Chemical Master List.
2. Ensure adherence to this HCP for all chemicals used in the course of their duties.
3. Report all unlabeled chemical containers to the HCP Administrator immediately.

3. HAZARD WARNING LABELS

A chemical hazard warning label must be affixed to every container of hazardous chemicals. See Appendix C for a sample label.

If you have questions about a hazardous chemical after reading the label, refer to the SDS or contact the HCP Administrator. See Section 4 for SDS information.

A. Label Hazardous Chemical Containers

1. Every hazardous chemical container in the workplace must have a legible label, in English, which names the chemical and warns of its hazards. Don't remove or deface the labels on containers that you receive from manufacturers, importers, or distributors.
2. Labels for a hazardous chemical must contain:

   i. Name, Address and Telephone Number
   ii. Product Identifier
   iii. Signal Word
   iv. Hazard Statement(s)
   v. Precautionary Statement(s)
   vi. Pictogram(s)
3. Labels for a hazardous chemical may contain this additional information:
   i. First Aid –what to do if you accidentally splash the chemical in your eyes or on your skin.
   ii. Fire – how to respond to a fire involving the chemical.
   iii. Spills – how to handle a spill involving a chemical.
   iv. Handling/Storing – how to safely handle and store the chemical, including personal protective equipment (PPE) and specialized containers or cabinets.
   v. Disposal – how to properly dispose of the chemical.

B. Portable containers don't need labels if their contents are used immediately
   1. Portable containers are intended for "immediate use." This bit of legalese means if you're an employee you must not allow anyone else to use the container. The employee that put the chemical in an unmarked container may not leave it unattended.
   2. Immediate use means the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred. Examples of portable containers:
      i. Bags
      ii. Barrels
      iii. Bottles
      iv. Boxes
      v. Cans
      vi. Cylinders
      vii. Drums
      viii. Reaction vessels
C. One person should be responsible for ensuring all containers are properly labeled. Department Manager/Supervisor and School Principles will ensure that every container of chemicals used in the area of responsibility is properly labeled before distribution to District sites and departments

D. Label Pipes That Contain Hazardous Substances
   1. If the workplace has pipes containing hazardous substances or is insulated with asbestos-containing material, warning labels will be placed on the pipes or use other methods, such as process sheets or written procedures, to warn employees.
      i. The method you use must clearly identify the location of the pipes and the substances in the pipes.
      ii. Process sheets or written procedures must be readily available to employees in their work areas.
      iii. Apply labels at the beginning and at the end of continuous pipe runs (at least every 75 feet on pipes insulated with asbestos-containing material).

iv. The warning label on pipes insulated with asbestos- containing material must identify the location of the pipes and include these words: **Danger-Contains asbestos fiber. Avoid creating dust. Cancer and lung disease hazard.**

v. If a pipe is above or below the normal line of vision, apply the label above or below the horizontal centerline of the pipe so employees can see it with color contrasting labels.

2. Hazardous substances include:
   i. Physical hazards such as combustible liquids or compressed gas.
   ii. Health hazards such as toxic, carcinogenic, or corrosive chemicals.

4. SAFETY DATA SHEETS (SDS)

A Safety Data Sheet (SDS) explains how to use, handle, and store a chemical safely.

Every chemical manufacturer is required to prepare an SDS for their products in a format proscribed by OSHA. They are required to provide an SDS for the first shipment of a chemical and again after any updates to the information. If an SDS is missing from the initial shipment, Purchasing Manager will obtain one from the supplier.

A. SDS REQUESTS

1. Employees have the right to know and understand about the hazards of the chemicals they may be exposed to at work. The District will make this information readily available to employees.
2. If an SDS for a hazardous chemical is requested but not available, the supervisor of the employee will report the missing SDS to the HCP Administrator and ensure that the employee is not exposed to that chemical until the SDS is available.

B. SDS REQUIREMENTS

1. The information contained in the SDS is required to be presented in English and in a consistent, user-friendly, 16-section format.
2. **Safety Data Sheet Sections, summary.**
   i. SDS Sections 1-8: General information about the chemical, identification, hazards, composition, safe handling practices, and emergency control measures.
   ii. Sections 9-11 and Section 16: Other technical and scientific information, including physical and chemical properties, and information about the stability, reactivity, toxicological, and exposure control of the chemical. Section 16 includes information about the SDS preparation or revision date.
   iii. Sections 12-15: UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS). These sections are the result of a combined effort to create uniformity in chemical warning labels worldwide.
3. **Safety Data Sheet Sections, detail.**

   Section 1 – Identification: This section identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier. The required information consists of:

   - Product identifier used on the label and any other common names or synonyms by which the substance is known.
   - Name, address, phone number of the manufacturer, importer, or other responsible party, and emergency phone number.

