



A Division of CHS



Chemical Hazard Communication Program Employee Guide

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Primeland Cooperatives is committed to preventing exposure to hazardous materials that could result in injury and/or illness while complying with the OSHA Hazard Communication Standard 29 CFR 1910.1200. To ensure that all affected employees are aware of information concerning the dangers of all hazardous chemicals used by Primeland, a chemical hazard communication program has been established. This guide is to provide you with an overview of the requirements of this standard.

The full text of the written program is available in the Location Manager Office at any time for review by any employee. If the location is seasonal and not normally occupied, a copy of this program will be available at the production office. This guide, as many others uses terminology including words such as “shall”, “must” and “will”, which reference compliance requirements of that OSHA standard or regulation.

The Chemical Hazard Communication program is also referred to as the Employee Right To Know program, which entitles every employee the right to essential information about every chemical in the workplace. The OSHA Standard requires that Primeland communicate the following information to you:

MATERIAL SAFETY DATA SHEETS (MSDS)

The MSDS is the primary tool for informing employees of the hazards associated with the products used at Primeland. A typical MSDS contains twelve sections that explain the chemical, its properties and other specific information including health hazards, first aid measures and other actions to be taken if the product is spilled or is leaking. Managers are responsible for ensuring that a MSDS is available for these products. As new chemicals or products are purchased, the MSDS needs to be provided as well. OSHA requires that these products be inventoried annually to ensure that a MSDS is available for all products. Most chemical suppliers are very good at providing this information as requested.

CONTAINER LABELS:

All hazardous chemical containers shall be affixed with a label consistent with its contents at all times, unless superseded by another section within this policy. These labels can either be the original label that was provided by the manufacturer, or secondary labels that was placed when the original chemical was transferred to a different container.

Exemptions from Container Labeling Requirements:

This labeling procedure *does not* apply to:

- *Any pesticide defined in the Federal Insecticide, Fungicide & Rodenticide Act (FIFRA) when subject to the labeling requirements of that act and labeling regulations issued under that act by the Environmental Protection Agency.*
- *Any consumer product or hazardous substance defined in the Consumer Product Safety Act and Federal Hazardous Substances Act respectively, when subject to a consumer product safety rule or labeling requirement of those acts, or regulations issued under those acts by the Consumer Product Safety Commission.*

PRE-LABELED CONTAINERS:

- ◆ No label may be removed from any container containing hazardous materials whether empty or not, unless it has been cleaned of residue (triple-rinsed) and purged of vapors to remove any potential health or physical hazard.
- ◆ Employees shall not to accept shipments of potentially hazardous chemicals with missing, damaged or illegible labels.
- ◆ Employee shall keep all Material Safety Data Sheets (MSDS) that are received with incoming shipments of sealed containers of hazardous chemicals.
- ◆ All employees shall have access to all the applicable MSDS during each work shift, in their work areas by knowing where they are located and/or how to access a them via the internet or other electronic means.
- ◆ No employee shall accept shipments of visibly leaking containers of hazardous chemicals.
- ◆ No hazardous chemical will be sold or transferred to another party without out an approved label.

REQUIREMENTS FOR CONTAINER LABELING:

Portable container of hazardous materials in the workplace shall be affixed with a label according to the following procedures.

The Location Manager is responsible for completing the secondary label and affixing it to the portable or stationary container when necessary. The label must be in English, legibly printed using permanent/waterproof ink on approved label material and affixed to the container in a manner that will prevent it from becoming accidentally detached. The secondary Hazardous Material Label shall contain the following information (Refer to sample label below):

ACETONE	
1	Health
3	Flammability
0	Reactivity
C	Protective Equipment
HAZARD RATING	
4 EXTREME	1 SLIGHT
3 SERIOUS	0 MINIMAL
2 MODERATE	



LABEL DEFINITIONS:

Name—either the chemical or common name; if mixture, list each component or list by product name if the same name is used on the MSDS.

Health, Flammability and Reactivity Data are numerical:

“0” Minimal Hazard

“1” Slight Hazard

“2” Moderate Hazard

“3” Serious Hazard

“4” Extreme Hazard

Health hazards—Health hazards are associated to exposure to the person; whether exposure is from breathing the material, contact with the material or ingestion of the material.

Physical hazards— Describes the material in its physical state (i.e. combustible liquids, compressed gas, explosive, flammable, organic peroxide, oxidizer, and reactive materials).

Reactivity Hazards –Indicates the type of reaction of the chemical to other elements

Personal Protective Equipment—list the PPE needed to safely handle this product will be listed alpha-character in the following manner:

For individual stationary process containers, the following alternative labeling methods may be used as long as they contain the required information as note above: signs, placards, process sheets, batch tickets, operating procedures, etc.

LABELING EXEMPTION FOR TEMPORARY USE CONTAINERS OF HAZARDOUS MATERIALS

Portable containers used to temporarily contain hazardous chemicals do not have to be labeled, **provided** that the chemical is used and controlled by the employee who transferred the chemical into the container within the same shift and remaining materials returned to the original container at end of shift

EMPLOYEE RIGHT TO KNOW AND ADMINISTRATIVE EMPLOYEES

Although certain office products may be exempt from this standard, it is best to ensure that administrative and support employees understand the MSDS and related information. MSDS’ for office supplies and other chemicals frequently seen in these environments are available as well.

EMPLOYEE TRAINING:

Employees are required to attend annual training regarding this Employee Right To Know regulation. In addition, new hire employees receive this training as part of the initial orientation process. The written policy regarding this regulation is reviewed during the annual training.