STANDARD OPERATING PROCEDURE TEMPLATE · LABORATORY SAFETY (OSHA)

# Hazard Communication (GHS)

Governing requirement: OSHA 29 CFR 1910.1200

**Applies to:** ☑ Waived ☑ Moderate complexity ☑ High complexity

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| **Laboratory name** | | **CLIA number** | |
| **Document number** | | **Version** | |
| **Effective date** | | **Next review due** | |
| **Author** | | **Department / section** | |
| **Approved by (laboratory director)** | | **Director signature** | |
| **Approval date** | | **Supersedes document** | |

**Important:** Template only. Before use, this document must be reviewed, adapted to your laboratory's instruments, test systems and the manufacturer's instructions, and approved, signed and dated by the laboratory director. Check current federal, state and accreditation requirements. Not legal advice. Sound Lab Consultants is not affiliated with or endorsed by CMS, CDC, FDA, OSHA, CAP, COLA, The Joint Commission, CLSI or any manufacturer.

## 1. Purpose

To inform employees about chemical hazards.

## 2. Scope

All hazardous chemicals in the workplace.

## 3. Responsibility

- Laboratory director / safety officer: implements and updates this plan at least annually.
- Supervisor: provides training, ensures equipment and PPE are available and investigates incidents.
- All employees: follow the plan, use PPE and report exposures, spills and hazards immediately.

## 4. Definitions

**SDS:** Safety data sheet.

**GHS:** Globally Harmonized System of classification and labeling.

## 5. Materials, equipment and records

- SDS binder or electronic system **[Location]**

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| **Location** | |

- Secondary container labels

## 6. Procedure

**1.** Keep a list of hazardous chemicals.

**2.** Ensure containers have GHS labels; label secondary containers.

**3.** Keep SDSs accessible on all shifts.

**4.** Train employees on hazards, labels, SDS and protective measures.

**5.** Update when new chemicals are introduced.

## 7. Quality control

• Inspect safety equipment and supplies on the schedule in this plan and record results.

• Review incidents and near misses at least quarterly.

## 8. Interpretation, reporting and documentation

• Record the activity, date, result and initials on the form or log, and have the supervisor review records **[Review frequency]**.

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| **Review frequency** | |

• Keep records per the record retention SOP (at least 2 years under 42 CFR 493.1105 unless a longer period applies).

## 9. Limitations and cautions

• This is a generic template. Adapt it to your instruments, test systems, manufacturer instructions, state law and accreditation standards before use.

## 10. References

• OSHA, 29 CFR 1910.1200 Hazard communication
https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200

## 11. Lab-specific notes

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| **Notes and local requirements** | |

## 12. Revision history

| Version | Date | Description of change | Author | Approved by |
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## 13. Annual review log

Procedures and changes must be approved, signed and dated by the current laboratory director before use (42 CFR 493.1251(d)).

| Review date | Reviewed by | Signature | Changes needed (Y/N) | Comments |
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