



FIRST QUARTER 2006

HR Compliance 101, LLC

Putting Companies in the Safety Zone Since 1978

One Splash of a Chemical: How MSDS

Keep Your Employees and Business Safe

From Our Customers

"We're a small company with the same HR needs as a big company. Paula comes in four times a year and does a safety check. We make sure there's no potential for injury. That saves us huge dollars." Trisha Hill, Office and Finance Manager, Microspec Corp., Jaffrey, NH

You own an accounting firm. Most of your employees sit at their desks all day and work on computers. Now suppose while the office is being cleaned, abrasive fluid splashes in someone's eye. Do you know how to treat the eye until the employee reaches a doctor? What can you tell the doctor about the chemical to help speed up treatment?

State Department of Labor and OSHA regulations require you to keep information—Material Data Safety Sheets (MSDS)—on all chemicals in your workplace. You must also provide safety training for any employee who will be working with chemicals.

Is this important? Very. Lack of Material Data Safety Sheets ranks seventh on the New Hampshire Department of Labor list of common citations. MSDS are part of OSHA's Hazard Communication Standard, the second most frequently cited OSHA standard. For every single non-willful violation, OSHA can exact fines of \$7,000, with fines up to \$70,000 for each repeated or willful violation.

MSDS are issued by chemical manufacturers and should arrive on delivery with any chemical you order. HR Compliance 101 has access to over 1.5 million MSDS, so we can research and provide the latest sheets for you.

All employees must know where to find the relevant MSDS in an emergency. The doctor who treats the emergency also needs a copy of the MSDS. That's why you need an MSDS storage system. You may use paper or electronic storage, as long as employees have 24/7 access to it.

To create an MSDS storage system, first list all the chemicals in your building, even "household" chemicals like window cleaners. The list should include the name of the

chemical, the manufacturer's name, the work area where the chemical is used and the quantity, with space for a reference number. Next, collect an MSDS for every chemical. If you're using a binder, the list should come first and the MSDS should be catalogued behind it using a unique reference number. Be sure to add the reference number to the overall list.

You must train new employees about the chemicals they'll be using (or exposed to) before they use them and within 30 days of hire. You should also offer annual refresher training. OSHA requires you to document this training. HR Compliance 101 has developed fully documented training programs that take about 20 minutes for each new hire and about an hour for each company-wide refresher course.

If you have more than five employees, you're subject to OSHA's HAZCOMM regulations. Let HR Compliance 101 make compliance easy for you, and make your workplace safer for your employees.

This newsletter refers to some of the regulations that may currently apply to small businesses.

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WE'RE ON THE WEB!
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Compliance Alert

If you have ten or more employees working in New Hampshire, your Safety Summary Form (WCSSF) should now be in the hands of the State of New Hampshire, Department of Labor. The completed form is due every odd numbered year.

You should have been filing this form since 1997. If you haven't, or if you missed the 2005 deadline, you can still avoid fines. Show good faith by filing as soon as possible.

The Safety Summary Form summarizes your safety program. Please contact HR Compliance 101, LLC, for assistance in completing your safety program and your WCSSF.



Workplace and Training Solutions

Q. I have an MSDS that was printed in 1989. I called the company and they said it hasn't been revised since then. How do I document this so I'm not calling them every time I do an annual review of my MSDS documents?

A. You should attach a note to the MSDS, indicating the date you called the manufacturer and initialized by the person who made the call. Since the MSDS is so old, you may want to call the manufacturer every second or third year to find out if a revision has been issued.

You must inventory workplace chemicals every year. If any MSDS is more than 5 years old, check with the manufacturer for a revision. When you have the newest MSDS, place it in your binder (or electronic system) and file the old one.

For Our Customers

Did you post your current OSHA 300A Form? This form summarizes workplace accidents and injuries during 2005. No accidents or injuries? You must still post the form. Call us if you need an OSHA 300A form. We'll provide it for free.