
General Information

To comply with the Church's general hazard communication policies, the following written hazard communication program has been established for the

_____ (location)
of The Church of Jesus Christ of Latter-day Saints.

This written program should be available in

_____ (location)

at _____ (address)
for review by any interested employee.

Container Labeling

The _____ (position title)
should verify that all containers received will:

- Be clearly labeled.
- Bear the appropriate hazard warning.
- Have the name and address of the manufacturer listed.

The _____ (position title)
should be reasonably sure that all secondary containers are labeled either with an extra copy of the original manufacturer's label or with a chemical hazard identification label, which has a section for identity and a section for hazard warnings.

The _____ (position title)
should review the location labeling system every

_____ (time period)
and update it as required.

Safety Data Sheets (SDSs)

The _____ (position title)
should obtain and maintain SDSs for the location.

The _____ (position title)
should review incoming SDSs for new and significant health and safety information. He or she will pass on any new information to appropriate employees.

Copies of SDSs for all hazardous chemicals that employees at the location may be exposed to will be kept in

_____ (location)

and _____ (additional location).

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

_____ (position title).

Employee Training and Information

The _____ (position title)
is responsible for the employee training program for this location. He or she should carry out all elements of training specified below.

Before starting work, each new employee working in the

_____ (location)
should attend a health and safety orientation and receive information and training on:

- Provisions of the general hazard communication program.
- Operations in employee work areas where hazardous chemicals are present.
- Details of the written hazard communication program, including an explanation of the labels received on shipped containers, the workplace labeling system, and SDSs. Employees should also receive training on the order of information on the labels and on how they can obtain and use the appropriate hazard information on the labels and in the SDSs.
- The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals and SDSs.

- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
- Physical hazards of the chemicals in the work area.
- Measures employees can take to protect themselves from these hazards, including information on work practices, emergency procedures, and personal protective equipment required by the employer.
- Work procedures that ensure protection when cleaning hazardous chemical spills and leaks.

After attending the training class, each employee will sign the Safety Training Meeting Record (see "Forms" in the *Safety, Health, and Environmental Manual*) to verify he or she attended the training, received written materials, and understands Church policies on hazard communication.

Before a new chemical is introduced into any location, each employee working in that location will be given information as outlined above.

The _____ (position title)
should make SDSs on the new chemicals available to all employees in their work area.

Chemical Inventory List

The Chemical Inventory List is a list of all known hazardous chemicals used by employees working in the location at

(address).

Information on each chemical is available in SDSs kept in the written hazard communication program binder in the location(s) specified above in the "Safety Data Sheets (SDSs)" section.

Written Hazard Communication Program—continued

Hazardous Nonroutine Tasks

Periodically, employees are required to perform hazardous nonroutine tasks. Before work starts, supervisors should give each employee information about hazardous chemicals he or she may be exposed to during such activity.

The information will include:

- Specific chemical hazards.
- Administrative controls, such as protective and safety measures, respirators, the presence of another employee, and emergency procedures.
- Engineering controls (measures taken to reduce the hazards), such as ventilation.

Examples of nonroutine tasks performed by the employees at this location:

Task	Hazardous chemicals

Informing Contractors

The _____ (position title) should make a reasonable effort to ensure that contractors and their employees are provided with the following information:

- Hazardous chemicals they may be exposed to on the job site
- Precautions and protective measures the contractor's employees may take to reduce the possibility of exposure

The _____ (position title) should contact each contractor before work is started in the location and gather and disseminate any information from the contractor about chemical hazards the contractor is bringing into the workplace.

Note: You may need to adapt the information contained in this document to local regulations as administered by local government agencies.