

County of Aroostook

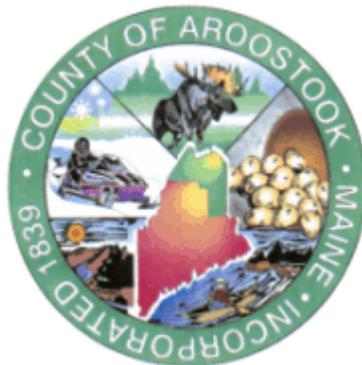
HAZARD COMMUNICATION PLAN



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<http://www.arostook.me.us>

County of Aroostook

HAZARD COMMUNICATION PLAN

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Effective June 30, 2015 for manufacturers
Implementation required June 30, 2016**

HAZARD COMMUNICATION PLAN

County of Aroostook

I. Policy statement - 29 CFR 1910.1200(e)

The County of Aroostook has established this Hazard Communication Plan in order to comply with 29 CFR 1910.1200, OSHA's Hazard Communication Standard, and to provide a safe and healthy workplace.

All work units (departments) are included in this program. The written plan will be available for review by any employee during work hours at each Aroostook County owned building and in the Human Resource office at the County Commissioners' Office 144 Sweden Street, Suite 1, Caribou, Maine 04736.

The Human Resource Department and the Superintendent of Buildings will review and update the program at least annually and when necessary to include new hazardous materials or procedures.

The written plan will be made available to employees, their designated representatives, the Assistant Secretary for Labor for OSHA, the director of the National Institute of Occupational Safety and Health (NIOSH), and the Bureau of Labor Standards.

Notes to employees:

- Where employees must travel between workplaces during a work shift, the written program may be kept at the primary workplace facility. The plan must be available during all shifts.
- The employer may choose to include a statement of the company's commitment to workplace health and safety.
- The employer may choose to include a statement of the employer's and the employee's responsibilities in relation to this plan.

II. Container Labeling - 29 CFR 1910.1200(f)

Each respective Superintendent of Buildings will verify that all containers of hazardous substances are properly labeled.

Each respective Superintendent of Buildings will review the labeling system annually and update as needed.

The Human Resource Department and each respective Superintendent of Buildings will answer questions and provide help on labeling.

Description of labeling system used:

Original containers received for use will be labeled to indicate, at a minimum:

- The identity of the contents. The identity must match the MSDS.
- Appropriate hazard warnings, including routes of entry and target organs if known, and the name and address of the manufacturer, importer, or responsible party.

Secondary containers will be labeled with, at least a minimum:

- A copy of the original manufacture's label, OR
- Generic label with identity and hazard warnings.

Notes to employees:

- Labels must be in English. Information may be presented in other languages in addition to English.
- Labels must be legible and prominently displayed. There are no specific requirements for size or color.
- The identity is any name, which appears on the label, the MSDS, and the list of chemicals, linking these three sources of information.
- The labeling system may use the labels provided by the supplier, company labels numerical rating systems, symbols, pictures, or another effective system.

III. List of Hazardous Chemicals - 29 CFR 1910.1200 (e) (1) (I)

The Human Resource Department and the Superintendent of Buildings are responsible for preparing and updating the list of all chemicals in our workplace that are potentially hazardous.

Note to employees:

- See Hazardous Chemicals List for information on identifying and listing chemicals.

IV. Material Safety Data Sheets (MSDS) - 29 CFR 1910.1200 (g)

Each respective Superintendent of Buildings is responsible for obtaining and maintaining the MSDSs.

Each respective Superintendent of Buildings will review incoming MSDSs to make sure they contain all required information, and for changes in health and safety information. They will make sure any new information is passed on to the affected employees.

When toxic or hazardous substances are received without the MSDSs, the Superintendent of Buildings will send a letter to the supplier requesting the MSDS, with a copy to file.

Employees are not permitted to use any chemicals for which the County of Aroostook does not have the MSDS.

