

Welcome to the Hazard Communication template. To customize the template, you should first evaluate the hazardous materials used within your facilities to determine which of them must be included within your inventory (probably all of them). The result should be listed on an inventory and made available to all employees. Be sure you have a current MSDS for each material. If you have any questions, contact YCPARMIA (530-666-4456).

### Important Information

- Use the find and replace function to enter your Entity Name in place of the text “EntityName” in the document.
- Add page breaks after you have filled in the required information and removed these instructions.
- The next step is to put the program into action. Be sure to keep your inventory up to date, keep current MSDSs on hand for all chemicals, make sure that chemical containers are properly labeled, and train all of your staff on the Hazard Communication standard.
- If you need assistance, please contact YCPARMIA.

### Revising Your Hazard Communication Program

**Review the program at least annually and revise it if there have been changes. Notify affected staff of any changes. It may be convenient to do this at the time of your annual Hazard Communication refresher training.**  
**HAZARD COMMUNICATION PROGRAM**

## **(Employee Right To Know)**

### **PURPOSE**

The Hazard Communication Program establishes methods for providing information regarding hazardous materials in the workplace as required by California Code of Regulations, Title 8, Section 5194 (8 CCR 5194).

### **SCOPE**

This Program establishes requirements for the use of hazardous material labels and other hazard warning methods, Material Safety Data Sheets (MSDSs), hazardous materials evaluations, annual inventories, and employee information and training on hazardous materials. The program will ensure that:

- Employees have proper training and awareness of hazardous materials in the workplace.