

## HAZARD COMMUNICATION PLAN

The U.S. Fish & Wildlife Service (Service) developed this Hazard Communication (HAZCOM) plan to meet the requirements in 29 CFR 1910.1200 and 242 FW 2, Hazard Communication.

Facility Name:

Address:

Region:

The HAZCOM point of contact for this facility is *[insert the name of the Project Leader/supervisor/facility manager or other designated individual]*

Date of plan:

**1. PURPOSE.** This plan describes how the Service's *[insert facility name]* facility plans to identify the chemicals, their associated hazards (physical or chemical in nature), labeling requirements, and the protective measures employees must take. It also explains how we will communicate information about the chemicals and hazards to employees, other workers, contractors, concessionaires, and cooperators.

**2. HAZCOM PROGRAM RESPONSIBILITIES.** *[Insert the name of the Project Leader/supervisor or other designated individual]* is responsible for all parts of the HAZCOM program including chemical inventory, maintaining SDS / MSDSs, training, storage, and a periodic HAZCOM program evaluation at this facility.

You will be informed about the contents of this HAZCOM plan, the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take to protect yourself from these chemicals (e.g., by wearing personal protective equipment). He/she/they also will tell you about the hazards associated with non-routine tasks, such as spill cleanup.

**3. PLAN CONTENTS.** This plan includes information about the following:

- Hazardous chemical inventories
- Safety Data Sheets (SDSs) / Material Safety Data Sheets (MSDSs)
- Labeling
- Non-routine tasks
- Training

#### 4. DEFINITIONS.

**A. Action Levels** are the minimum levels of occupational exposure to hazards that we use as a trigger in implementing medical surveillance examinations or continued health monitoring. Action levels are chemical-specific and driven by Federal regulations.

**B. Administrative Controls** are procedures we can use to reduce exposure to hazardous materials (e.g., using a safer product, minimizing exposure duration, using the product in a way that eliminates the hazard).

**C. Engineering Controls** are mechanical means of reducing exposure at the source (e.g., fume hoods and exhaust fans, splash barriers, etc.).

**D. Exposed** means that you were subjected to the effects of a hazardous chemical when working, such as through inhalation, ingestion, a puncture wound, or skin contact.

**E. Hazard Communication (HAZCOM)** is a program employers use to ensure that they identify chemical hazards, inform employees about the hazards, develop measures to protect employees from those hazards, and explain how to protect themselves before they could be potentially exposed. Another phrase we use to describe it is the “Employee Right-to-Know Program.” See 561 FW 14 for information on disclosing information about hazardous chemicals to State and local agencies and the Community Right-to-Know policy.

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

(1) They include laboratory chemicals, toners, cleaning supplies, petroleum products, hazardous organic compounds, maintenance shop supplies, lubricants, fuels, welding rods, paints, adhesives, etc. Hazardous chemicals also may be raw materials (wood, metal, plastic) that cause a hazard when a worker saws, heats, drills, or processes them into finished products.

(2) Chemicals listed in the following references are hazardous:

(a) 29 CFR 1910, Subpart Z, Toxic and Hazardous Substances.

(b) 29 CFR 1910.1200, Hazard Communication, Appendix A.

(c) Threshold Limit Values for Chemical Substances and Physical Agents, American Conference of Governmental Industrial Hygienists, Latest Edition.

(d) Annual Report on Carcinogens, National Toxicology Program, Latest Edition.

(e) Monographs, International Agency for Research on Cancer, Latest Edition.

**G. Safety Data Sheet (SDS) and Material Safety Data Sheet (MSDS).** SDSs and MSDSs provide invaluable information about health risks, safety precautions, first aid procedures, and other information on various chemical products.

**H. Physical Hazards.**

Table 1: Examples of Physical Hazards	
Combustible liquid	Heat and cold stress
Compressed gases	Ionizing radiation
Explosives	Laser radiation
Flammable materials	Continuous, intermittent, and impulse noise
Organic peroxide	Radio frequency/microwave radiation
Oxidizers	Ultraviolet radiation
Corrosives	Ultrasonic acoustic radiation
Pyrophorics (spontaneously ignite)	Hand/arm vibration
Unstable materials	Static magnetic fields
Water-reactive materials	Infrared radiation
Extremely low frequency radiation	Unexploded ordnance or munitions

**I. Personal Protective Equipment (PPE)** are items such as gloves, safety glasses, goggles, protective footwear, respirators, etc., that we require employees to wear to protect them from hazards associated with their assigned job tasks.

