



## **HAZARDOUS MATERIALS – YOUR RIGHT TO KNOW**

The Occupational Safety and Health Administration (OSHA) has issued a rule – the Hazard Communication Standard – that will help your employer keep you safe and healthy. It says you have a “RIGHT TO KNOW” what hazards you face on the job and how to protect yourself against them. This nationwide hazardous material information system was designed to give employers and workers information about hazardous materials used in the workplace.

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It provides information through:

- 1) Warning labels on the containers of hazardous materials;
- 2) Material safety data sheets (MSDS) to supplement the label with detailed hazards and precautionary information; and
- 3) Worker training programs on how to use the information.

### ***PURPOSE OF OSHA RIGHT TO KNOW***

OSHA has designed this program to give all employees with consistent quantity and quality of information about hazardous materials used in the workplace.

Basically, the three goals of **OSHA and Hazardous Materials** are:

- To provide information about hazardous materials.
- To help identify hazards in the workplace.
- To ensure the consistency of information about hazardous materials in all workplaces.

**OSHA** is able to meet these three goals without compromising confidential business information or trade secrets.

The flow of information about hazardous materials under **OSHA** goes from producers, suppliers and importers to employers and from employers to employees who use those materials in the workplace. The information is contained on Labels and Material Safety Data Sheets.

## ***INFORMATION DELIVERY***

The parts of the OSHA Right to Know program include a written communication program which must:

1. Tell employees about the Hazard Communication Standard
2. Explain how it is being put into effect in their workplace
3. Provide information and training on hazardous chemicals in their workplace which includes how to:
  - Recognize, understand and use labels and MSDS (Materials Safety Data Sheet) and
  - Use safe procedures when working with hazardous substances.
4. Employees have responsibility in protecting themselves by reading labels, MSDS's and following these instructions and warnings.

## ***LABEL INFORMATION***

The two types of labels are:

1. Supplier labels – these arrive from manufacturer, importers, and distributors which need to be checked when they arrive at the employer site.
2. Workplace labels – containers used by the employees to perform duties that contain chemicals from a supplier and require labeling.

Always Read the Label First A

label tells you:

1. The identity of the chemical;
2. The name and address of the company that made or imported the chemical;
3. The chemical's physical hazards; and
4. The chemical's health hazards. It

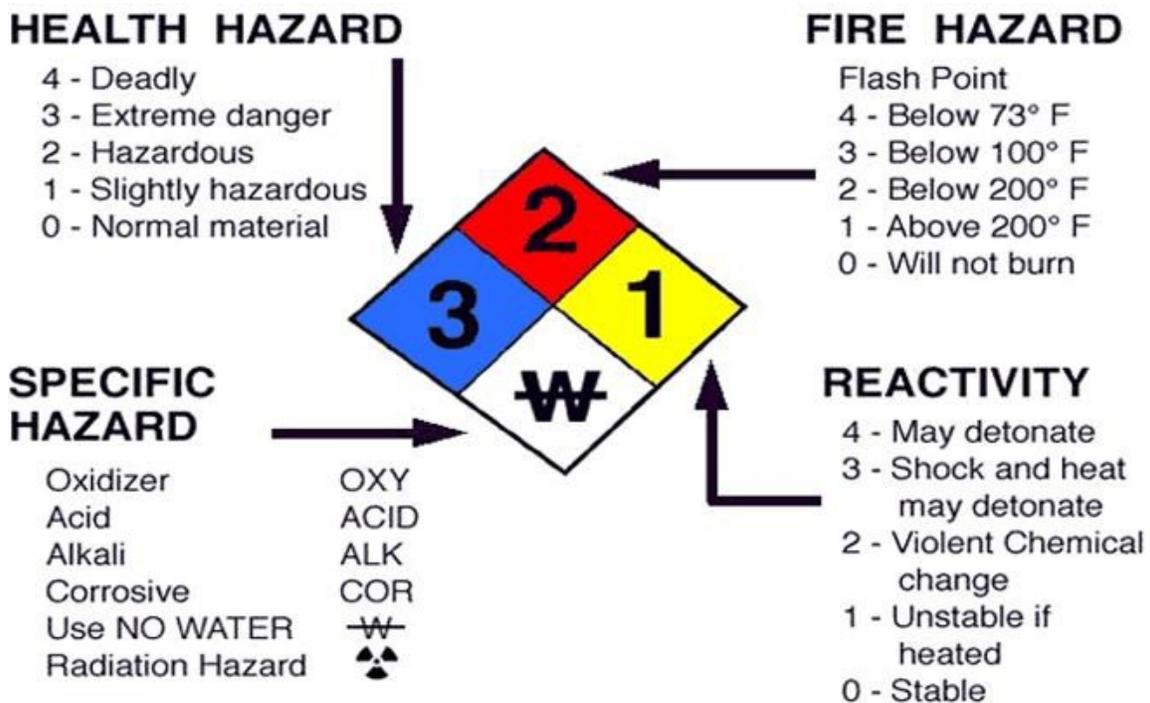
might also include:

1. Important instructions for storing or handling the chemical;
2. Protective clothing and equipment needed when working with the chemical; and
3. Suggested safety procedures.

## Color/Number Labels

Two commonly used systems with numbers and colors on labels are the NFPA (National Fire Protection Association) system.

