State of Michigan
Administrative Guide to State Government

2330.01 Hazardous Materials Communication

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PURPOSE

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

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Office of the State Employer (OSE)

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SUMMARY

State agencies with hazardous chemicals in their workplaces are required to have a written Hazard Communication Program that aligns with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). A sample program can be found with MIOSHA's Right to Know Hazard Communication Compliance Guide; this program shall minimally include the following:

- Information about Safety Data Sheets (SDS) and how to access these documents.
- The need to clearly label or ensure hazardous materials are properly labeled.
- The proper selection and use of personal protective equipment to protect employees against chemical exposures.
- How to report a chemical exposure, how to handle the chemicals appropriately, etc.
- A chemical inventory.

APPLICABLE FORMS

Per MIOSHA Standards Parts 42, 92, and 430, employers are required to display or post certain employment posters in the workplace. These posters are to be displayed or posted in a conspicuous place (e.g., near building entrances or interview rooms, on breakroom bulletin boards, near the Human Resources office, etc.) where they are easily visible to all employees and applicants. The OSE also offers an electronic version of the poster so employees can access it from their state-issued computer.

- Michigan Right to Know Law - New or Revised SDS (MIOSHA/CET #2106)
- Michigan Right to Know Law - SDS's Are Located At (MIOSHA/CET #2105)
- Michigan Safety and Health Protection on the Job (MIOSHA/CET #2010)

PROCEDURES

Department/Agency

- 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 SDS'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.

Reference

- MIOSHA Standards
- MIOSHA Standard Part 431 Hazardous Work in Laboratories
- MIOSHA Standard Parts 42/92/430: Hazard Communication
- Right to Know Hazard Communication Compliance Guide
- OSHA Brief: Safety Data Sheets
- OSHA Hazard Communication Standard Update
- OSHA Standard Interpretations 1910.1200

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