

SAMPLE WRITTEN

**CHEMICAL
HYGIENE PLAN**

For Compliance With

29 CFR 1910.1450

Wyoming General Rules and Regulations

Wyoming Department of Workforce Services
OSHA Division
Consultation Program

ACKNOWLEDGEMENTS

This material was compiled by the staff of the Wyoming OSHA Consultation Program.

NOTE: This sample plan is provided only as a guide to assist in complying with Wyoming Occupational Health and Safety's General Rules and Regulations. It is not intended to supersede the requirements detailed in the guidelines. Employers should review the standard for particular requirements which are applicable to their specific situation. Employers will need to add information relevant to their particular facility in order to develop an effective program. Employers should note that certain programs are expected to be reviewed at least on an annual basis and updated when necessary.

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The information contained in this document is not considered a substitute for any provision of the standard.

UPDATED: February 2014

CHEMICAL HYGIENE PLAN

FOR

(Name of Company)

GENERAL

The intent of this program is to establish compliance with OSHA's standard for Occupational Exposure to Hazardous Chemicals in Laboratories. The authority and responsibility of the Chemical Hygiene Officer (CHO) has been assigned to the position of

The objective of this program is to establish a safe and healthy occupational environment, which is free from all recognizable hazards.

This program and all associated documents shall be maintained and available in the CHO's office. Associated documents include but are not limited to a copy of the relevant OSHA standards, the allowable exposure limits of all laboratory chemicals, the physical and chemical properties of all laboratory chemicals, manufacturer's literature for all equipment utilized within the laboratory, material safety data sheets, and specific laboratory procedures for all processes conducted in this laboratory. The hazardous properties noted in these documents shall be the primary criteria used to establish all required control measures. Hazardous properties include but are not limited to the allowable exposure limits, vapor pressure, skin absorption, toxicological effects, flammability and reactivity.

Failure to adhere to the requirements of this program will result in disciplinary measures.

RESPONSIBILITIES – CHEMICAL HYGIENE OFFICER (CHO)

The Chemical Hygiene Officer (CHO) is responsible for implementing all elements of this program.

The CHO shall review and modify this program as necessary, which includes annual reviews and upon initiation of any new processes or chemicals in the workplace.

Inspections shall be conducted by the CHO at least monthly and documented. All noted deficiencies shall be tracked for final corrective action.

Conduct periodic safety inspections to assure the safety of the laboratory including, but not limited to:

All routes of emergency egress shall be clearly indicated and unobstructed.

All fire extinguishers shall remain functional and accessible and serviced annually.

Safety instruction signs, warning signs and exit signs shall be utilized and maintained in legible condition.

Verify the posting of emergency telephone numbers.

Maintain all Material Safety Data Sheets (MSDS's) received by the laboratory.

Electrical equipment shall be maintained in good condition.

Clear access to all electrical panels and disconnect boxes.

Laboratory hoods shall maintain a capture velocity of 100 linear feet per minute at the face of the hood.

The CHO shall determine the adequacy of all lab hoods.

Determine the adequacy of the general ventilation and stock room ventilation.

Respirators shall be provided, maintained, used, and inspected in accordance with the Respiratory Protection Program.

Develop, implement and maintain a Respiratory Protection Program as required in 29 CFR 1910.134.

SCBA's or escape packs shall be readily available for emergency situations.

Complete a Personal Protective Equipment Assessment as required in 29 CFR 1910.132.

Inventory and maintain an adequate supply of the necessary PPE.

Inventory and maintain an emergency spill kit.

Inventory stock rooms for proper chemical rotation and segregation.

Eye washes and drench showers shall be activated weekly.

RESPONSIBILITIES – ALL EMPLOYEES

In addition to the specific laboratory standard operating procedures, the following general requirements are mandatory at all times:

Report all hazardous conditions to the CHO.

Access to the laboratory shall be restricted to authorized personnel only.

Do not work in the laboratory alone.

Safety glasses and a lab apron/coat are mandatory at all times in the laboratory.

Minimize all skin and respiratory exposures to hazardous chemicals.

Other personal protective equipment shall be used as directed by the CHO.

