

# TOOL BOX TALKS

Company Name: \_\_\_\_\_

Plant Location: \_\_\_\_\_

Date: \_\_\_\_\_

## Topic Title: Hazardous Communication: 29CFR1910.1200: Purpose

### Topic Summary:

The purpose of the Hazardous Communication Standard is to ensure that all chemicals produced within or imported to the United States are evaluated. The Standard also ensures that the information regarding the hazards present in manufactured materials is communicated to employers and employees. The Standard requires employers to do the following:

- Assure that labels are on all containers of hazardous chemicals and that they are legible.
- Maintain copies of Material Safety Data Sheets for hazardous chemicals used in the plant.
- Maintain a written Hazardous Communication Program.
- Provide training about this program and its elements to all employees.

Additional Items Covered:  As noted below  None

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Presented by: \_\_\_\_\_

Name

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Attendance: \_\_\_\_\_

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## Topic Title: Hazardous Communication: 29CFR1910.1200: Labeling

Topic: Labeling

All chemicals in the workplace should be labeled with the following minimum information:

- Identification of the hazardous chemical.
- Appropriate hazard warnings.
- Name and address of the chemical manufacturer.
- When transferring a chemical to another container, the new container needs to be labeled unless:
  - It is for immediate use, and;
  - The chemical is always in the custody of the person transferring it.

Additional Items Covered:  As noted below  None

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Company Name: \_\_\_\_\_

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## Topic Title: Hazardous Communication: 29CFR1910.1200: MSDS

Topic: Material Safety Data Sheets (MSDS)

The employer must have an MSDS for all hazardous chemicals they use. The MSDS will contain at least the following information:

- Chemical identity, trade name, common name.
- If the chemical is a single substance or a mixture.
- The common name of any ingredients that present a physical hazard.
- Physical and chemical characteristics (i.e. vapor pressure, flash point, etc.).
- The physical hazards (i.e. potential for fire, explosion, or reactivity).
- The primary routes of entry.
- The permissible exposure limits.
- Whether the chemical is or has the potential to be a carcinogen.
- The measures of control.
- The date of preparation or the latest date of revision.
- The name, address, and phone number of the manufacturer, importer, employer, or other responsible party where emergency information can be obtained.
- The Material Safety Data Sheets will be readily available and accessible to employees during each work shift.

Additional Items Covered:  As noted below  None

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Company Name: \_\_\_\_\_

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## Topic Title: Hazardous Communication: 29CFR1910.1200: Training

Topic: The Written Hazardous Communication Program

A written program must be maintained at each workplace describing how the elements of this Standard will be met. The program will include the following:

- A list of all chemicals present in the workplace.
- A method of informing employees about non-routine hazards.
- The location of the written program and the MSDS's

### Employee Training

- Employers are required to train employees on hazardous chemicals:
- At the time of employment.
- Whenever a new hazard is present.
- When a new or modified chemical is introduced into the workplace.

Employees will be informed of the following:

- The requirements of this Standard.
- Specific job hazards present at their work area.
- The location of the written program and the MSDS's

Additional Items Covered:  As noted below  None

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