- Recommended use of the chemical (e.g., a brief description of what it actually does, such as flame retardant) and any restrictions on use (including recommendations given by the supplier).

Section 2 – Hazard(s) Identification: This section identifies the hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards. The required information consists of:

- The hazard classification of the chemical (e.g., flammable liquid, category 1).
- Signal word.
- Hazard statement(s).
- Pictograms (the pictograms or hazard symbols may be presented as graphical reproductions of the symbols in black and white or be a description of the name of the symbol (e.g., skull and crossbones, flame).
- Precautionary statement(s).
- Description of any hazards not otherwise classified.
- For a mixture that contains an ingredient(s) with unknown toxicity, a statement describing how much (percentage) of the mixture consists of ingredient(s) with unknown acute toxicity. Please note that this is a total percentage of the mixture and not tied to the individual ingredient(s).

Section 3 – Composition/Information on Ingredients: This section identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives. This section includes information on substances, mixtures, and all chemicals where a trade secret is claimed. The required information consists of:

Substances

- Chemical name.
- Common name and synonyms.
- Chemical Abstracts Service (CAS) number and other unique identifiers.
- Impurities and stabilizing additives, which are themselves classified and which contribute to the classification of the chemical.

Mixtures

- Same information required for substances.
- The chemical name and concentration (i.e., exact percentage) of all ingredients which are classified as health hazards and are:
  - Present above their cut-off/concentration limits or
  - Present a health risk below the cut-off/concentration limits.
- The concentration (exact percentages) of each ingredient must be specified except concentration ranges may be used in the following situations:
  - A trade secret claim is made,

  - There is batch-to-batch variation, or
  - The SDS is used for a group of substantially similar mixtures.

Chemicals where a trade secret is claimed

- A statement that the specific chemical identity and/or exact percentage (concentration) of composition has been withheld as a trade secret is required.

Section 4 – First Aid Measures: This section describes the initial care that should be given by untrained responders to an individual who has been exposed to the chemical. The required information consists of:

- Necessary first-aid instructions by relevant routes of exposure (inhalation, skin and eye contact, and ingestion).
- Description of the most important symptoms or effects, and any symptoms that are acute or delayed.
- Recommendations for immediate medical care and special treatment needed, when necessary.

Section 5 – Fire-Fighting Measures: This section provides recommendations for fighting a fire caused by the chemical. The required information consists of:

- Recommendations of suitable extinguishing equipment, and information about extinguishing equipment that is not appropriate for a particular situation.
- Advice on specific hazards that develop from the chemical during the fire, such as any hazardous combustion products created when the chemical burns.
- Recommendations on special protective equipment or precautions for firefighters.

Section 6 – Accidental Release Measures: This section provides recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard. The required information may consist of recommendations for:

- Use of personal precautions (such as removal of ignition sources or providing sufficient ventilation) and protective equipment to prevent the contamination of skin, eyes, and clothing.
- Emergency procedures, including instructions for evacuations, consulting experts when needed, and appropriate protective clothing.
- Methods and materials used for containment (e.g., covering the drains and capping procedures).
- Cleanup procedures (e.g., appropriate techniques for neutralization, decontamination, cleaning or vacuuming; adsorbent materials; and/or equipment required for containment/clean up)

Section 7 – Handling and Storage: This section provides guidance on the safe handling practices and conditions for safe storage of chemicals. The required information consists of:

- Precautions for safe handling, including recommendations for handling incompatible chemicals, minimizing the release of the chemical into the environment, and providing advice on general hygiene practices (e.g., eating, drinking, and smoking in work areas is prohibited).
- Recommendations on the conditions for safe storage, including any incompatibilities. Provide advice on specific storage requirements (e.g., ventilation requirements)

Section 8 – Physical and Chemical Properties: This section indicates the exposure limits, engineering controls, and personal protective measures that can be used to minimize worker exposure. The required information consists of:

- OSHA Permissible Exposure Limits (PELs), American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLVs), and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the safety data sheet, where available.
- Appropriate engineering controls (e.g., use local exhaust ventilation, or use only in an enclosed system).
- Recommendations for personal protective measures to prevent illness or injury from exposure to chemicals, such as personal protective equipment (PPE) (e.g., appropriate types of eye, face, skin or respiratory protection needed based on hazards and potential exposure).
- Any special requirements for PPE, protective clothing or respirators (e.g., type of glove material, such as PVC or nitrile rubber gloves; and breakthrough time of the glove material).