MSDSs will be accessible to all employees during each work shift when they are in their work areas. Copies of MSDSs will be kept in the following locations of each building:

<i>Fort Kent Registry Building:</i>	<i>Doorway of the Janitorial Room</i>
<i>Caribou Courthouse:</i>	<i>Office of the Superintendent of Buildings</i>
<i>Houlton Superior Court Building:</i>	<i>Hallway outside Superintendent of Buildings Office</i>
<i>Houlton Jail Building:</i>	<i>First Floor Sergeant's Desk and Basement Kitchen</i>
<i>Houlton Sheriff's Office Building:</i>	<i>Second Floor Kitchenette</i>
<i>Emergency Management Building:</i>	<i>Furnace Room</i>
<i>Cross Lake Fire Station:</i>	<i>Next to Chief's Desk in Ring Binder</i>
<i>Sinclair Fire Station:</i>	<i>In the Meeting Room.</i>
<i>Presque Isle District Attorney Office:</i>	<i>Kitchenette</i>
<i>EMA Storage Facility</i>	<i>Next to Chief's Desk in Ring Binder</i>

Note to Employees:

- Electronic access, microfiche, and other alternative to maintaining paper copies of MSDSs are permitted as long as they do not create barriers to immediate employee access in each workplace. If used they must be described in the written program
- Where employees must travel between workplaces during a work shift, the MSDSs may be kept at the primary workplace facility providing employees can immediately obtain the required information in an emergency.
- Where employees report to a temporary work location (such as a construction site), MSDSs must be kept at that location.
- MSDSs can be found on the internet. One site is <http://www.hazard.com>

V. Employee Information and Training 29 CFR 1910.1200(h)

The Human Resource Department is responsible for the employee training program. The Human Resource Department will ensure that all elements specified below are carried out.

The Department Head is responsible for assuring that each affected employee will be given information as outlined below for any new chemical prior to that chemical being introduced into the workplace.

At new employee orientation, each new employee of the County of Aroostook will attend a health and safety orientation and will receive information on the following information:

An overview of the requirements contained in the OSHA Hazard Communication Standard, 29 CFR 1910.1200. Chemicals present in their workplace operations. Location and availability of our written hazard communication plan. Physical and health effects of the toxic or hazardous substances. Methods and observation techniques used to determine the presence of release of toxic and hazardous substances in the work area. How to use toxic and hazardous substances in the safest possible manner, including safe work practices, personal protective equipment and emergency procedures. Steps the County of Aroostook has taken to lessen or prevent exposure to

toxic and hazardous substances. How to read labels and review MSDSs to obtain correct hazard information. Location of MSDSs.

VI. Hazards of non-routine tasks 29 CFR 1910.1200 (e) (1) (ii)

Periodically, employees may be required to perform non-routine tasks that involve the use of hazardous chemicals.

The Department Head will provide information about hazardous chemicals to which employees may be exposed during non-routine tasks prior to employees starting such tasks.

This information will include:

Specific hazards involved. Protective measures the employee should take. Measures the County of Aroostook has taken to lessen the hazard, including ventilation, respirators, presence of another employee, and emergency procedures. Examples of non-routine hazardous tasks at the County of Aroostook:

- Maintenance Department: Cleaning of heating fuel spout bucket. The hazardous substance is Number two heating fuel. Protective measures are to wear rubber gloves and safety goggles.
- Food Service Department: Installing cleaning product containers to the dishwasher. The hazardous substance is Sunrise dishwasher detergent and Rise-aid dish-dryer additive. Protective measures are to wear rubber gloves and safety goggles.
- Law Enforcement Department: None at this time, (Information per Department Head/Sheriff).
- Administration and Secretarial Departments: None at this time. (Refers the use of hazardous substances to Maintenance Department if any arise.)
- Emergency Management and Public Safety Departments: All non-routine tasks in response to hazardous materials comply with the National Fire Protection Association Code 471, Recommended Practices for Responding to Hazardous Materials Incidences.
- Public Works Department: None at this time.
- Guerrette Fire Station: All non-routine tasks in response to hazardous materials comply with the National Fire Protection Association Code 471, Recommended Practices for Responding to Hazardous Materials Incidences.
- Sinclair Fire Station: All non-routine tasks in response to hazardous materials comply with the National Fire Protection Association Code 471, Recommended Practices for Responding to Hazardous Materials Incidences.

