

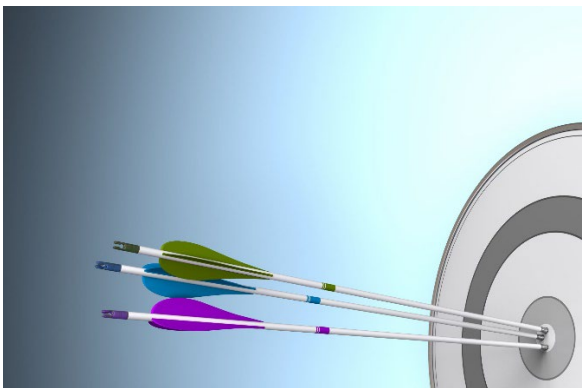
## NC DEQ HAZCOM Toolbox Talk



- 1) **What is Hazard Communication?** We use over 575,000 chemical products in the United States. Many of us are exposed to trace amounts of chemicals every day. OSHA requires that chemicals are evaluated by the manufacturer for health hazards. Those health hazards must be communicated to employees. Hazard Communication is also known as HAZCOM or “The Employee Right to Know Act”.



- 2) **What are three basic components of a Hazard Communication plan?** The three basic elements of an effective HAZCOM program are Training, Safety Data Sheets (SDS), and Labeling.



- A) **Training:** Employees should be trained in the location of the SDS library, how to read an SDS, how to wear and maintain PPE (personal protective equipment), and labeling requirements for chemical containers.

- B) **SDS (safety data sheets):** are fact sheets developed by the manufacturer. A separate SDS is required for every chemical in the workplace. They can either be hard copies in a binder or electronic copies. Either way, employees must have access to SDS in the workplace at all times. If you work in a remote location, you still need access to the SDS for the chemicals you are using.
- C) **SDS Manager:** NC DEQ uses an online SDS database called SDS Manager. All SDS used by NC DEQ can be found in this database. One easy way to access the site is by this QR code:



This link will also take you to the site:

[SDS Library for NC Dept. of Environmental Quality \(sdsmanager.com\)](https://sdsmanager.com)

This link will take you to a poster that can be displayed in your work area with the QR code:

[SDS QR Code Poster](#)

This link takes you to the SDS Manager Help Center:

[SDS Manager Help Center](#)

Employees should bookmark SDS manager on their desktops and/or business cell phones. Employees should read the SDS prior to using a new chemical. All SDS are in the same format:

Section 1: Identification of the chemical, manufacturer, or distributor, uses, restrictions, and emergency phone numbers.

Section 2: Hazard Identification: Includes all hazards and labeling elements.

Section 3: Composition and Ingredients: Includes chemical components and trade secret claims.

Section 4: First Aid Measures: This is one of the most important sections including symptoms, effects, and treatments for over exposure.

Section 5: Fire Fighting Measures: Includes proper extinguishing techniques.

Section 6: Accidental Release Measures: How to safely respond to a spill.

Section 7: Handling and Storage: Precautions for storing and incompatibilities with other chemicals.

Section 8: Exposure controls/personal protection: Includes safe exposure limits established by OSHA and other agencies.

Section 9: Physical and Chemical Properties: Lists the physical characteristics of the chemical.

Section 10: Stability and Reactivity: Lists stability and potential hazardous reactions.

Section 11: Toxicological Information: Routes of exposure (like breathing, skin absorption) and short term vs. long term health effects.

Section 12: Ecological Information.

Section 13: Disposal Information.

Section 14: Transportation Information.

Section 15: Regulatory Information.

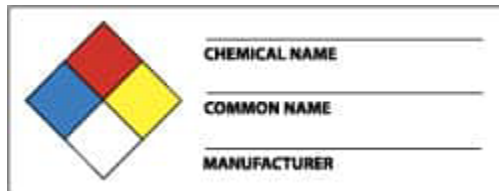
Section 16: Other information, such as when the SDS was prepared or last revised.