1. Colors Show the Type of Hazard – BLUE = health hazard, RED = fire hazard, YELLOW = reactivity hazard and WHITE = special hazard or protective equipment required.
2. Numbers Show the Degree of Hazard – 0 = Minimum hazard, 1 = Slight hazard, 2 = Moderate hazard, 3 = Serious hazard, 4 = Severe hazard. Reactivity numbers refer to the danger of reactivity with air or water.
3. Other Symbols and Labels may also be used on chemical labels to give additional information. For example, a respirator or other symbol might be shown to tell what types of protective equipment to wear.
4. Staying safe by using label information includes storage and how to handle the chemical, protective clothing required and safety procedures.
5. Check the instructions. If there are no specific instructions, write down the name of the chemical and check the material data sheet for that substance.



## ***MATERIAL SAFETY DATA SHEET (MSDS)***

The Material Safety Data Sheet (MSDS) is often called the key to hazard communication. This is the one place where all the important information on the chemical can be found. Labels, as described above, contain a great deal of information; however, due to their small size the labels do not provide all of the needed safety information.

MSDS do not have to follow the same format; however they are required to provide the same kinds of information. The identity of the chemical by product name and the common name are stated the same as on the label. Then the MSDS are divided into eight sections including:

- 1) **Supplier's Information** – name, address, phone and the date the MSDS was prepared.
- 2) **Hazardous Ingredients** – to provide information on the name, concentration and toxicity of each hazardous ingredient of a controlled product.
- 3) **Product Information** – to identify the product, the supplier/manufacturer, and to describe the use of the product.
- 4) **Physical/Chemical Characteristics** – information that describes the physical properties of the product, such as whether the product is a solid, liquid or gas and what conditions will change the chemical's form.
- 5) **Fire and Explosion Hazard Data** - include information on how likely the product is to ignite or explode under various conditions.
- 6) **Reactivity data** – provides information on the chemical stability of the product, and how likely it is to react with other chemicals.
- 7) **Health Hazard Data** – **provides** critical information on how the product enters the body and what are its short and long-term health effects.
- 8) **Precautions for Safe Handling and Use** – provides information on the measures to protect worker health and safety during the transportation, storage, use and disposal of the product, as well as emergency procedures.
- 9) **Control Measures** – provides information on protective clothing and equipment to use when working with the chemical and for the safe evacuation and immediate treatment of anyone overexposed to a controlled product.

**BrightStar posts all Material Safety Data Sheets (MSDS) to the SAFETY page on it's website [www.SFCareTeam.com](http://www.SFCareTeam.com)**

## ***EDUCATION RESPONSIBILITIES***

It is the employer's responsibility to educate any employee who works with or near hazardous agents. The education program must be:

- Workplace specific
- Performance based
- Reviewed at least once per year

## ***SUPPLIER RESPONSIBILITIES***

- 1) Determine which products are controlled
- 2) Obtain, prepare and provide information via labels and MSDS
- 3) Revise and update information as necessary and once every three years
- 4) The labels must be in English

## ***EMPLOYER RESPONSIBILITIES***

- 1) Workplace labels on all hazardous materials
- 2) MSDS for each controlled product
- 3) Assessment of products produced
- 4) Worker education and training
- 5) Provision of information in medical emergencies

## ***WORKER RESPONSIBILITIES***

- 1) To work in compliance with the Act and regulations
- 2) Participate in training
- 3) Apply knowledge

## ***CLASSIFICATION***

The classifications of hazardous materials are:

- CLASS 1:** Explosives
- CLASS 2:** Gases
- CLASS 3:** Flammable Liquids
- CLASS 4:** Flammable Solids
- CLASS 5:** Oxidizing Agents and Organic Peroxides
- CLASS 6:** Toxic and Infectious Substances
- CLASS 7:** Radioactive Substances
- CLASS 8:** Corrosive Substances
- CLASS 9:** Miscellaneous

**CLASSIFICATION SYMBOLS**



**Explosives**



**Flammable and Combustible Gas**



**Oxidizing Material**



**Flammable Liquid**



**Flammable Solid**

**Poisonous and Infectious Materials**



**Biohazardous/ Infectious**



**Materials Causing Immediate  
And Toxic Effects**



**Other Toxic**



**Corrosive Material**



**Dangerously  
Reactive Material**

## OSHA - RIGHT TO KNOW

Post Test

Employee Name: \_\_\_\_\_

Date of Completion of test: \_\_\_\_\_

You may have the handout with you when you answer the questions.

Circle the correct answer:

1. True or False  
The Hazard Communication Standard gives you the Right to Know what hazards you face on the job and how to protect yourself against them.
2. True or False  
A chemical label will tell you the name, address, and emergency phone number of the company that made or imported the chemical.

Fill in the blanks:

3. MSDS stands for \_\_\_\_\_

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4. The MSDS first tells you the \_\_\_\_\_ of the chemical.

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5. Fire and explosion are labeled \_\_\_\_\_ (color) and \_\_\_\_\_ (numbered) hazards.

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6. List the nine categories of information on MSDS:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Match the symbol to the meaning:

1		A	Materials Causing Other Toxic
2		B	Flammable and Combustible Gas
3		C	Compressed Gas Material
4		D	Materials Causing Immediate And Toxic Effects
5		E	Biohazardous Infectious
6		F	Corrosive Material
7		G	Oxidizing
8		H	Dangerously Reactive Material

Fill in the blanks:

8. What are your three responsibilities with OSHA – Hazardous Materials?

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