

COMPLIANCE WITH THE HAZARD COMMUNICATION STANDARD AND SSOM DOCUMENT 6001

Contents/Sections of a Hazard Communication Binder:

1. A copy of [SSOM Document 6001](#) (CTRL + Click to open link) or a copy of the Facility Written Hazard Communication Program.
2. A list of Hazardous Substances used at the workplace. (Conduct a chemical inventory of products supplied by the employer and used by employees)
3. Safety Data Sheets for each chemical listed.

Maintaining a Hazard Communication Binder:

The Hazard Communication Binder should be reviewed at least annually to ensure that reasonably current SDS sheets for all hazardous substances used or stored in the facility are available and posted in the Hazard Communication Binder.

The List of Hazardous Substances (index) should be updated to reflect only items actually used or stored in the facility. The product list should reflect one column for the product manufacturer, one column for product name and a column for the number assigned to the product. The list should be organized by product type to make it easier to find the SDS in the binder.

The department should contact substance manufacturer's websites or the County Safety Division online SDS library at <http://safety.rc-hr.com/safety/SafetyCenter/SafetyDataSheets> or County Intranet site at <http://www.rc-hr.com/msdsfind/> to obtain outdated or missing SDS sheets. (CTRL + Click to open links)

The Hazard Communication Binder should be indexed, tabbed or divided in a way that the SDS sheets can be easily located for emergency purposes.

Exception to having hardcopies of SDSs:

The County maintains its entire SDS database on the intranet and internet. If your employees have the capability for immediate, unimpeded online access to the County's SDS sites (e.g. they have their own terminal or have access to a terminal that does not require them to go through a supervisor and typically perform their duties during the hours of 7:30 AM – 5:00 PM), you are not required to maintain "hard copies" of SDSs in the Hazard Communication Program binder.

Access to SDS information can be achieved via the intranet at <http://intranet.co.riverside.ca.us> by clicking on the "MSDS Information" icon on the County Intranet homepage, or by going through the "Safety Division" icon (also on the County Intranet homepage). Direct internet access to the SDS site can be achieved by going to: <http://safety.rc-hr.com/SafetyCenter/SafetyDataSheets>. (CTRL + Click to open link)

Although you're not required to keep the SDSs in the binder, the HazCom Program binder should still be kept on site with the County's Hazard Communication Program (Section 6001 of the County Standard Safety Operations Manual) and related program materials kept in the binder.