

A sample written agriculture hazard communication plan

_____ (company name) is committed to the health and safety of our employees and to preventing injuries. Providing information on the safe use of potentially hazardous chemicals is an important part of our safety and health program. The following written program for hazard communication has been established to help provide information to our employees and to comply with OR-OSHA regulations. This written program is available to all employees and is located _____ (provide location).

Hazardous chemical identification

A list of the hazardous chemicals used can be found at [provide location] along with the corresponding safety data sheets (SDSs). A list is attached to this plan. [attach list]. Detailed information about the physical, health, and other hazards of each chemical is included in the SDS for the product. A product identifier for each chemical on the list matches the SDS and can easily be cross-referenced with the product identifier on its label. Pesticides have different labeling and hazard information under Environmental Protection Agency (EPA) rules. All chemicals, however, have hazard information and are listed along with their hazard information for employees to review.

Hazardous chemical containers

All hazardous chemical containers used at this workplace will either have the original manufacturer's label—which includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party—**OR** a label with the appropriate label elements just described; **OR** a workplace label (**secondary label**) that includes the product identifier and words, pictures, symbols, or combination that provide at least general information regarding the hazards of the chemicals. The picture on this page shows an example of a secondary label for acetone.



Labels are not required on portable, secondary containers of hazardous chemicals that are for immediate use. Pesticide application equipment (such as spray tanks and backpack-type sprayers) do not require labeling if the pesticide handlers have access to the pesticide product label during handling activities. However, it is extremely important to add the secondary container labels if there is still product in the portable container or spray equipment. Unless they are empty and clean at the end of use, sprayers must have secondary labels.

[Name of person responsible] will ensure that all containers are appropriately labeled. No container will be released for use until this information is verified. Workplace labels must be legible and in English. Information in other languages is available at: [Identify the location if they are stored in a paper file. Describe how to access this information.] {Delete these two lines from final plan if not applicable.}

Safety data sheets

Safety data sheets have mostly replaced old-style material safety data sheets, although for some products they are not yet available.

For purposes of our Hazard Communication program, all material safety data sheets and SDS will be referred to as safety data sheets or SDS. The appropriate safety data sheets are readily available to all employees during their work shifts. Employees can review safety data sheets for all hazardous

chemicals used at this workplace. [Identify the file location if they are stored in a paper file. Describe how to access them if they are stored electronically].

The safety data sheets are updated and managed by [name of person or job title responsible for managing the safety data sheets]. If a Safety Data Sheet is not immediately available for a hazardous chemical, employees can obtain the required information by calling [name of person or job title responsible for providing information in an emergency].

Employee information and training

_____ [Name of person responsible] is responsible for employee training, and can be contacted with questions or concerns regarding this training. Training will be structured as follows:

A. **All** agricultural employees must be informed of the location and availability of the Hazard Communication program and the SD Sheets. The OR-OSHA brochure, "Safe Practices When Working Around Hazardous Agricultural Chemical" (form 1951) must be provided, and all employees must review the booklet or certify that they have previously done so.

B. For workers other than hand laborers:

Any employee other than a hand laborer must receive **additional** health and safety training including the material outlined below:

1. An overview of the requirements contained in the Hazard Communication rules for Oregon Agricultural employers OAR 437, Division 4, Hazard Communication.
2. Hazardous chemicals present in their work area.
3. Any operations in their work area where hazardous chemicals are used.
4. The location of the hazard communication program.
5. An explanation of the labeling system and the safety data sheets (including the meaning of pictograms used for hazard communication purposes), and how employees can obtain and use the correct hazard information.
6. Physical and health effects of these hazardous chemicals.
7. How to determine the presence or release of these hazardous chemicals in the work area.
8. Steps we take to prevent or reduce employee exposure.
9. How employees can protect themselves from exposure to hazardous chemicals through use of engineering controls, work practices, and personal protective equipment.
10. An explanation of any special labeling present in the workplace.
11. Emergency procedures and first aid measures to follow if an employee is exposed to the chemicals used by this company.

NOTE: *It is critically important that all of our employees understand the training. If you have questions, please contact _____ [owner, manager or safety coordinator]. After attending this training each employee will sign a form verifying that they received the training and written materials and that they understand our company's Hazard Communication Program. Additional training may also be necessary for employees considered to be pesticide "workers" or pesticide "handlers" as defined in the Worker Protection Standard.*

Employee information for performing special tasks

Occasionally, employees may perform nonroutine tasks involving exposure to hazardous chemicals. Instruction is needed about the hazardous chemicals used before starting work. This instruction will include:

1. Specific chemical hazards
2. Measures the farm has taken to reduce risk
3. Additional safety and protective measures needed

Employee information about hazardous chemicals in pipes (This section is only required if there are chemicals in pipes)

This workplace follows the labeling requirements in OAR 497-004-9830 concerning the labeling of pipes.

Fixed pipes and tanks with hazardous material will be labeled with contents in them so that the label is easily observed by workers. For temporary pipes or tanks, where hazardous materials are transferred or held during the work shift, the SDS will be available in the vicinity of the equipment. Employees may also contact [name of person or job title] for the following information:

1. The chemicals in the pipes
2. The physical or health hazards of the chemicals present
3. The safe work practices necessary to prevent exposure

Information for contractors and other employers about our hazardous chemicals

If employees of other employer(s) may be exposed to hazardous chemicals at our workplace (for example, farm labor contractors' employees in this farms' fields, or others providing services to the farm), it is the responsibility of [name of person or job title] to provide contractors and their employees with the following information:

- The identity of the chemicals, how to review our safety data sheets, and an explanation of the container and pipe labeling system
- Safe work practices to prevent exposure

[name of person or job title] will also obtain a safety data sheet (or material safety data sheet for pesticides) for any hazardous chemical a contractor brings into the workplace.

General

No employee is to begin work on any task that involves potentially harmful chemical exposures until that employee has protective measures in place and knowledge needed to assure their personal health and safety. If anyone has questions about our program, contact [name of person or job title].