

# **Hazard Communication Standard**

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HazCom (Hazard Communication, 29CFR1910.1200) is referred to as HCS. HCS conforms to the global standard, also referred to as the Globally Harmonized System (GHS).

Time Requirement: 4 hours

Number of Instructors: 1 or more, consistent with ratio shown in Minimum Criteria

## **Materials**

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- Participant Guide
- Whiteboard or equivalent; markers
- Technology – computer(s), projector, screen, cables, internet
- Labels and SDSs related to participant workplace(s)

## **Objectives**

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When finished, participants will be better able to:

- Identify the meaning of label elements
- Link pictograms and hazards
- Identify acceptable labels
- Demonstrate use of label information
- Use an SDS format to find information
- Show relation between label and SDS information

## Preparation

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Review <https://www.osha.gov/dsg/hazcom/>. Use the sidebar at the right to locate the Standard, SDSs, Labeling, Pictograms, and FAQs which all will be used in this exercise.

Review the activities found in the Participant Guide. If possible, tailor the labels and SDS used in the exercises to the company where you will do training. Alternatively, in an open enrollment program, ask participants (or their employers) to bring labels and SDSs from their worksite.

## Agenda

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|              |    |                                       |
|--------------|----|---------------------------------------|
| Introduction | 5  | minutes if part of an ongoing program |
|              | 15 | if a standalone program               |
| Activity 1   | 30 |                                       |
| Activity 2   | 45 |                                       |
| Activity 3   | 45 |                                       |
| Activity 4   | 45 |                                       |
| Activity 5   | 20 |                                       |
| Closing      | 5  |                                       |

## Minimum Content

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Completion of the 5 activities found in the Participant Guide.

## Presentation of the Session

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In order to get some sense of the group, with a show of hands:

*Ask:* how many of you have used an SDS in the past year?

*Ask:* how many of you use labels on containers as a source of health and safety information?

This input will give you information on how much the employees have used HazCom information in the past.

Review the goals, as shown in the Participant Guide.

Explain that the program is five activities, conducted in small groups. In each small group, someone should take notes and someone will report back to the whole group.

### Activity 1: What are all these words?

#### Materials

- Participant Guide Worksheet 1

- HCS is found here:

<https://www.osha.gov/sites/default/files/HCS2024regulatorytextappendices508.pdf>

Instructor Preparation – Review the standard, with special attention to the definitions part of the standard.

Divide the class into small groups. Direct participants to Worksheet 1: Label Terms Defined.

The first activity is to find definitions in the standard and think about how they are useful. Depending on the size of the group, assign all or part of the words on the worksheet to each group. Give participants 15 minutes to find definitions and complete the Worksheet.

Review each word, definition and how knowing it will be used in the workplace, using the report-back method.

**Activity 2: What are all these pictures?**

## Materials

- HCS
- OSHA Pictograms found here  
<https://www.osha.gov/sites/default/files/publications/OSHA3491QuickCardPictogram.pdf>

## Instructor Preparation

- Review pictograms and Q&A relevant to alternative backgrounds and colors
- Look up any terms that you are unsure of

Refer to OSHA Hazard Communication Standard Pictograms

Cover the key concepts in the activity:

- All pictograms are a:
  - Red square set on edge
  - Black symbol
  - White background
- Terms are Hazard Classes

Have the groups review them. Questions you might pose to them:

- Terms not known
- Relevance to their workplace

Remind participants that the guidance for HMIS and NFPA 704 of 'the higher the number, the higher the hazard' is not true in HCS - know the pictograms and where to find categories.

Facilitate a report back. Respond to questions that are raised.

**Activity 3: Labels**

## Materials

- Participant Guide Worksheets 2 and 3
- HCS, especially Appendix C
- OSHA Quick Card – Labels found here  
<https://www.osha.gov/sites/default/files/publications/OSHA3492QuickCardLabel.pdf>
- Additional labels

## Suggested Instructor Preparation

- Review label elements in HCS
- If possible, take pictures of labels that are on containers at the workplace

## Review the OSHA Label Quick Card

## Review

- Hierarchy of signal words
- Hierarchy of pictograms
- Hazard statements
- Precautionary statement types

Have the small groups complete Worksheet 2. Then direct participants to C.4, where each Hazard Class is detailed, and the words used for Hazard Category, Signal Word, Hazard Statement, Pictogram and Precautionary Statement for each is shown. This is an important resource, when the participants have questions in the future.

Provide a label from the worksite or use the following with Worksheet 3: Where is health and safety information on the label? Have each group complete the Worksheet for the label provided.



**ToxiFlam (Contains: XYZ)**

**Danger! Toxic If Swallowed, Flammable Liquid and Vapor**



Do not eat, drink or use tobacco when using this product. Wash hands thoroughly after handling. Keep container tightly closed. Keep away from heat/sparks/open flame. – No smoking. Wear protective gloves and eye/face protection. Ground container and receiving equipment. Use explosion-proof electrical equipment.

Take precautionary measures against static discharge. Use only non-sparking tools. Store in cool/well-ventilated place.

**IF SWALLOWED:** Immediately call a POISON CONTROL CENTER or doctor/physician. Rinse mouth.

In case of fire, use water fog, dry chemical, CO<sub>2</sub>, or “alcohol” foam.

See Material Safety Data Sheet for further details regarding safe use of this product

MyCompany, MyStreet, MyTown, NJ 00000, Tel: 444 999 9999

Facilitate a report back.

**Activity 4: Safety Data Sheet**

## Materials

- Participant Guide Worksheet 4
- HCS
- SDSs
- OSHA Quick Card Safety Data Sheet found here  
<https://www.osha.gov/sites/default/files/publications/OSHA3493QuickCardSafetyDataSheet.pdf>

## Suggested Instructor Preparation

- Review HCS, with special attention to the SDS format
- If possible, get SDSs for chemical or physical hazards at the worksite

Review the format shown on the Quick Card. Turn to Appendix D and refer to the minimum content for each part of the SDS.

Direct the small groups to Worksheet 4: Using an SDS.

Facilitate a report back.

**Activity 5: What are the best features of HCS?**

Review the labels and the uniform format for the SDS. Ask the groups to discuss.

Facilitate a report back.