

HAZARD COMMUNICATION:

important things to remember



Rights & Responsibilities

You have a right to know about:

- The agency's Hazard Communication Program
- Hazardous chemicals in the workplace
- Material Safety Data Sheets (MSDS)

You have a responsibility to help keep yourself and your co-workers safe by:

- Making sure containers are labeled
- Handling chemicals safely
- Knowing where to find and how to use MSDS

"I don't work with chemicals."

Most employees have at least a limited exposure to chemicals, minimally through cleaning products used in the workplace. Even if your primary job responsibilities do not include cleaning or using chemicals, chances are chemicals are being used somewhere at your worksite.

Label It—Completely!

- Help to make sure all chemical containers are labeled.
- Take the time to read and understand container labels.
- Replace labels that are damaged or missing. Labels should never be removed or covered.
- Store containers so labels are visible.
- Never place chemicals in containers that are not labeled or labeled incorrectly.
- Filling a container from a bulk supply? Use a pre-printed label from the manufacturer or a pre-printed bottle. Most manufacturers will supply these when you order the chemical.



"What if I find an unlabeled bottle?"

Remove the chemical from use, and let your supervisor know. Follow up will need to be done with the appropriate person to determine what the chemical is so that it can either be labeled or disposed of correctly. Remember, unlabeled containers are an accident waiting to happen.

Use It - Correctly!

- Using a chemical? Make sure to wear all appropriate personal protective equipment.
- Wash your hands immediately after use.
- Never mix chemicals unless instructed by the manufacturer.
- Store chemicals properly.
- Use chemicals for their intended purpose. A good rule of thumb is to use the least potent chemical to perform the job effectively. If you are not sure how to use a particular chemical, do not use it until you get more information.

"How can I help?"

Do not bring new chemicals into the worksite without letting your supervisor know. Your supervisor can ensure that an MSDS is available for each chemical. Only use chemicals for their intended purposes. Ask if you have questions!

Reference It - At Your Fingertips!

- Know where Material Safety Data Sheets are stored. If you need to find them in an emergency, it might be too late.
- Read MSDS to learn ingredients, safe handling and usage instructions.
- Information contained on MSDS includes: product name and information, chemical ingredients, hazard information, safe use guidelines, and emergency response procedures.
- A list should be made available at every worksite to show the chemicals being used at each location. Make sure an MSDS is available for every chemical at the worksite.
- In the event of emergency, medical personnel and/or Poison Control will need the information contained on the MSDS to help ensure appropriate treatment and care.

"Where can I get Material Safety Data Sheets?"

If you purchase chemicals through a large supplier of chemical products, they will likely provide them to you upon purchase. You can also request MSDS from the manufacturer or supplier. Many companies provide printable versions of MSDS on the company website.



Did you know?

According to the Centers for Disease Control, gloves are the most commonly used personal protective equipment in the healthcare and human services industry.

Need help quickly because of a chemical-related exposure?

Contact the National Poison Control Center at 800.222.1222

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