Synopsis:

OSHA General Industry regulations (1910.1200(e)) requires “a written hazard communication program” that describes how the employer will meet certain provisions of this regulation. This document serves as MITs written Hazard Communication Program. It describes how employees at MIT are informed of the hazards associated with chemicals they work with, and the measures in place to protect them from those hazards. The regulation and this document apply to non-laboratory work areas.

Summary of key program elements:

Supervisors:

1. Compile a chemical list for each work area covered by HAZCOM, and update annually.
2. Obtain an MSDS for each chemical on the list and place the MSDS in a notebook, accessible to all in the work area who may be exposed.
3. Properly label all chemicals transferred to a second container.
4. Create a work area summary and post detailing contacts for HAZCOM information in that specific work area, the location of the MSDS notebook, and the training requirements. A sample summary sheet is in the written program and on the web.
5. Assure all employees working with chemicals or chemical products receive HAZCOM training.
6. Receive training regarding their role, and provide work area specific training to employees about chemical products employees use and measures established to protect them from hazards in specific work area.
7. Review special, one time projects involving chemicals, to assess the project for chemical exposure concerns, and inform employees of hazards and protective measures. Involve EHS, if needed.

Those who hire contractors:

1. Must inform them of chemical hazards to which they may be exposed, and the procedures for obtaining additional information and for reporting exposure concerns.
2. Collect information from contractors regarding chemicals contractors may use, and inform MIT employees of any hazards from contract work in their area and who to contact for additional information.