VII. Informing contractors 29CFR 1910.1200 (e) (2)

Each respective Superintendent of Buildings will provide contractors with employees at our work site the following information:

Each respective Superintendent of Buildings will inform contractors that it is the contractor's responsibility to inform his/her employees of toxic and hazardous substances that employees may be exposed to while at the work site. The contractor will inform his/her employees about precautions the employees can take to lessen the possibility of exposure. The contractor will be responsible for informing his/her employees the location of MSDSs for the work site. MSDSs must be accessible at the work site.

The Department Head will contact each contractor before work is started for the County of Aroostook to gather and disseminate any information concerning chemical hazards that the contractor is bringing into the workplace. The contractor is responsible for ensuring that any of his/her employees who are exposed to these hazards are properly trained and protected.

County of Aroostook
Hazard Communication Plan

Appendix A: Hazard Communication Standard

The Hazard Communication Program ensures that all employers receive the information they need to reduce workplace hazards, train their employees properly, and put employee protection programs in place. It also provides necessary hazard information to employees so they know how to protect themselves and their co-workers. Active participation of employees in following safe work practices is essential to the success of the program.

In Maine, the Hazard Communication Standard applies to private and public places of work. OSHA enforces the standard in the private sector. In public places of employment, the Bureau of Labor Standards of the Maine Department of Labor enforces the standard.

Contact information:

Bureau of Labor Standards, Maine Department of Labor
TEL: 624-6400 or 1-877-SAFE-345 (800-7233-345)
TTY: 1-800-794-1000
E-mail: webmaster.bls@state.me.us
Web site: <http://www.state.me.us/labor/blsmain.htm>

Occupational Safety and Health Administration (OSHA)
Portland 780-3178
Bangor 941-8177
Web site: www.osha.gov

Main Office of County of Aroostook
County Commissioners' Office
144 Sweden Street Suite 1
Caribou, Maine 04736
TEL: 1-207-493-3318
Web site: www.arostook.me.us

County of Aroostook
Hazard Communication Plan

Revised/Updated 02/25/2016

Appendix B: List of Chemicals

◆ Fort Kent Registry Building

Triple Melt
Lubricating Engine Oil Two Cycle
Dry Chemical Extinguisher
Germicidal Cleaning Cloth
DBC Non-Acid Bathroom Cleaner
All Star Floor Therapy
Unisource Pink Lotion Hand Soap
Minwax Wood Finish 'A' Series (550VOC)
WD-40
Cinch NRS No Rinse Stripper
Cleaner/Conditioner
DAP Glazing Compound
Clorox Liquid Bleach
Whalin Glass Cleaner
Comet Cleanser
On Off Baseboard Cleaner
Fresh Scent Limate O Air Freshener
Strike Force Green All Purpose Cleaner
Allstar Furniture Polish Wax Based
Best Yet Neutral All Purpose Cleaner
Elmer's Glue
Isopropyl Alcohol 70%
Liquid Paper
Canon 3050 Toner
Ideal Stamp Ink
Shachihata Refill Ink
Krazy Glue
Liquid Nails
Goof Off
Gasoline 87 Octane
Flying insect killer Do It Best
Glade Carpet and Room Deoder
Glazing Compound
Heating Oil #2

◆ Emergency Management Building

High Sulfur Heating Oil #2
DBC DBK Disinfectant Bathroom Cleaner
Armorall original
GOJO Pink Lotion Hand Soap
Whalin Glass Cleaner
A-1 Bleach
Ajax Chlorine Cleaner
Lemon oil furniture polish
ABC dry chemical fire extinguisher
Swiffer Wet Jet Cleaner
Resolve spot and stain
Febreze air effects
Windex
Fantastik
Printer toner
Ink jet ink
Driveway salt blue
Purell instant hand sanitizer
Compressed air

