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NWBB-0034376

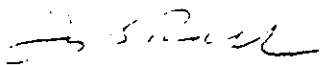
From Major Mechanical Electrical Services Div.  
WIN Greentree - Bldg. 8 - MS 406  
Date 247-6936  
Subject February 15, 1989  
Hazard Communication

JUN 26 1989

To MMESD Plant Managers  
cc: J. A. Pesavento  
J. L. Cannon

Recently an MMESD plant received an OSHA citation for not developing or implementing a written Hazard Communication Program. This action could have been contested since such a program was written and in place in 1986 when the regulation first became effective, however two minor violations were cited due to an oversight of updating a few details in the program.

Enclosed is the format for a written Hazard Communication Program. Please assure that an updated written program is on file and is being implemented. As always, contact me if there are questions.

  
L. G. Rudolph

enclosure

Discard Date



Westinghouse Electric Corporation  
Major Mechanical/Electrical Services Division  
Hazard Communication Program

HWBB-0034377

1. Policy

To ensure that information about the dangers of all hazardous chemicals used by the facility are available to all affected employees.

All affected employees are expected to cooperate in the Hazard Communication Program. This written program will be available for review by any interested employee.

\_\_\_\_\_  
Location

2. Container Labeling

Containers with hazardous materials contents as received from vendors will have labels or marking showing three items of information:

Contents  
Appropriate Hazard Warning  
Name and address of manufacturer

Responsibility:

\_\_\_\_\_  
Person/Job

All secondary containers are to be labeled with the identity and appropriate hazard warning by each individual employee who dispenses hazardous materials.

The plant labeling procedure will be reviewed and updated as needed.

Responsibility:

\_\_\_\_\_  
Person/Job

3. Material Safety Data Sheets (MSDS)

Copies of MSDSs for all hazardous chemicals in use are available to all employees on all work shifts.

\_\_\_\_\_  
Location

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Major Mechanical/Electrical Services Division  
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\_\_\_\_\_  
Location

A procedure is in place to obtain the necessary MSDSs. New or significant health and safety information pertaining to new or revised MSDSs is passed on to affected employees.

Responsibility:

\_\_\_\_\_  
Person/Job

#### 4. Employee Training and Information

New employees will receive a health and safety orientation that includes the following information and training:

- a. An overview of the OSHA Hazard Communication Standard
- b. Hazardous chemicals present at his/her workplaces
- c. Physical and health risks of the hazardous chemicals
- d. Symptoms of overexposure
- e. How to determine the presence or release of hazardous chemicals in his/her work area
- f. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- g. Steps the company has taken to reduce or prevent exposure to hazardous chemicals
- h. Procedures to follow if employees are overexposed to hazardous chemicals
- i. How to read labels and review MSDSs to obtain hazard information
- j. Location of the MSDS file and written hazard communication program.

Prior to introducing a new chemical hazard, each affected employee will be given information and training as outlined above.

Employer Training Responsibility:

\_\_\_\_\_  
Person/Job

#### 5. Hazardous Non-Routine Tasks

Employees assigned to perform hazardous non-routine tasks will be given information about the hazardous chemicals he or she may encounter during such activity.

Examples of non-routine tasks are confined space entry, tank cleaning, paint spraying outside a ventilated booth, etc.

The information will include special chemical hazards, protective and safety measures the employee can use, and steps the company is using to reduce the hazards, including ventilation, respirators, presence of another employee and emergency procedures.

Responsibility:

\_\_\_\_\_  
Person/Job

6. Contractor Information

Contractors will be provided with information about hazardous chemicals their employees may be exposed to on Westinghouse property, and suggested precautions for the contractor's employees.

Contractors will be contacted prior to working on Westinghouse property to gather and distribute information concerning any chemical hazard that they may bring to the Westinghouse workplace.

Responsibility

\_\_\_\_\_  
Person/Job

7. List of hazardous chemicals

A list of the known hazardous chemicals used by employees is located in the MSDS file. Further information on each chemical listed may be obtained by reviewing the specific Material Safety Data Sheet.

NOVEMBER 1992

WESTINGHOUSE