

State of Michigan  
Administrative Guide to State Government

**2330.01 Hazardous Materials Communication**

Issued: January 1, 1994  
Revised: April 13, 2012

**SUBJECT:** Hazardous Materials Communication.

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To inform agencies and employees of the state's Hazard Communication Program in order to protect the health and safety of state employees.

**CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)  
Office of the State Employer (OSE)  
Employee Health Management Division

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**SUMMARY:** This section provides the procedure for maintaining and communicating information about hazardous chemicals to which state employees may be exposed. Material Safety Data Sheets (MSDS) from manufacturers and suppliers are relied on to meet hazard determination requirements.

Each department is to designate a person responsible for requesting and maintaining MSDS's and for providing information and training to department employees, as required by the right-to-know provisions of MIOSHA. A different individual may be designated to each separate workplace required to maintain MSDS's and provide training.

Products used in the original manufacturer's container are presumed to be labeled properly. Supervisors should report any unlabeled or improperly labeled containers to the department's designee.

Department designees are to maintain a master MSDS file kept in a central location. Copies of MSDS's, for all hazardous chemicals to which state employees may be exposed at all state of Michigan fixed locations, will be available on request of the designee. Copies of the required MSDS sheets for each hazardous chemical in the workplace shall be maintained at that specific workplace and made readily accessible during each work shift.

**APPLICABLE FORMS:** Material Safety Data Sheet.

**PROCEDURES:**

Department:

- Develops and maintains at each workplace a written hazard communication program.
- Designates a person responsible for hazard communication.
- Informs contractor working at fixed locations of the availability of MSDS's for hazardous chemicals to which the contractor's employees may be exposed, the methods that will be used to inform contractor of any necessary precautionary measures and the methods used to inform contractor of the labeling system used in the workplace.

- Makes the written hazard communication program available, upon request, to employees, their designated representatives and designated regulatory officials.

Designees:

- Verify that products containing hazardous chemicals used by state employees are properly labeled with the following:
  - Identity of the hazardous chemical(s).
  - Appropriate hazard warnings, which provide general information regarding the hazards of the chemical(s), and
  - Specific information regarding the physical and health hazards of the hazardous chemical(s).
- Ensure that labels or other forms of warning are legible.
- If no relevant information is found for any given category on the MSDS, mark it to indicate that no applicable information was found.
- If the MSDS is not provided with a shipment that has been labeled as a hazardous chemical, obtain one from the chemical manufacturer or importer as soon as possible.
- Maintain in the workplace copies of the required MSDS for each hazardous chemical and ensure it is readily accessible during each work shift to employees when they are in their work area(s).
- Compile a list of all hazardous chemicals for the workplace. Make sure that the chemical name on the list is the same as on the MSDS and the container's label.
- Conduct periodic internal review and inspection of hazardous material in the workplace.
- Provide information and training for agency employees:
  - Inform employees of the requirements of Hazard Communications.
  - Inform employees of any operations in their work area where hazardous chemicals are present.
  - Inform employees of the hazards of non-routine work tasks; for example, boiler maintenance and repairs.
  - Inform employees of the location and availability of the written hazard communications program, including MSDS's.
  - Train employees on methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
  - Train employees on the physical and health hazards of the chemicals in the work area.
  - Train employees on the measures employees can take to protect themselves from these hazards.
  - Train employees on the details of the hazard communication program, including an explanation of the labeling system and the MSDS, and how employees can obtain and use the appropriate hazard information.

Reference:

- MIOSHA [Right-to-Know Hazard Communication Compliance Guide](#).

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