



WRITTEN HAZARD COMMUNICATION PROGRAM Revised Edition - 2014

The following written Hazard Communication Program has been established and updated by the Veterinary Medical Center of Long Island. All divisions and sections of the VMCLI are included within the program. The written program will be available in within the VMCLI Safety Manuel and in each OSHA Compliance Station for review by any interested employee.

The VMCLI will meet the requirements of this regulation as follows:

1. Container Labeling:

The Safety Officer will verify that all containers received for use will be provided with:

- a. Product identifier
- b. Signal word
- c. Hazard statement(s)
- d. Pictogram(s)
- e. Precautionary statement(s); and
- f. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party

2. Solid Material Labeling

The Safety Officer will verify that all solid materials not exempted due to their downstream use; were delivered with a label or received the label prior to the initial shipment, and need not be included in subsequent shipments unless information on the label changes.

The Safety Officer at each work site will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with our company's own labels which have: Product identifier, words, pictures, symbols or combination thereof, which provides at least general information regarding the hazards of the chemicals. For help with labeling contact the safety/health officer or the Administrative Coordinator.

3. Safety Data Sheets (SDS)

Copies of the SDSs for all hazardous chemicals to which employees of this Company may be exposed will be in each of the 6 OSHA compliance Stations within the practice. For specific locations, please refer to your VMCLI Tip Sheet.



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SDSs will be available to all employees in their work area for review during each work shift. If SDSs are not immediately available or new chemicals in use do not have an SDS, please immediately contact the VMCLI Safety Officer.

4. Employee Training and Information

Prior to starting work each new employee of the VMCLI will attend a safety and health orientation and will receive information and training on the following:

- a. An overview of the requirements contained in the Hazard Communication standard, Section 1910.1200.
- b. Chemicals present in the workplace operations.
- c. Location and availability of our written hazard communication program, including our list of hazardous chemicals, and Safety data sheets.
- d. Physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.
- e. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- f. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- g. Steps the company has taken to lessen or prevent exposure to these chemicals.
- h. Safety emergency procedures to follow if they are exposed to these chemicals.
- i. How to read labels on shipped containers, as well as workplace labeling systems and review SDSs format and how to obtain appropriate hazard information.

After taking the training class, each employee will sign a form to verify that they completed the training, received our written materials, and understood this VMCLI's policies on hazard communication.

Prior to a new hazardous chemical being introduced into any section of this company, each employee of that section will be given information as outlined above. The Appointed Safety Officer is responsible for ensuring that SDSs on the new chemical(s) are available.



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5. List of Hazardous Chemicals

The following is a list of all known hazardous chemicals used by employees of the VMCLI. Further information on each noted chemical can be obtained by reviewing SDSs located in/at each OSHA Compliance Station denoted on the posted VMCLI Tip Sheet

HAZARDOUS CHEMICALS	DEPARTMENTS WHERE USED
Ethylene Oxide	Surgery Department
Formalin	Surgery Department
Glutaraldehyde	All Services
Benzene	All Services

NOTE: The hazard communication standard only requires a list of all hazardous chemicals; however, it is felt that identifying the location and possible processes will aid the employer in carrying out the full program.

6. Hazardous Non-routine Tasks

Occasionally, employees are required to perform hazardous non-routine tasks. Prior to starting work on such given projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- a. Specific chemical hazards
- b. Protective/safety measures the employee can take
- c. Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by employees of this company are:

TASK	HAZARDOUS CHEMICAL
No Non- Routine Tasks	_____
_____	_____
_____	_____
_____	_____
_____	_____



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7. Chemicals in Unlabeled Pipes

While this is not an activity performed at the VMCLI, if it were necessary to be performed by employees in areas where chemicals are transferred through unlabeled pipes.

Prior to starting work in these areas, the employee must contact the VMCLI Safety Officer for information regarding:

- a. The chemicals in the pipes
- b. Potential hazards
- c. Safety precautions which should be taken

8. Informing Contractors

It is the responsibility of the VMCLI Safety Officer or the Hospital Administrator to provide contractors (with employees) the following information:

- a. SDSs for hazardous chemicals to which they may be exposed while on the work site.
- b. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
- c. The labeling system used in the work place.



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Date of Training: See attached Documentation

Signature of Trainer: See attached Documentation

Format of SDS's

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

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Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

Pictograms

Health Hazards



Corrosive Hazard



Acute Toxicity
Hazard



General Hazard



Health Hazard

Environmental Hazards



Environmental
Hazard

Physical Hazards

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Explosive Hazard



Flammable Hazard



Oxidizing Hazard



Compressed Gas Hazard



Corrosive Hazard



Transportation Hazards



Explosives



Flammable Gases



Non-Flammable
 Non-Toxic Gases



Toxic Gases



Flammable Liquids



Flammable Solids



Spontaneous
 Combustion



Water Reactive



Oxidizing Substances



Organic Peroxides

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