NOTE: If you see a sheet that says MSDS instead of SDS it is out of date. Try to replace it with an updated copy. The newer SDS format is

intended to make these sheets more universal from one country to another since so many chemicals are imported. Anyone who orders a new chemical (one not already stocked) is responsible to get a copy of the SDS and place it into the SDS book if you have one. You must also contact the Safety Department if you purchase a new product or stop using one so the SDS Manager database can be updated. Only the Safety Department can make changes to SDS Manager. It is “read only” to all other employees. In summary, it’s OK to access the SDS in your workplace through a binder or SDS Manager. The most important thing is that all employees have access to their SDS in their place of work. If you are working in the field, then you need to understand how to access and use SDS Manager.

- D) **Labeling:** Every container used to store a chemical must be labeled. If you portion chemicals into new containers, you must label the container with the chemical’s name and warnings describing the chemical such as “flammable” and “causes lung damage”. There is one exception. If an employee portions chemicals into a smaller container, will retain sole possession and use of the container, and it will be completely used on that work shift the container isn’t required to be labeled.



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### 3) **Best Practices for a good HAZCOM program:**

- A) Know where your SDS binder is located and/or how to access online information.
- B) Understand the sections of an SDS so you can quickly find the information you need.
- C) Familiarize yourself with the specific chemical hazards in your workplace.
- D) Read the SDS prior to using any new chemical, or any chemical you haven’t used recently.
- E) Add the SDS to the library for new chemicals in your workplace.
- F) Delete the SDS from the library for chemicals no longer in your workplace.
- G) Avoid contact with skin and eyes by using the proper personal protective equipment (gloves, safety glasses, etc).
- H) Do not touch your face or eyes while working with chemicals.

- I) Always wash hands thoroughly before smoking or eating after using chemicals.
- J) Store chemicals in accordance with the manufacturer's instructions.
- K) Make sure any chemicals stored together are compatible with each other.
- L) Dispose of chemicals in accordance with the manufacturer's instructions.
- M) Unless specifically directed by the manufacturer **never** mix one chemical with another.
- N) When portioning chemicals into smaller containers transfer the chemical name, all warning words, and the manufacturer's information onto a new label.

## NC DEQ HAZCOM Toolbox Quiz



- 1) **Define Hazard Communication?**
  
- 2) **What are three basic components of a Hazard Communication plan?**
  
- 3) **Name some important training topics related to HAZCOM:**
  
- 4) **What does SDS stand for?**
  
- 5) **What are the older versions of SDS called that should be replaced with updated versions?**
  
- 6) **Name some important information contained on the SDS:**
  
- 7) **List some important information to put on a new label when dispensing chemicals into another container?**



rev. 07-2023

## NC DEQ HAZCOM Toolbox Quiz Key



- 1) **Define Hazard Communication?** Communication about chemical hazards between chemical manufacturers, employers, and employees. It can also include communication about other hazards from the employer to the employee.
  
- 2) **What are three basic components of a Hazard Communication plan?**
  - a. Training
  - b. Safety Data Sheets (SDS)
  - c. Labeling
  
- 3) **Name some important training topics related to HAZCOM:**
  - a. How to access SDS
  - b. How to read SDS
  - c. What PPE should be worn with different chemicals
  - d. How to wear PPE
  - e. How to clean PPE
  - f. How to maintain PPE in good condition
  - g. Labeling requirements for chemical containers
  
- 4) **What does SDS stand for?** Safety Data Sheet
  
- 5) **What are the older versions of SDS called that should be replaced with updated versions?** MSDS-material safety data sheets
  
- 6) **Name some important information contained on the SDS:**
  - a. Manufacturer name and contact information
  - b. Symptoms of overexposure
  - c. PPE you should use with the chemical
  - d. First aid for different forms of exposure (ingestion, inhalation)
  - e. How to react to fires
  - f. How to react to spills
  - g. Regulatory safe breathing limits
  - h. Safe disposal practices
  
- 7) **List some important information to put on a new label when dispensing chemicals into another container?**

- a. Chemical name
- b. Warning words (flammable, carcinogen, etc.)
- c. Name and phone number of chemical manufacturer



rev. 07-2023