Section 9 – Physical and Chemical Properties: This section identifies physical and chemical properties associated with the substance or mixture. The minimum required information consists of:

- Appearance (physical state, color, etc.);
- Upper/lower flammability or explosive limits;
- Odor;
- Vapor pressure;
- Odor threshold;
- Vapor density;
- pH;
- Relative density;
- Melting point/freezing point;

- Solubility(ies);
- Initial boiling point and boiling range;
- Flash point;
- Evaporation rate;
- Flammability (solid, gas);
- Partition coefficient: n-octanol/water;
- Auto-ignition temperature;
- Decomposition temperature; and
- Viscosity.

The SDS may not contain every item on the above list because information may not be relevant or is not available. When this occurs, a notation to that effect must be made for that chemical property. Manufacturers may also add other relevant properties, such as the dust deflagration index (Kst) for combustible dust, used to evaluate a dust's explosive potential

Section 10 – Stability and Reactivity: This section describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into three parts: reactivity, chemical stability, and other. The required information consists of:

Reactivity

- Description of the specific test data for the chemical(s). This data can be for a class or family of the chemical if such data adequately represent the anticipated hazard of the chemical(s), where available.

Chemical stability

- Indication of whether the chemical is stable or unstable under normal ambient temperature and conditions while in storage and being handled.
- Description of any stabilizers that may be needed to maintain chemical stability.
- Indication of any safety issues that may arise should the product change in physical appearance.

Other

- Indication of the possibility of hazardous reactions, including a statement whether the chemical will react or polymerize, which could release excess pressure or heat, or create other hazardous conditions. Also, a description of the conditions under which hazardous reactions may occur.
- List of all conditions that should be avoided (e.g., static discharge, shock, vibrations, or environmental conditions that may lead to hazardous conditions).
- List of all classes of incompatible materials (e.g., classes of chemicals or specific substances) with which the chemical could react to produce a hazardous situation.
- List of any known or anticipated hazardous decomposition products that could be produced because of use, storage, or heating. (Hazardous combustion

products should also be included in Section 5 (Fire-Fighting Measures) of the SDS.)

Section 11 – Toxicological Information: This section identifies toxicological and health effects information or indicates that such data are not available. The required information consists of:

- Information on the likely routes of exposure (inhalation, ingestion, skin and eye contact). The SDS should indicate if the information is unknown.
- Description of the delayed, immediate, or chronic effects from short- and long-term exposure.
- The numerical measures of toxicity (e.g., acute toxicity estimates such as the LD50 (median lethal dose)) **-** the estimated amount [of a substance] expected to kill 50% of test animals in a single dose.
- Description of the symptoms. This description includes the symptoms associated with exposure to the chemical including symptoms from the lowest to the most severe exposure.
- Indication of whether the chemical is listed in the National Toxicology Program (NTP) Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions) or found to be a potential carcinogen by OSHA.

Section 12 – Ecological Information (non-mandatory): This section provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment. The information may include:

- Data from toxicity tests performed on aquatic and/or terrestrial organisms, where available (e.g., acute or chronic aquatic toxicity data for fish, algae, crustaceans, and other plants; toxicity data on birds, bees, plants).
- Whether there is a potential for the chemical to persist and degrade in the environment either through biodegradation or other processes, such as oxidation or hydrolysis.
- Results of tests of bioaccumulation potential, making reference to the octanol-water partition coefficient (K_{ow}) and the bio concentration factor (BCF), where available.
- The potential for a substance to move from the soil to the groundwater (indicate results from adsorption studies or leaching studies).
- Other adverse effects (e.g., environmental fate, ozone layer depletion potential, photochemical ozone creation potential, endocrine disrupting potential, and/or global warming potential).

