

**SAMPLE CHEMICAL HYGIENE WRITTEN PROGRAM
AS PER 29CFR1910.1450**

CHEMICAL HYGIENE PLAN

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THE EMPLOYER IS NOT LIMITED TO COMPLIANCE METHODS SUGGESTED BY OSHA: i.e., METHODS EXPLAINED ARE GENERAL AND MAY NOT BE EFFECTIVE IN ALL CASES. OTHER METHODS OF COMPLIANCE MAY BE EQUALLY OR MORE APPROPRIATE. ULTIMATE RESPONSIBILITY FOR DETERMINING THE MOST APPROPRIATE COMPLIANCE METHOD RESTS WITH THE EMPLOYER, GIVEN THE EMPLOYER'S SUPERIOR KNOWLEDGE OF THE SPECIFIC CONDITIONS AT ITS WORKPLACE.

WRITTEN CHEMICAL HYGIENE PLAN

1) INTRODUCTION:

This document describes the Chemical Hygiene Plan for _____ (Company Name/Facility) of _____ (Company Address/Location) as required by OSHA's Occupational Exposure to Hazardous Chemicals in Laboratories Standard. 29CFR1910.1450.

In order to comply with the Standard, _____ (Company Name/Facility) has established a plan to ensure our workplace is capable of protecting employees from Health Hazards associated with Hazardous Chemicals in the laboratory, and capable of keeping exposures below the Permissible Exposure Limits (PEL) specified in 29CFR1910 Subpart "Z". Questions regarding this plan should be directed to _____ (Safety Director/Lab Supervisor)

This plan is made readily available to the employees of _____ (Company Name/Facility), employee representatives & upon request by the Assistant Secretary for the Occupational Safety & Health Administration.

A review and evaluation of this program is conducted on an annual basis and updated as necessary.

The person responsible for implementation of this plan is _____ (Safety Director/Lab Supervisor). The assigned Chemical Hygiene Officer is _____ (Name). This facility has established a Chemical Hygiene Committee comprised of the following personnel:

- A) _____
- B) _____
- C) _____
- D) _____
- E) _____
- F) _____

2) STANDARD OPERATING PROCEDURES:

For laboratory work at _____ (Company Name/Facility) which involves the use of Hazardous Chemicals, standard operating procedures (SOP) have been addressed in order to reduce potential Safety and/or Health Hazards caused by such use. These procedures include various engineering control measures such as laboratory hoods and fume hoods, maintenance procedures for these engineering controls including testing proper function of such equipment, the use of appropriate Personal Protective Equipment (PPE) and maintenance of such equipment.

The specific procedures implemented by _____ (Company Name/Facility) are as follows:

NOTE: SEE APPENDIX "A" OF THE STANDARD FOR ASSISTANCE

3) EMPLOYEE EXPOSURE:

_____ (Company Name/Facility) makes an initial determination of employee's exposure to any substance regulated by an OSHA Standard (29CFR1910.1001 through 29CFR1910.1050) which requires monitoring if there is reason to believe exposure levels for substances routinely exceed the Action Level or in the absence of an Action Level, the Permissible Exposure Limit (PEL). If initial monitoring discloses employee exposure over the Action Level and/or Permissible Exposure Limit, exposure monitoring and cessation of monitoring shall be in accordance with the relevant OSHA Standard.

Where the use of respirators is determined to be necessary to maintain exposure below permissible limits, appropriate respiratory protection shall be provided at **NO COST** to employees. Respirators shall be selected and used in accordance with requirements in 29CFR1910.134(b)(d)(e) & (f).

_____ (Company Name/Facility) notifies employees of these results in writing either individually or by posting results in _____ (Accessible Location) within fifteen (15) working days after receipt of monitoring results.

4) EMPLOYEE INFORMATION & TRAINING REQUIREMENTS:

_____ (Company Name) provides employees with information and training on hazardous chemicals in their work area, at time of initial assignment, and prior to assignments involving new exposure situations to ensure employees are apprised of the hazards of chemicals present in their work area. Initial information and training sessions for new employees are conducted by _____ (Safety Director/Chemical Hygiene Officer/Lab Supervisor).

The following information is conveyed to employees:

- A) The contents of the Occupational Exposure to Hazardous Chemicals in Laboratories Standard 29CFR1910.1450 and its appendices.
- B) The location and availability of the Chemical Hygiene Plan.
- C) The signs and symptoms associated with exposures to hazardous chemicals used in the laboratory; and

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D) The location and availability of known reference material on the hazards, safe handling, storage & disposal of hazardous chemicals found _____ in

the laboratory including but not limited to Material Safety Data Sheets (MSDS) received from chemical suppliers.

