



Program	Hazard Communication		
Guide	Guide to Implementing a Hazard Communication Program		
Revision Date	9/17/2024	Revision Number	1
STEP 1: Program Setup	<p>A. Identify the persons responsible for program setup, employee training, and maintenance. Typically, this is a Supervisor or their designee</p> <p>B. Have the responsible persons complete LMS training</p> <p>C. Have the responsible persons read the LCC Written Hazard Communication Program</p> <p>D. Create an inventory of hazardous chemicals used in the workplace that include:</p> <ul style="list-style-type: none"> <li>a. The chemical name</li> <li>b. The product numbers</li> <li>c. The manufacturer</li> </ul> <p>E. Obtain safety data sheets (SDS) for the chemicals on the inventory from the supplier or manufacturer's website.</p> <p>F. Post an MI Right-to-Know Notice in the workplace indicating the location of the SDS and who in your division, department, or program is responsible for maintaining it.</p> <p>G. Review the SDSs and identify tasks using chemicals requiring Personal Protective Equipment (PPE).</p> <p>H. Ensure all chemical containers within their division, department, or program are properly labeled.</p>		
STEP 2: Employee Training	<p>A. Have the employees complete the LMS Hazard Communication Right-To-Know training.</p> <p>B. Develop a division, department, or program-specific training, which will include:</p> <ul style="list-style-type: none"> <li>• The physical and health hazards that may be present in the workplace</li> <li>• The methods and observations used to detect the presence of a hazardous chemical.</li> <li>• The safe operating procedures in the work area that involve hazardous chemicals</li> <li>• Hazards of non-routine tasks</li> <li>• Hazards contained in unlabeled pipes in the workplace.</li> <li>• How to reduce exposure to chemicals using appropriate PPE and proper waste disposal.</li> <li>• Where an employee can find: <ul style="list-style-type: none"> <li>• The college's written hazard communication program (LCC.edu/OES and printed and in a binder in your area)</li> <li>• The department's list of hazardous chemicals and locations of your SDSs.</li> </ul> </li> <li>• How to use the information in the written hazardous communication program, the labeling system, and the material Data Sheets.</li> </ul> <p>C. Document and retain the training session.</p>		



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STEP 3: Program Maintenance	<p>A. If new chemicals enter the workplace</p> <ul style="list-style-type: none"> <li>• Include in the chemical inventory</li> <li>• Obtain a copy of the SDS before the chemical is used.</li> <li>• Train employees before they use the new chemical.</li> <li>• Document employee training.</li> </ul> <p>B. Post a copy of the MI Updated SDS Notice within five days of receipt of the new chemical.</p> <p>C. Conduct an annual evaluation of the hazard communication program.</p>		
Resources	<ul style="list-style-type: none"> <li>• Chemical Inventory Form (Excel format) – Step 1.D</li> <li>• MI Right-to-Know Notice – Step 1.F</li> <li>• PPE Evaluation Form – Step 1.G</li> <li>• Sample GHG Label – Step 1.H</li> <li>• MI Updated SDS Notice – Step 3.B</li> <li>• Hazard Communication Program Annual Review – Step 3.C</li> </ul>		