Section 13 – Disposal Considerations (non-mandatory): This section provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8 (Exposure Controls/Personal Protection) of the SDS. The information may include:

- Description of appropriate disposal containers to use.
- Recommendations of appropriate disposal methods to employ.
- Description of the physical and chemical properties that may affect disposal activities.
- Language discouraging sewage disposal.
- Any special precautions for landfills or incineration activities

Section 14 – Transport Information (non-mandatory): This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea. The information may include:

- UN number (i.e., four-figure identification number of the substance).
- UN proper shipping name.
- Transport hazard class(es).
- Packing group number, if applicable, based on the degree of hazard.
- Environmental hazards (e.g., identify if it is a marine pollutant according to the International Maritime Dangerous Goods Code (IMDG Code)).
- Guidance on transport in bulk (according to Annex II of MARPOL 73/783 and the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (International Bulk Chemical Code (IBC Code)).
- Any special precautions which an employee should be aware of or needs to comply with, in connection with transport or conveyance either within or outside their premises (indicate when information is not available).

Section 15 – Regulatory Information (non-mandatory): This section identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS. The information may include:

- Any national and/or regional regulatory information of the chemical or mixtures (including any OSHA, Department of Transportation, Environmental Protection Agency, or Consumer Product Safety Commission regulations).

Section 16 – Other Information: This section indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. You may wish to contact the supplier for an explanation of the changes. Other useful information also may be included here.

5. PHYSICAL AGENT DATA SHEETS (PADS)

1. In addition to the requirements set out in 29 C.F.R 1910.1200, as amended, an employer shall have a physical agent data sheet for each physical agent present in the employer's workplace. (8 Alaska Admin. code § 61.1110)

PADS provide basic information, methods of injury prevention, and permissible exposure limits for each of the subject areas listed above.

Physical Agent Data Sheets (PADS):

- Cold Stress
- Hand/Arm Vibration
- Heat Stress
- Ionizing Radiation
- Lasers
- Noise
- Radio Frequency/Microwave Radiation
- Ultraviolet Radiation

6. TRAINING

A. INITIAL TRAINING REQUIREMENTS AND NEW HAZARDS

Federal law requires that employees handling or possibly exposed to hazardous chemicals be informed of the hazards through labeling, SDS compliance, and training. State law requires that employees exposed to physical agents be informed of the hazards through PADS and training.

1. All employees have been identified as those to which handling of or exposure to hazardous chemicals are considered part of the normal job duties.
   i. Training for these positions will include:
      a. Detecting chemicals in the workplace;
      b. Protective measures that can be taken;
      c. Recognizing physical and health hazards of chemicals;
      d. Physical agents (if potentially exposed);
      e. The location and availability of the written Hazard Communication Program (HCP), SDS, PADS, and the list of hazardous chemicals;
      f. Additional training will be provided as new hazards are introduced.

B. SUPPLEMENTAL TRAINING

1. Maintenance and Operations employees responsible for mail/shipment receiving and distribution will receive training on the District's labeling system and storage of products containing hazardous chemicals.
2. All District personnel will receive annual training that reviews the Hazard Communication Program.

C. POSTING REQUIREMENTS

1. A poster with the provisions of AS 18.60.065-18.60.068 will be posted in or near any workplace where any employee may be exposed to one or more hazardous substance or physical agent. If an area meeting this description lacks this notice, notify the HCP Administrator.
2. A poster depicting information on SDS sections will be posted near all SDS binders. If any SDS binder lacks an SDS information poster, notify the HCP Administrator.

D. CONTRACTOR INFORMATION

1. HCP Administrator or designee is responsible for informing contractor employers about chemical hazards or physical agents to which their employees may be exposed to while working in District facilities.
2. All invitations for bid, requests for proposals, and other purchasing requests issued to prospective contractors should include a notice that it is the contractor's responsibility to comply with the provisions of the federal OSHA Hazard Communication Standard (29 C.F.R. § 1910.1200) and Title 8, subchapter 61 of the Alaska Administrative Code, including sections pertaining to multi-employer workplaces. Contractors will be required to submit an SDS/PADS for any hazardous product or physical agent to which District employees may be exposed. The SDS/PADS must be submitted with the prospective contractor's proposal.

7. HAZARDOUS CHEMICAL MASTER LIST

A master list of all hazardous chemical products can be found here. Your work location may contain one, several, or all of these products. Further information on each noted chemical can be obtained by reviewing the Safety Data Sheets (SDS).

A master file of SDS is maintained by the HCP Administrator on the District website in the Staff Information section. SDS list can be found here.