In addition to above information, employees are trained on the following:

- A) Methods & observations which may be used to detect the presence or release of a hazardous chemical in the work area. (Monitoring Methods & Devices, Visual Appearance and/or Odor, etc.)
- B) The Physical and Health Hazards of the Chemicals.
- C) The measures employees can take to protect themselves from these hazards, including specific procedures which have been implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.
- D) The applicable details of the Chemical Hygiene Plan.

5) MEDICAL PROGRAM:

_____ (Company Name) provides all employees who work with hazardous chemicals an opportunity to receive medical attention, including any follow-up examinations which the examining physician determines to be necessary, for the following circumstances:

- A) Whenever an employee develops signs or symptoms associated with a hazardous chemical to which the employee may have been exposed in the laboratory, the employee is provided an opportunity to receive an appropriate medical examination.
- B) Where exposure monitoring reveals an exposure routinely above the Action Level, or in the absence of an Action Level above the Permissible Exposure Limit (PEL), for an OSHA regulated substance for which there are exposure monitoring and medical surveillance requirements. Medical Surveillance shall be established for the effected employee as prescribed by the particular OSHA Standard. (Medical Surveillance & Exposure requirements as per 29CFR1910.1001 through 29CFR1910.1050)

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- C) Whenever an event takes place in the work area such as a spill, leak, explosion or occurrence resulting in the likelihood of a hazardous chemical exposure, the effected employee(s) is provided an opportunity for a medical consultation. This consultation is for the purpose of determining the need for a

medical examination. An appropriate medical examination is provided as necessary.

Medical Examinations & Consultations are performed by or under direct supervision of a licensed physician, are provided at **NO COST** to employees without **LOSS OF PAY** and at a reasonable time and place.

The physician shall be provided with the following:

- A) The identity of hazardous chemical(s) to which the employee may have been exposed to;
- B) A description of the conditions under which the exposure occurred including quantitative exposure data, if available; and
- C) A description of the signs and symptoms of exposure the employee is experiencing if any.

A written opinion from the examining physician for an examination or consultation which is required by the Standard is obtained. This opinion shall include:

- A) Any recommendation for further medical follow-up;
- B) The results of the medical examination and any associated tests;
- C) Any medical condition that may be revealed in the course of the examination which may place the employee at increased risk as a result of exposure to a hazardous chemical found in the workplace; and
- D) A statement the employee has been informed by the physician of the results of the consultation or medical examination and any medical condition that may require further examination or treatment.

The written opinion shall not include any findings/diagnoses which is not related to an occupational exposure.

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6) SPECIAL PROCEDURES/PROVISIONS:

_____ (Company Name) has certain procedures or activities that require prior approval from _____ (Safety Director/Chemical Hygiene Officer/Lab Supervisor) before implementation. These procedures are as follows:

A) _____

B) _____

C) _____

D) _____

E) _____

There are special provisions for additional employee protection for work with particularly hazardous substances used. These substances include "select" carcinogens", reproductive toxins, and substances which have a high degree of acute toxicity.

Specific considerations for the particular hazardous substance(s) are listed as follows:

A) _____

B) _____

C) _____

D) _____

E) _____

7) HAZARD IDENTIFICATION:

With respect to labels and Material Safety Data Sheets (MSDS), _____ (Company Name) assures labels on incoming containers of hazardous chemicals are not removed or defaced and Material Safety Data Sheets that are received with incoming shipments of hazardous chemicals are maintained and readily accessible to laboratory employees.

For chemical substances developed in the laboratory, the following procedures have been implemented for the following circumstances:

- A) For known composition for chemical substances produce exclusively for laboratory use which are determined to be hazardous, the appropriate training is provided;
- B) For unknown composition of chemicals produced as a by product, the substance is assumed to be hazardous and the appropriate standard procedures under Section (2) of this plan are implemented;
- C) For chemical substances produced for another user outside of the laboratory, _____ (Company Name) complies with the Hazard Communication Standard 29CFR1910.1200, including the requirements of preparation of Material Safety Data Sheets and labeling.

8) RECORDKEEPING:

_____ (Company Name) establishes and maintains for each employee an accurate record of any measurements taken to monitor employee exposure and any medical consultation and examinations including tests or written opinions as required by the Standard. These records are kept, transferred, and made available in accordance with 29CFR1910.20, Access to Employee Exposure and Medical Records.

