**4.6 Communication of Chemical Hazard Policy**

**Purpose:** This policy provides information about the hazardous chemicals and substances that employees will be exposed to, chemical product labels and other forms of warning, material safety data sheets related to the chemicals.

**Policy:** This Company understands the importance of communication of hazards for the protection of patients and staff. The administrator or designee is responsible for insuring consultation and specific training when needed.

Material safety data sheets are an OSHA approved method to make current information and protective measures for chemical health hazards present in the workplace readily available to employees.

**Hazards**

**Definition:**

* Health hazard means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. (OSHA, 500:1131 CH 510 ATT. 4 subpart Z)
* Material safety data sheets (MSDS) means written or printed material concerning a hazardous chemical (OSHA 500:1131 CH 510 ATT 4 subpart Z)
* The Company chooses to rely upon the evaluation of hazards performed by the chemical manufacturer or importer.

**Procedure**

* The Company will obtain and maintain current MSDS sheets on each hazardous chemical used in the workplace.
* MSDS will be placed at each physical office site in order to be readily available to employees, their designated representatives, OSHA and the National Institute for Occupational Safety and Health.
* Upon receipt of new or updated MSDS, the Company will review the MSDS’s to ascertain that the sheets are complete. Should an incomplete MSDS be received, the Company will document such receipt and return the sheet to the chemical manufacturer or distributor who sent it. If complete forms are not received promptly, OSHA will be contacted for assistance.
* Employees will be provided with information and training on hazardous chemicals in the work area during initial orientation and yearly thereafter.
* Employee orientation will include:
* Hazard communication requirements of OSHA standard
* The presence of hazardous chemicals in the work area
* Location and availability of written hazard communication program including list of hazardous chemicals and MSDS
  + - How to read and interpret labels and MSDS
    - How to cope with emergency procedures (recognition, reporting, and evacuation)