APPENDIX A

HOW TO READ PICTOGRAMS, SAFETY DATA SHEETS, AND SAFETY LABELS

OSHA QUICKCARDS™

OSHA® QUICK CARD™

Hazard Communication Standard Pictogram

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

For more information:

U.S. Department of Labor

OSHA® Occupational Safety and Health Administration

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

OSHA 3491-01R 2016

OSHA® QUICK CARD™

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. The HCS requires 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:

U.S. Department of Labor

OSHA® Occupational Safety and Health Administration

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

OSHA 3493-01R 2016

OSHA® QUICK CARD™

Hazard Communication Safety Data Sheets

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); ACGIH Threshold Limit Values (TLVs); and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the SDS where available as well as 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)).

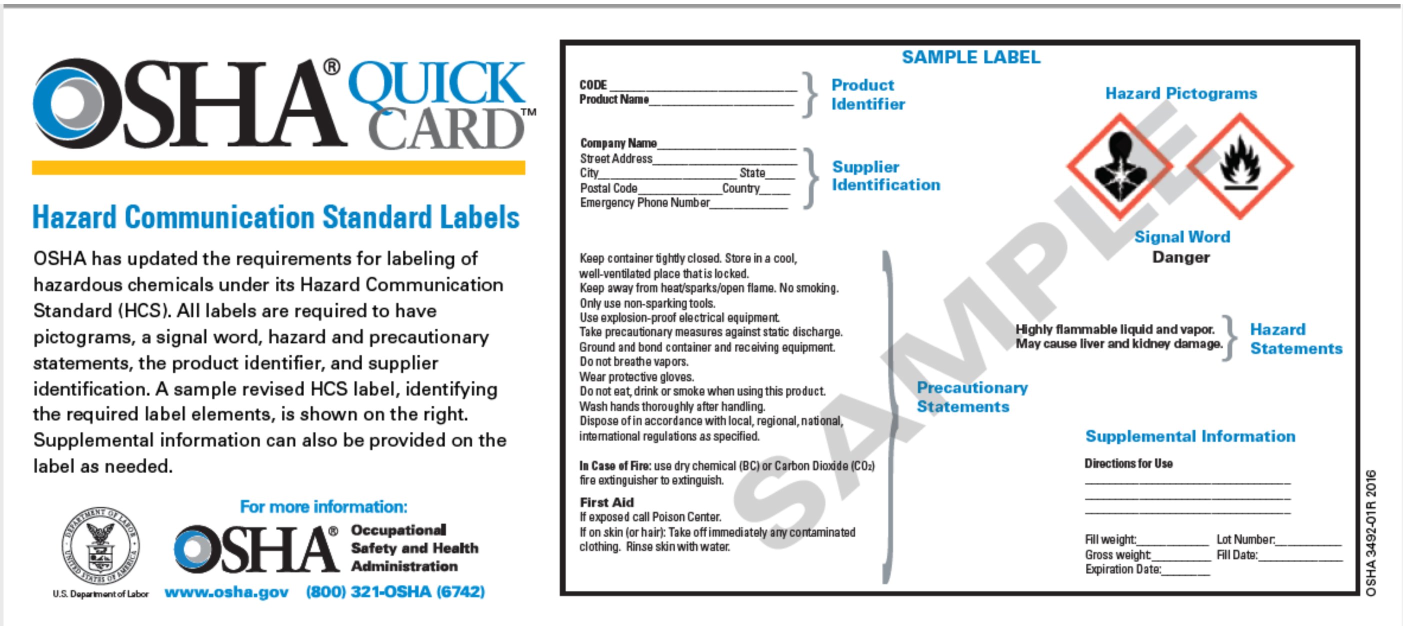
Employers must ensure that SDSs are readily accessible to employees.
See Appendix D of 29 CFR 1910.1200 for a detailed description of SDS contents.

