

Standard Operating Procedure (SOP)

Hazard Communication and Labeling Standards

Purpose:

This SOP details **hazard communication and labeling standards** to ensure clear identification and management of hazardous materials. It covers requirements for proper labeling of chemicals, safety data sheets (SDS) accessibility, employee training on hazard recognition, and communication protocols to maintain workplace safety and regulatory compliance. The goal is to reduce risks by providing accurate information about chemical hazards to all personnel.

Scope:

This procedure applies to all employees, contractors, and visitors who work with or may be exposed to hazardous chemicals in the workplace.

Responsibilities:

- **Management:** Ensure implementation of the hazard communication program and provision of proper training and resources.
- **Supervisors:** Verify all chemicals are properly labeled and SDS are available and accessible.
- **Employees:** Follow all hazard communication protocols, attend required training, and report missing labels or SDS.

Procedure:

1. Chemical Labeling Requirements

- Ensure all chemical containers are labeled with:
 - Product identifier
 - Signal word (e.g., Danger, Warning)
 - Hazard pictograms
 - Hazard statements
 - Precautionary statements
 - Supplier identification
- Do not use chemicals with missing or illegible labels. Report deficiencies immediately.
- Ensure secondary containers are labeled if chemicals are transferred from original containers.

2. Safety Data Sheets (SDS)

- Maintain a current SDS for every hazardous chemical in the workplace.
- Ensure SDS are accessible to all personnel during all work shifts (paper or electronic access allowed).
- Replace outdated SDS promptly.

3. Employee Training

- Provide initial and refresher training to all staff on:
 - Hazard communication standard (HCS)
 - Label and SDS interpretation
 - Chemical hazard recognition
 - Emergency procedures and reporting
- Document all training sessions and attendance.

4. Hazard Communication Protocols

- Inform employees of any new chemical hazards introduced to the workplace.
- Communicate non-routine tasks involving hazardous chemicals before start of work.
- Coordinate hazard information exchange with external contractors and visitors.

Records and Documentation:

- Maintain training records for at least 3 years.
- Keep inventory lists and SDS database current.
- Document label inspections and corrective actions.

Review and Revision:

- Review this SOP annually or when there are significant changes in chemical usage or regulations.
- Revise procedures as necessary to maintain compliance.

References:

- OSHA Hazard Communication Standard (29 CFR 1910.1200)

- Company Hazard Communication Policy
- Relevant local and federal regulations