**Hazardous Communication Standard Training Refresher**

**Objective:** To annually provide employees with information that will allow them to identify and safety use products in the workplace that fall under the classification of hazardous chemicals.

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**Slide 1**

Training is to ensure employees know how to properly identify hazardous chemicals in their workplace, be familiar of the information and location of the Safety Data Sheets and how to take the necessary precautions to use the products safely.

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**Slide 2**

The Globally Harmonized system creates a standardization of information about the hazardous chemical(s) including information on the Safety Data Sheets (SDS), product labels and training. It is the employees “Right to Know” what hazardous chemicals may be in the workplace.

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**Slide 3**

What type of chemicals would you expect to find in your workplace? For the most part, cleaning supplies would be the most likely. This could include bleach, ammonia, cleaning solvents, spray fluids, aerosols,
etc. Some of the other lesser thought of products would include gasoline, oil, copier toner and fire extinguisher agent. The chemicals in your workplace will likely be specific to that location.

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There are two main threats when working with hazardous chemicals:

1. **Immediate Health Hazards.** Chemicals that have the potential to present an immediate threat. For example, products that could cause fire, explosion, inhalation dangers and other serious accidents.

2. **Long Term Health Hazards** through exposure may cause or contribute to many serious health problems such as heart ailments, kidney and lung damage, sterility, cancer, burns and rashes. These long term health hazards are a huge concern and focus of much of OSHA’s training and oversight. Using hazardous products correctly significantly reduces the likelihood of the “long term health hazards”.

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Methods that chemicals can get into the body are similar to the way the common cold or flu virus is transferred. (i.e. ingestion, eyes, mouth, nose, skin). Using precaution and following the manufacturers guideline when handling hazardous products will reduce the likelihood of exposure.

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**Hazard Communication Program**

- Employers shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes the company’s policy for labels and other forms of warning, safety data sheets, and how employee information and training will be conducted.
Because of the seriousness of these and other problems, and the frequent lack of adequate information to employees and employers, in 1988, OSHA issued a standard entitled HAZARD COMMUNICATION STANDARD. This standard requires all businesses to have a Written Hazard Communication Program. This program was updated in 2013 to meet the new requirements in the **Global Harmonized System**.

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Hazardous Communication Training topics must include the items above. Each workplace will be unique but the basic training topics must be maintained.

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Any container used at work that contains a hazardous chemical must have the correct label for the product and needs to meet the standards regarding labeling as outlined by the Globally Harmonized System. It is preferable to utilize the label provided by the manufacturer. Individuals with “Pica” will consume items around them without thought to what it is. You need to know how to respond if it involves a toxic or hazardous item.

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The Globally Harmonized System will include information as shown above. “Pictograms” will be very useful in helping identify the specific hazards associated with a product. Labels under the new “GHS” will be universal in format making it easier to follow and understand.

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Definitions of Label Categories

- Product ID (Name)
- Signal word: Indicates the relative hazard of exposure: Danger - Severe, Warning - Less Severe
- Precautionary Statement: A phrase recommending procedures for avoiding adverse effects of exposure.
- Hazard Class: The nature of a physical or health hazard e.g. flammable liquid, flammable solid, corrosive, etc.
- Hazard Category: The level of severity of a physical or health hazard.
- Hazard Statement: Describes the nature, by class, of hazardous chemicals, and the degree of the hazard (where appropriate).

Definitions of the label categories help you better understand the products being used.

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The pictograms required as part of the Globally Harmonized System will provide useful information on the label to help you safely use a product.

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The Safety Data Sheet is a detailed bulletin prepared by the manufacturer about their product. It will provide you the information to assist in identifying the hazards and how to safety use the product. The “SDS” can typically be obtained from the internet or by contacting the manufacturer. “SDS” binders are to used to organize and maintain the “SDS”. An inventory of the products maintained and “SDS” need to be done annually. The “SDS” must be obtained before using the product and maintained for a period of 30 years beyond potential exposure to the product.
With the “GHS” there are 16 standard items to be found on the Safety Data Sheet. All these items together will provide information on the product to allow you to safely identify, use, store and respond to accidental exposure. The new standard ensures the format of the “SDS” is standard making the information easier to find. The items in bold print provide useful information most typically needed.

Personal Protection Equipment or commonly called “PPE” (i.e. Safety Glasses, Gloves, Ear Protection, Gowns) will assist in protecting you when using hazardous substances. The manufacturer of the product will provide recommendations as to what “PPE” should be worn when using their product. This information will be provided in the Safety Data Sheet. To best protect you, these safety items must be worn when using hazardous chemicals.

Properly identifying and understanding the hazards chemicals can present will assist in keeping you safe. The product label and safety data sheet will be the main source of information. The safety data sheet will also assist in providing you recommendations on “PPE” to be worn when using their product. Many hazardous chemicals can be very useful in the workplace but must be used as stated by the manufacturer.