

# The 5 Step Guide to HazCom Compliance

Whether you're working toward getting your organization in compliance with OSHA's Hazard Communication (HazCom) standard on your own, or with a little outside assistance, the following five best practice steps will help to ensure your success.



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# Step 1: Inventory All Your Chemicals

Under OSHA regulations, obsolete material safety data sheets (MSDS) can be archived without having to be converted to the new safety data sheet (SDS) format under the Globally Harmonized System (GHS) guidelines. As such, you have the opportunity to avoid allocating unnecessary time and expenses towards procuring SDS documents and labels for the products that you no longer use. Taking inventory of all your chemicals on hand is the most effective way to gain a comprehensive understanding of your chemicals, paving the way for a successful HazCom compliance program.

[Learn more about On-site Inventory Services](#)



# Step 2: Get Your Documents and Compile Your Database

Now it's time to go find the new SDS to replace all the MSDS in your collection. Technically, all chemical manufacturers and distributors should provide an SDS with your new orders but it's YOUR responsibility to track down an SDS for each chemical you currently have on site.

[Learn more about SDS Management Services](#)



# Step 3: Create GHS-Compliant Labels

All employers are expected to update their workplace containers with GHS-compliant labels. The intent of the labeling system is to communicate information with an explicit, easily understood approach that is based on the use of label elements. The GHS label elements include symbols (hazard pictograms), signal words (“Danger,” “Warning”) and hazard statements (“Fatal if swallowed”), all of which have been standardized and assigned to specific hazard categories and classes.

[Learn more about Secondary Container Labeling](#)



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# Step 4: Due Diligence Reporting

The biggest challenge facing employers today is that not all chemical manufacturers, blenders and distributors have made the required SDS available, and, unfortunately, OSHA is still holding you liable to adhere with the current HazCom standards deadline.

That said, OSHA won't fine you for not having all the necessary SDS if you clearly document your attempts to acquire the documents, demonstrating your due diligence.

[Learn more about SDS Authoring Services](#)



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# Step 5: Train Your Employees

To ensure employees have the information they need to better protect themselves from chemical hazards in the workplace, it's critical they understand the new label and SDS formats. If you haven't trained your employees yet, be sure to make this a priority.

[Learn more about the GHS initiative](#)



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# Compliance Achieved

If this seems easy enough, great! If you're feeling a little overwhelmed, let us help!  
Contact SafeTec today to learn more about our SDS management and  
chemical compliance services.

Contact SafeTec



You're in  
compliance



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