Smoking, food, and beverages are prohibited in the laboratory at all times.

Good housekeeping procedures shall be conducted daily.

Counter tops and workbenches shall be maintained clean, neat and orderly.

Incidental spills shall be cleaned up immediately.

If a significant spill or leak occurs, the premises shall be vacated immediately or the emergency response plan shall be instituted.

Material Safety Data Sheets received shall be submitted to the CHO.

No manufacturer's label shall be removed or defaced from the original container.

Identifying labels shall be utilized on all successive containers.

Breakable containers shall be transported within a compatible, unbreakable, secondary container.

Equipment, which is damaged, or malfunctioning shall not be used, particularly chipped glassware.

Compressed gas cylinders shall be secured in an upright position.

Pipetting by mouth suction is strictly prohibited.

Procedures, which are new or unfamiliar, shall be referred to the CHO.

Carcinogens shall only be utilized only at the direction of the CHO.

Continuous inventory records shall be maintained on all chemicals.

Chemical stock shall be rotated so that the shelf-life is not exceeded.

Incompatible chemicals shall be segregated from each other.

Chemical disposal shall be in accordance with all applicable laws and regulations.

Flammable liquids shall be stored in a flammable storage cabinet.

Laboratory hoods shall be utilized for all substances with an exposure level of 50 parts per million (ppm) or less, or unknown exposure limits or carcinogens.

Hood usage and incompatible chemicals shall be segregated.

Hoods shall not be utilized for storage purposes.

All personnel shall wash their hands prior to entering and leaving the laboratory.

TRAINING AND INFORMATION

Adequate training shall be conducted prior to any chemical exposure in the laboratory. Training shall be conducted pertinent to any new procedure and/or new chemical prior to any actual exposure. The CHO is responsible for all training requirements. Refresher training shall be conducted annually or more frequently if determined by the CHO. All training shall be documented.

Training information shall consist of:

- All elements of this program;

- The OSHA standard;

- The pertinent chemical exposure limits;

- Relevant signs and symptoms of chemical exposure;

- The particular hazardous properties of relevant chemicals; and

- The relevance and location of all associated documents, particularly the specific standard laboratory operating procedures.

Employee training will include at least the following:

- Methods that may be used to detect the release of a hazardous chemical;

- The physical and health hazards of the chemicals in the work area;

- The measures used to protect themselves from the hazards in work place;

Details of the Chemical Hygiene Plan, including the labeling system; and

The location and interpretation of Material Safety Data Sheets (MSDS's)

If an employee is instructed to use a hazardous material for which he/she has not been trained, it will be their responsibility to inform the employer prior to handling such material, so proper training can be given.

EXPOSURE MONITORING

The CHO shall conduct an initial assessment of the employee's exposure to laboratory chemicals. If the assessment indicates a possible exposure greater than any allowable exposure limits, the CHO shall conduct personal exposure monitoring to measure the actual employee exposure levels.

If the initial monitoring indicates an exposure greater than any allowable limits, the CHO shall conduct periodic monitoring in accordance with any other applicable OSHA standards or appropriate medical surveillance requirements.

All affected employees shall be notified in writing of the monitoring results within 15 days of the receipt of the monitoring results. The notification may be individually or by posting the results so they are available to all employees.

MEDICAL SURVEILLANCE

A medical consultation / examination and follow-up examinations shall be offered to any employee who has:

Developed signs or symptoms of a chemical exposure;

Been exposed to a chemical above any allowable exposure limits

Been exposed to a significant chemical spill, leak or explosion.

A licensed physician shall conduct the medical examination without cost to the employee and without loss of pay.

The physician shall be informed of any and all relevant information. The employee shall be informed of the conclusions and results of the medical examination. The CHO shall obtain and maintain a written report of the physician's conclusions and results.

RECORDKEEPING

The CHO shall be responsible for maintaining all relevant records in accordance with the

following:

Training records shall be maintained for 3 years from the date of the training;

Monitoring records shall be maintained for 30 years from the monitoring date; and

Medical surveillance records shall be maintained for the duration of employment plus 30 years.

Chemical Hygiene Officer

Date

