

# Toolbox Talk: Hazard Communication Standards

## PURPOSE

The purpose of this talk is to review the Hazard Communication Standard, which ensures that employees are informed about the hazardous chemicals they may be exposed to at work.

## KEY POINTS

- All hazardous chemicals must be properly labeled.
- Safety Data Sheets (SDS) must be available for each hazardous chemical.
- Employees must be trained on the hazards and safe handling of chemicals.
- Follow the instructions and precautions listed on labels and SDS.
- Report missing or illegible labels immediately.

## LABELS

Labels must include the product identifier, signal word, hazard statement(s), pictograms, precautionary statements, and manufacturer information.

## SAFETY DATA SHEETS (SDS)

- SDS provide detailed information about chemical hazards.
- They must be readily accessible to all employees.
- Know the location of SDS in your work area.

## EMPLOYEE RESPONSIBILITIES

- Read labels and SDS before using chemicals.
- Wear required personal protective equipment (PPE).
- Follow safe handling procedures.
- Report exposures, spills, or concerns to your supervisor immediately.

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## QUESTIONS FOR DISCUSSION

1. Where are the SDS located in your work area?
2. What should you do if you discover a container without a label?
3. Who should you notify if you have questions about a chemical in use?

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## SIGN-OFF

I have read and understand the information provided in this Toolbox Talk.

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Date

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Employee Name (Print & Sign)