

June 22, 2016

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 15-42
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LENITA JACOBS-SIMMONS
 National Director
 Office of Job Corps

SUBJECT: Complying with the OSHA Hazard Communication Standard

1. Purpose. To provide the Job Corps community with information that will help them comply with the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard (HCS), 29 Code of Federal Regulations (CFR) 1910.1200.

2. Background. Job Corps Information Notice 13-16, "Hazard Communication and Global Harmonization Update," dated September 12, 2013, provided information about the 2012 revision of the OSHA HCS (HCS 2012). HCS is now aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS), which provides a more easily understood way to classify chemical hazards and communicate hazard information on product labels and Safety Data Sheets (SDS). Since HCS 2012 took effect May 25, 2012, there have been a number of transition deadlines employers were required to meet as the revised HCS has been gradually phased in:
 - a. December 1, 2013: Employers must train employees on new label elements and SDS format.
 - b. June 1, 2015: Manufacturers, importers, and distributors must reclassify chemicals, and update product labels and SDSs to the GHS format.
 - c. December 1, 2015: Distributors must begin shipping only GHS-labeled products and GHS-formatted SDSs.
 - d. June 1, 2016: All employers must update alternative workplace labels and written hazard communication programs. Employers must also provide additional employee training for newly identified physical and health hazards.
 - e. Transition period, May 25, 2012–June 1, 2016: Employers may comply with HCS 2012, the older version of the standard (HCS 1994), or both. After this period, employers must comply solely with HCS 2012.

3. Action. All Job Corps centers and Center Operators shall:
 - a. Review and share the following hazard communication resources:
 - OSHA, *Safety and Health Topics: Hazard Communication*, <https://www.osha.gov/dsg/hazcom/index.html>
 - OSHA, *Labels and Pictograms*, <http://www.osha.gov/Publications/OSHA3636.pdf>
 - OSHA, *Safety Data Sheets*, <http://www.osha.gov/Publications/OSHA3514.pdf>
 - OSHA, *Side-by-Side Comparison of HCS 1994 and HCS 2012*, <http://www.osha.gov/dsg/hazcom/side-by-side.html>
 - OSHA, *Steps to an Effective Hazard Communication Program*, <http://www.osha.gov/Publications/OSHA3696.pdf>
 - b. Review the center Hazard Communication Plan and ensure the program complies with the HCS 2012:
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10099.
 - c. Replace old Material Safety Data Sheets (MSDSs) with SDSs. SDSs now have a uniform, 16-section format:
https://www.osha.gov/Publications/HazComm_QuickCard_SafetyData.html
 - d. Review GHS formatting requirements for shipping and workplace labels, and ensure labels align with requirements.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Heather Edmonds at (202) 693-3774 or at edmonds.heather@dol.gov.