

Hazard Communication Program – Department Specific Plan Details

Revision: September 7, 2026

Name of Department	
Building or Area	
Responsible Person within Department	

Task	Department Specifics	
Develop list of all chemicals used in each department or area	Provide location of where list(s) are stored.	
Method of labeling of secondary containers	Describe using how secondary containers will be labeled (Example: Product Identifier and GHS pictogram or Product Identifier and Hazard Statement).	
Obtain and maintain current copies of Safety Data Sheets	Provide location of SDS's. Provide how SDS will be maintained (Paper copies or electronic storage). SDS's must be available to all employees during all work shifts.	
Identify hazardous non-routine tasks (tasks that are seldom or infrequent that involve hazardous materials i.e., clean reactor vessels, enter confined spaces, etc.) if applicable.	List task(s) and measures taken to reduce risk. Measures taken to reduce risk include, but are not limited to air monitoring, ventilation requirements, use of respirators, use of attendants to observe procedures, and emergency procedures. ¹	
Notify contractors of chemicals in areas where they will be working and provide Safety Data Sheets.	Provide how contractors will be notified (email, provide physical copy, fax etc.).	
Ask contractors for SDS of hazardous chemicals they bring on-site.	Provide how SDS will be obtained for all chemicals brought on-site. (email, physical copy, fax etc.)	
Provide task specific training for chemical(s) used	Provide how this training will be delivered and how it	

by the Department or area when new staff is hired and when new chemicals are introduced into the work area.	will be documented.	
Post: 1. SDS Location Poster 2. New or Revised SDS Poster 3. Michigan Safety and Health Protection on the Job in work area(s).	Provide location of posters.	
Review and update the above tasks as necessary at least annually.	The provided date document was reviewed and can be filled out below.	
Review Complete:		
Review Complete:		
Review Complete:		
Review Complete:		
Review Complete:		

Contact EHS if needed to help determine controls for hazardous non-routine task