◆ Caribou Courthouse Building

Mop-N-Strip Floor Finish Liquifier
Lubricating Engine Oil 2 Cycle
Dry Chemical Extinguisher
Best Yet Neutral Cleaner
Ajax Chlorine Cleanser
DBC Non Acid Disinfectant Bath Cleaner
Allstar Liquilive Bacterin Drainzyme
HTF High Traffic Floor Finish
Quality Care Spray Disinfectant
Dermapro Isopropyl Alcohol Gel
Paradichal Orobenezene Blocks
High Sulfur Heating Oil 2
Triple Melt

Appendix B: List of Chemicals Continued

◆ Caribou Courthouse Building Continued

Germicidal Cleaning Cloth
Silly Shine Lemon Oil Polish
All Star Pink Lotion Hand Soap

Never Dull Magic Wadding Polish
Whalin Glass Cleaner
On Off Baseboard Cleaner Wax Stripper
Cello Seal Floor Sealer
Fresh Scent Liminate O Air Fresh
Kleen Strip No Rinse Floor Stripper
Cinch NRS No Rinse Floor Stripper
Dermapro Lotion Skin Cleaner
WD-40
EZ Kaire Premium Latex Semi Gloss
Enamel Pant
Mineral Spirits
33 Glazing Compound
Geotextile
Cello Brite Grease X floor cleaner
Solution Hi Beam Floor Finish
Cello On Off floor Strip
Unisource Pink Lotion Hand Soap
Comet Cleanser
Minwax Wood Finish A Series Mineral-
Spirits
Bondex
Noem Metal Polishing Paste
EZ Kare Premium Oil Semi Gloss Enamel
CLR
Sleek Stainless Steel Cleaner
Institutional Bab-O With Bleach
Canon GPR-2 Black Toner for Copier
Dawn Liquid Dishing Detergent P&G
Krazy Glue
Liquid Nails
Goof Off
Spartan Consume Bacteria Digestant
Deoderant
Zinsser Bin Primer Sealer
Cello Commander Floor Finish

Cello Brite Grease X Defoamer
Vaseline Pure Petroleum Jelly
Distilled White Vinegar
Refresh Plus Air Refreshner
Permatex Fas Orange Hand Cleaner
Honeywell MXD457 Multi Purpose Boiler
water treatment
Oust Air Sanitizer Outdoor scent
Iodine
Purell Instant Hand Sanitizer
CP&S Disposable Ice Paks
Hydrogen Peroxide
Ibuprofen
Crystal
MP-6 Multi Purpose Cement
Pipe Cleaner
Gasoline 87 Octane
Iron Stone Acrylic Seal
Heating Oil #2
Mineral Oil

◆ North Lakes Fire & Resue

Ansulite 35 AFFF (AFC-F-A)
Armor All Protectant
Dry Chemical Extinguisher
Iso Amyl Acetate (Banana Oil)
MET-L-X Dry Powder Extinguishing Agent
Mil-G-10924 Grease, Automotive &
Artillery
Mobil Delvac 1230
Mopar Power Steering Fluid 5505
Nitrogen
Outboard 2 Cycle Engine Oil
Purple K
Purple K Dry Chemical
Simple Green
Smoke Tubes
Sodium Bicarbonate
Solar-Glo Dishwashing Concentrate
Spray Cleaning Polish Aerosol
Spray Paints
Spread Enamel Latex Semi Gloss 3700

Appendix B: List of Chemicals Continued

◆ Houlton Superior Court Building

Aqua Satin Stainless Steel Cleaner
Murphy Oil Soap
GoJo Orange Hand Cleaner
GoJo Pink & Clean Hand Cleaner
IHC Food Sanitizing Soap
GoJo Alcohol Gel Anti bac handsoap
Joint Compound
Color Place Point Satin Semi Gloss
Kalz Oil Base Sealer
Polyurethane
Latex Caulk
Silicone Caulk
Minwax Stain
Performance Floor Enamel
P&L Poxo Guard Paint
Cove Adhesive insulating foam
Roof Cement
DBC Bathroom Cleaner
Paint Thinner
Lacquer
Liquid Nails Adhesive
Oops
Windex Class Cleaner
Good Sense Air
Sulfuric Acid
Bio Blast
No Fume Drain Opener
Triple Melt
Best Yet All Purpose Cleaner
Molgon Odor Neutralizer
X-Tractor Carpet Cleaner
Refresher Fabric & Air
Bleach
Diveralk 1C Builder Laundry
Diveralet 2A Enulsiffren Laundry
Valid II Softener Laundry
Resolve Spot Cleaner
Destainer Sanitize Laundry
Strike Force Cleaner
Spraol Mop Dressing

