

# SUPERVISOR TOOLBOX TALK: HAZARD COMMUNICATION

OSHA/ADOSH Requirements for Office Staff

## Key Points to Cover

- All office chemicals (cleaners, toners, sanitizers) must have proper labels
- Safety Data Sheets (SDS) must be accessible for every hazardous product
- Employees must be trained on the GHS label system before using chemicals
- Secondary containers must be labeled with product name & hazard info
- Never remove or deface manufacturer labels
- Know the location of your SDS binder or digital access point

## Discussion & Action Items

- Where is the SDS binder/digital access located in your area?
- Can you identify the four sections of a GHS label?
- What do you do if a container has no label?
- Who do you report unlabeled chemicals to?
- Are all secondary containers in your workspace properly labeled?

### OSHA Standard: 29 CFR 1910.1200 (HazCom)

Employers must provide information about hazardous chemicals through labels, SDS, and training. ADOSH adopts federal OSHA standards; Arizona office environments must comply fully.

Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Location: \_\_\_\_\_ # Attendees: \_\_\_\_\_

**Employee Acknowledgment:** I understand the hazard communication requirements discussed today.

Print Name / Signature

Print Name / Signature

Print Name / Signature