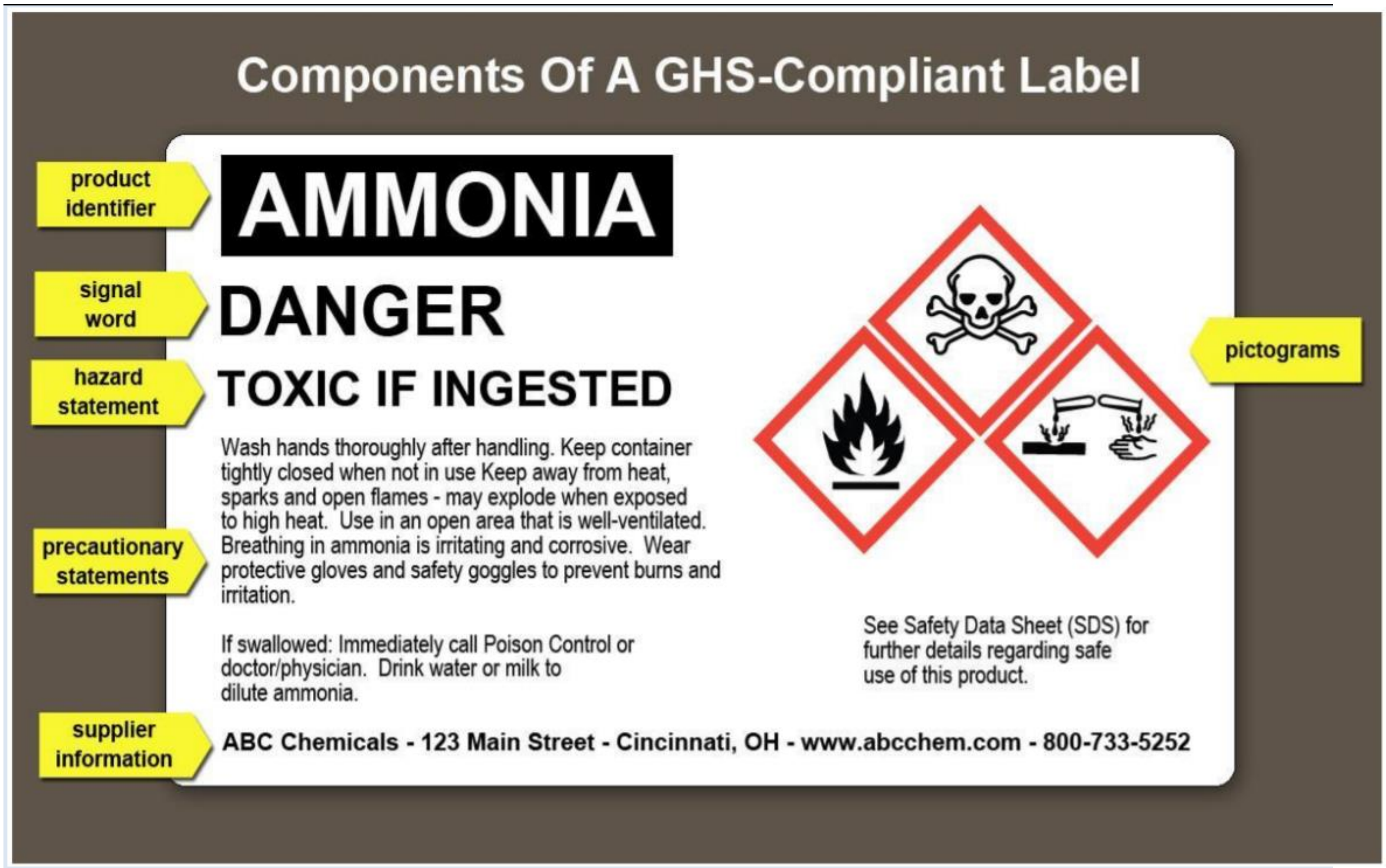
For more information:

U.S. Department of Labor

OSHA® Occupational Safety and Health Administration

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


OSHA® QUICK CARD™
Hazard Communication Standard Labels
OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). All labels are 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:
U.S. Department of Labor
OSHA® Occupational Safety and Health Administration
www.osha.gov (800) 321-OSHA (6742)
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
SAMPLE
Supplemental Information
Directions for Use
Fill weight: Lot Number:
Gross weight: Fill Date:
Expiration Date:
OSHA 3492-01R 2016


Components Of A GHS-Compliant Label
product identifier
AMMONIA
signal word
DANGER
hazard statement
TOXIC IF INGESTED
precautionary statements
Wash hands thoroughly after handling. Keep container tightly closed when not in use Keep away from heat, sparks and open flames - may explode when exposed to high heat. Use in an open area that is well-ventilated. Breathing in ammonia is irritating and corrosive. Wear protective gloves and safety goggles to prevent burns and irritation.
If swallowed: Immediately call Poison Control or doctor/physician. Drink water or milk to dilute ammonia.
pictograms
See Safety Data Sheet (SDS) for further details regarding safe use of this product.
supplier information
ABC Chemicals - 123 Main Street - Cincinnati, OH - www.abcchem.com - 800-733-5252