Dazzel Floor Cleaner
Power Strip
Down and Up
HCF Floor Finish
A33 Institutional Cleaner
Oven Cleaner Cello
Liquid Oveneze National
LSR DL2 Diversy
New Look Spray Buff
Spartan Spray Buff
Lysol Foaming Disinfectant Cleaner
Automatic Toilet Bowl Cleaner
WD-40
AJax
Silicone Spray
Lubricating Engine Oil Two Cycle
Dry Chemical Extinguisher
Minwax Wood Finish A Series 550VOC
Allstar Furniture Polish wax based
Elmer Glue
Liquid Paper
Liquid Nails
Armorall Original
Ajax Chlorine Cleanser
Silly Shine lemon Oil Polish
EZ Kare Premium Latex Semi Gloss Enamel
Paint
Mineral Spirits
Bondex
Gasoline 87 Octane

◆ Houlton Sheriff's Office Building

Refresher
Automatic Toilet Bowl Cleaner
Windex glass cleaner
Aqua Satin Stainless Steel Cleaner

GoJo Mystic Green Hand Cleaner
GoJo Pink & Clean Hand Soap
Polyurethane
Minwax Stain
DBC Bathroom Cleaner
Paint Thinner
Good Sense Air
Triple Melt

Appendix B: List of Chemicals Continued

◆ Houlton Sheriff's Office Building Continued

Best Yet All Purpose Cleaner
X-Tractor Carpet Cleaner
Refresher Fabric & Air
Mr. Clean
Automatic Toilet Bowl Cleaner
WD-40
Good Sense Air
Gasoline 87 Octane

◆ Houlton Jail Building

Aqua Satin Stainless Steel Cleaner
IHC Food Sanitizing Soap
Tar-N-Bug
Auto Glass Cleaner
Armorall Glass Wipes
Blue Coral Wash and Wax
Sherwin Williams Paint Satin Semi Gloss
Windex Glass Cleaner
Triple Melt
Bleach
Diveralk 1C Builder Laundry

Diveralet 2A Enulsiffren Laundry
Valid II Softener Laundry
Destainer Sanitize Laundry
Strike Force Cleaner
Suma Rinse Dishwashing
Suma Light Dishwashing
Dupont Dishwashing
Super Strip All Star
Cello 18% Floor Finish
A33 Institutional Cleaner
Liquid Oveneze National
New Look Spray Buff
Armor-all Protectant
WD-40
Gasoline 87 Octane

◆ Presque Isle District Attorney's Office

Comet Cleaner With Bleach
Carpet Science spot & Stain Remover
Glade Air Sanitizer Linen Scent
Static Guard
Glass Plush
My Essentials Lemon dish soap
Lysol neutral air energizing citrus zest scent
Triple 2 disinfectant deodorant

Appendix C
Global Harmonization Standard (GHS)
Transition from MSDS to SDS



HCS PICTOGRAMS & HAZARDS

As of June 1, 2015, OSHA's Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. The HCS is designed to meet the requirements of the Global Harmonized System (GHS).

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion / Burns • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

OSHA[®] Fact Sheet

Hazard Communication Standard Final Rule

New changes to the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard are bringing the United States into alignment with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS), further improving safety and health protections for America's workers. Building on the success of OSHA's current Hazard Communication Standard, the GHS is expected to prevent injuries and illnesses, save lives and improve trade conditions for chemical manufacturers. The Hazard Communication Standard in 1983 gave the workers the 'right to know,' but the new Globally Harmonized System gives workers the 'right to understand.'

The new hazard communication standard still requires chemical manufacturers and importers to evaluate the chemicals they produce or import and provide hazard information to employers and workers by putting labels on containers and preparing safety data sheets. However, the old standard allowed chemical manufacturers and importers to convey hazard information on labels and material safety data sheets in whatever format they chose. The modified standard provides a single set of harmonized criteria for classifying chemicals according to their health and physical hazards and specifies hazard communication elements for labeling and safety data sheets.