**5. HAZARDOUS CHEMICAL INVENTORY.**

Attached is a list of all the hazardous chemicals used at this facility. The list identifies chemical location, chemical hazard classification, location of SDS / MSDSs, approximate quantities, and where they are used. We update this list annually, keep it with the SDS / MSDSs, and post it [\[insert name of location close to the storage site.\]](#)

**Note:** All inventory sheets must be dated. We do not need to inventory or provide an SDS / MSDS for common household chemicals when we use them in the same quantities and manner as we would use them in the home (i.e., consumer use).

**6. SAFETY DATA SHEETS (SDSs) or MATERIAL SAFETY DATA SHEETS (MSDSs).** SDSs / MSDSs provide you with specific information on chemicals you use. They include product identifier, chemical properties, hazard classification (i.e., flammable, corrosive, etc.), required personal protective equipment, etc.

We keep a binder with all SDSs / MSDSs in: [\[insert location\]](#).

We also keep the SDSs / MSDSs for the chemicals used at the [\[insert alternate site location\]](#) site in: [\[insert specific location of binder with SDS/MSDSs\]](#) because it is not near the location where we keep all the MSDSs.

All SDSs / MSDSs must be kept current and maintained. Any new chemicals brought into the facility must be approved by the HAZCOM POC in advance and will not be used until the SDS/MSDS has been received, reviewed and maintained in the same location as the other SDSs/MSDSs.

Whenever feasible, the least hazardous materials for the required task will be purchased.

Chemical manufacturers or vendors will be contacted if an SDS / MSDS has not been supplied with a shipment. We will not use any chemicals coming in without an SDS / MSDS until we receive them. We keep SDSs / MSDSs for materials no longer used in this facility for a minimum of 30 years in a separate file located [\[insert location\]](#).

#### **7. LABELS AND OTHER FORMS OF WARNING.**

We will ensure that all incoming products/chemicals are properly labeled according to OSHA and the Globally Harmonized System of Classification and Labeling of Chemicals. Labels should list, at a minimum:

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

See specific labeling requirements at the end of this plan and in exhibit 2 of Service Manual chapter 242 FW 2 Hazard Communication.

Employees do not have to label small containers into which they pour materials for use on that shift as long as they are the ones pouring and using the material. However, if more than one person will use the container, it will be used for more than one shift, or it's not under the continuous control of the employee who poured it, then the employee must label the secondary container with product identification and hazard.

It is the policy of this facility to keep all hazardous chemicals in their original containers whenever possible.

#### **8. NON-ROUTINE TASKS.**

Non-routine tasks are defined as working on, near, or with unlabeled piping, unlabeled containers of an unknown substance, confined space entry where a hazardous substance may be present, or a one-time task using a hazardous material differently than intended (e.g., using a paint solvent to remove stains from tile floors). Your Project Leader/supervisor/facility manager must take the following steps to prepare for non-routine tasks:

- Step 1: Develop a job hazard assessment (JHA) before you can begin the task (see 240 FW 1),
- Step 2: Determine precautions as outlined in the JHA (these are steps to eliminate a hazard or use of personal protective equipment to safeguard against it),

- Step 3: Provide specific training and document it, and
- Step 4: Allow you to perform the task after proper preparation.

## 9. TRAINING

(1) All employees who are or may be exposed to chemicals must receive general hazard communication training before they are assigned to duties where hazards are present or whenever a hazard changes. This training need can be achieved through DOI Learn's course titled "Safety: USGS Hazard Communication Program – GHS".

Site specific training is also required and may be in the form of informal group or individual briefings, prepared training, or pamphlets and printed information. The training must emphasize:

- The HAZCOM standard and this HAZCOM plan,
- Where SDSs / MSDSs are located, how to read and interpret the information on both labels and SDSs / MSDSs, and how you may obtain additional hazard information,
- Chemical and physical properties of the hazardous materials that you'll use, and the methods that you can use to detect the presence or release of chemicals,
- Physical hazards of the chemicals (e.g., potential for fire, explosion, etc.),
- Health hazards, including signs and symptoms of over exposure associated with the chemicals and any medical condition known to be aggravated by exposure to the chemicals,
- Procedures to protect against the hazards (e.g., proper use and maintenance of personal protective equipment; work practices, etc.),
- Work procedures to follow to ensure protection when cleaning hazardous materials spills, and
- Labeling system requirements.

