

Hazard Communication Policy

1. Company Policy

To ensure that information about the dangers of all hazardous chemicals used by the Practice is known by all affected employees, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of this company will participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available in the PDPM binder for review by any interested employee.

The OSHA Compliance Officer is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

2. Container Labeling

The OSHA Compliance Officer will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address.

The OSHA Compliance Officer in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see The OSHA Compliance Officer.

On individual stationary process containers, we are using a poster with the safety information rather than a label to convey the required information. This system relies on the NFPA system to convey data. First aid information from the MSDS is compiled on an easy to use First Aid sheet. These are stored in our RTK Binder.

The OSHA Compliance Officer will review the company labeling procedures annually and will update labels as required.

3. Material Safety Data Sheets (MSDSs)

The OSHA Compliance Officer is responsible for establishing and monitoring the company MSDS program. He/she will ensure that procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. He/she will see that any new information is communicated to affected employees. When an MSDS is not received at the time of initial shipment, the OSHA Compliance officer will either obtain one from the distributor or will download one off of the Internet.

Copies of MSDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in the RTK binder. They are also freely available on the Internet.

MSDSs will be readily available to all employees during each work shift. If an MSDS is not available, contact The OSHA Compliance Officer.

When revised MSDSs are received, the OSHA Compliance Officer will update them in the RTK binder.

4. Employee Training and Information

The OSHA Compliance Officer is responsible for the Hazard Communication Program and will ensure that all program elements are carried out.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will attend a health and safety orientation that includes the following information and training:

- An overview of the OSHA hazard communication standard
- The hazardous chemicals present at his/her work area
- The physical and health risks of the hazardous chemicals
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels and MSDSs to obtain hazard information
- Location of the MSDS file and written Hazard Communication program

Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard. The training format will be as follows:

- Review of the literature in our PDPM binder and RTK binder.
- Other hands-on or online training.

5. Hazardous Non-routine Tasks

NOT APPLICABLE TO THIS MEDICAL PRACTICE

6. Informing Other Employers/Contractors

NOT APPLICABLE TO THIS MEDICAL PRACTICE

7. List of Hazardous Chemicals

A list of all known hazardous chemicals used by our employees is attached to this plan. Further information on each chemical may be obtained from the MSDSs, located in the RTK binder.

When new chemicals are received, this list is updated (including date the chemicals were introduced) within 30 days. To ensure any new chemical is added in a timely manner, the OSHA Compliance Officer will do routine checks to ensure that all chemicals are accounted for. The hazardous chemical inventory is compiled and maintained by the OSHA Compliance Officer.

8. Chemicals in Unlabeled Pipes

NOT APPLICABLE TO THIS MEDICAL PRACTICE

9. Program Availability

A copy of this program will be made available, upon request, to employees and their representatives.

END OF POLICY DOCUMENT, SEE EXHIBITS ON FOLLOWING PAGES

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE POLICIES AND THAT I AGREE TO COMPLY WITH THESE GUIDELINES:

Please sign on Last page.

Continued Next Page

Central Kansas Podiatry Associates
933 N Topeka St
Wichita, Kansas 67214
Phone: 3162693338
Fax: 3162645516

Date: _____

Thank you for supplying us with the supplies and chemicals that we need to run our podiatry practice. We have recently implemented our mandatory facility accreditation program, and as part of that process, have implemented an OSHA HAZCOM policy.

From now on, will you please ship us an up-to-date MSDS for any item that we order from you that has an MSDS, especially on first time orders of a substance.

We desire to keep our program up to date and appreciate your help in doing so.

Sincerely,

Linda Story
OSHA Compliance Officer