Benefits: The new standard covers over 43 million workers who produce or handle hazardous chemicals in more than five million workplaces across the country. The modification is expected to prevent over 500 workplace injuries and illnesses and 43 fatalities annually. Once fully implemented it will also:

- Enhance worker comprehension of hazards, especially for low and limited-literacy workers, reduce confusion in the workplace, facilitate safety training, and result in safer handling and use of chemicals;
- Provide workers quicker and more efficient access to information on the safety data sheets;
- Result in cost savings to American businesses of more than \$475 million in productivity improvements, fewer safety data sheet and label updates and simpler new hazard communication training; and
- Reduce trade barriers by harmonizing with systems around the world.

Rulemaking background: OSHA published a Notice of Proposed Rulemaking to update the Hazard Communication Standard in September 2009 and held public hearings in March 2010.

Major changes to the Hazard Communication Standard:

- **Hazard classification:** Chemical manufacturers and importers are required to determine the hazards of the chemicals they produce or import. Hazard classification under the new, updated standard provides specific criteria to address health and physical hazards as well as classification of chemical mixtures.
- **Labels:** Chemical manufacturers and importers must provide a label that includes a signal word, pictogram, hazard statement, and precautionary statement for each hazard class and category.
- **Safety Data Sheets:** The new format requires 16 specific sections, ensuring consistency in presentation of important protection information.
- **Information and training:** To facilitate understanding of the new system, the new standard requires that workers be trained by December 1, 2013 on the new label elements and safety data sheet format, in addition to the current training requirements.

Changes from the Proposed to the Final Rule: OSHA reviewed the record and revised the Final Rule in response to the comments submitted. Major changes include:

- Maintaining the disclosure of exposure limits (Threshold Limit Values [TLVs]) established by the American Conference of Governmental Industrial Hygienists (ACGIH) and carcinogen status from nationally and internationally recognized lists of carcinogens on the safety data sheets;
- Clarification that the borders of pictograms must be red on the label;
- Flexibility regarding the required precautionary and hazard statements to allow label preparers to consolidate and/or eliminate inappropriate or redundant statements; and
- Longer deadlines for full implementation of the standard (see the chart below).

What you need to do and when:

- **Chemical users:** Continue to update safety data sheets when new ones become available, provide training on the new label elements and update hazard communication programs if new hazards are identified.
- **Chemical Producers:** Review hazard information for all chemicals produced or imported, classify chemicals according to the new classification criteria, and update labels and safety data sheets.

Effective Completion Date	Requirement(s)	Who
December 1, 2013	Train employees on the new label elements and SDS format.	Employers
June 1, 2015* December 1, 2015	Comply with all modified provisions of this final rule, except: Distributors may ship products labeled by manufacturers under the old system until December 1, 2015.	Chemical manufacturers, importers, distributors and employers
June 1, 2016	Update alternative workplace labeling and hazard communication program as necessary, and provide additional employee training for newly identified physical or health hazards.	Employers
Transition Period	Comply with either 29 CFR 1910.1200 (this final standard), or the current standard, or both.	All chemical manufacturers, importers, distributors and employers

* This date coincides with the European Union implementation date for classification of mixtures.

Other U.S. Agencies: The Department of Transportation (DOT), Environmental Protection Agency, and the Consumer Product Safety Commission actively participated in developing the GHS. DOT has already modified its requirements for classification and labeling to make them consistent with United Nations transport requirements and the new globally harmonized system.

Global implementation: The new system is being implemented throughout the world by countries including Canada, the European Union, China, Australia, and Japan.

Additional information: More information on the hazard communication standard, including the link to the Federal Register notice, can be found on OSHA's hazard communication safety and health topics page at www.osha.gov/dsg/hazcom/index.html.

A part of the U.S. Department of Labor, OSHA has been preventing injuries and illnesses and saving lives since 1971. For more information go to www.osha.gov.

---end--- hazard communication plan -