**10. CONTRACTORS/CONCESSIONAIRES/COOPERATORS.** All contractors/concessionaires/cooperators performing work at sites covered by this plan must follow the requirements of this plan.

*[Insert name of Project Leader/supervisor]* (or designee) must provide contractors/concessionaires/cooperators the following information:

- Location of SDSs for Service-owned chemicals.
- Precautions we will take to protect contractors, concessionaires, and cooperators.
- Potential exposure to hazardous chemicals.
- Chemicals used in or stored in areas where contractors, concessionaires, and cooperators will be working.
- Health hazard information (i.e., signs and symptoms of exposure).
- Station-specific storage protocols for flammable liquids, pesticides, and acids and chemical compatibility
- Labeling system for chemicals in use.
- Safe handling procedures for any Service-owned chemicals that contractors may have to handle.
- Clear instructions to not abandon chemicals, containers, or other materials that are or could become hazardous waste.
- Emergency procedures.
- Asbestos-containing building materials and lead paint that contractors may be in contact with as a condition of their contract.

Contractor, concessionaires, and cooperators must provide us with the following information:

- List of chemicals that they are bringing on Government property and copies of SDSs / MSDSs for every chemical.
- Location where contractors, concessionaires, and cooperators are storing chemicals on the site.
- Precautionary measures that everyone must take when working around the chemicals.

*[insert name]* will advise all non-Service personnel (e.g., contractors, volunteers, concessionaires, and cooperators) in person, of any chemical hazards that they may encounter in the normal course of their work, the labeling system in use, the protective measures to take, and the safe handling procedures to use. He/she will also

notify these individuals of the location and availability of SDSs / MSDSs.

Anyone bringing hazardous materials on site must provide *[insert name]* with the appropriate hazard information on these substances, including the labels, SDSs / MSDSs, and the precautionary measures to take when working with these chemicals. Without specific prior approval of the Project Leader, the contractor/concessionaire must remove all chemical containers and potential hazardous wastes from Service property prior to the end of the contract.

SAMPLE

## Hazard Communication Label Pictograms and Hazards

<p style="text-align: center;"><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>▪ Carcinogen</li> <li>▪ Mutagenicity</li> <li>▪ Reproductive Toxicity</li> <li>▪ Respiratory Sensitizer</li> <li>▪ Target Organ Toxicity</li> <li>▪ Aspiration Toxicity</li> </ul>	<p style="text-align: center;"><b>Flame</b></p>  <ul style="list-style-type: none"> <li>▪ Flammables</li> <li>▪ Pyrophorics</li> <li>▪ Self-Heating</li> <li>▪ Emits Flammable Gas</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>	<p style="text-align: center;"><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>▪ Irritant (skin and eye)</li> <li>▪ Skin Sensitizer</li> <li>▪ Acute Toxicity</li> <li>▪ Narcotic Effects</li> <li>▪ Respiratory Tract Irritant</li> <li>▪ Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p style="text-align: center;"><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>▪ Gases Under Pressure</li> </ul>	<p style="text-align: center;"><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>▪ Skin Corrosion/Burns</li> <li>▪ Eye Damage</li> <li>▪ Corrosive to Metals</li> </ul>	<p style="text-align: center;"><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>▪ Explosives</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>
<p style="text-align: center;"><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>▪ Oxidizers</li> </ul>	<p style="text-align: center;"><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>▪ Aquatic Toxicity</li> </ul>	<p style="text-align: center;"><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>▪ Acute Toxicity (fatal or toxic)</li> </ul>

### Signal Words

Labels under GHS requirements have one of two SIGNAL WORDS, **Danger** or **Warning**. These words are designed to give you an easy means of determining immediate risk. If a product warrants both signal words, **Danger** will be the one listed on the label.

**Danger** - more severe hazards.

**Warning** - less severe hazards.

### Hazard Statements

Describes 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.”

Products may have more than one hazard statement.

***INSERT SITE-SPECIFIC  
CHEMICAL INVENTORY  
(SEE FWS FORM 3-2288)***