

Lotus Lane Nail Studio (SAMPLE)

HAZCOM

Hazard Communication Program

As of September 29, 2026

Version 1

Draft — not yet approved

5 items still need your input before this can be adopted. Each one is highlighted in yellow on the pages that follow.

Adoption

Lotus Lane Nail Studio (SAMPLE) adopts this document, “Hazard Communication Program,” as its own. It takes effect on the date signed below and stays in effect until it is revised or withdrawn.

Signature

Date

Printed name

Title

Hazard Communication Program

1. Purpose and scope

Lotus Lane Nail Studio uses products at work that can harm the people who use them: polish removers, acrylic liquids and powders, gel polishes, primers and disinfectants. This program explains how Lotus Lane Nail Studio tells every employee about those hazards and how to work with them safely, as required by the OSHA Hazard Communication Standard, 29 CFR 1910.1200.

It covers every employee who may be exposed to a hazardous chemical at 2417 Lotus Lane, [FILL IN: city and ZIP], under normal working conditions or in a foreseeable emergency. It does not cover a product used exactly the way a consumer would use it at home, in the same amount and as often (29 CFR 1910.1200(b)(6)(ix)). Salon products used all day at a nail station are not used that way, so they are covered.

2. Who is responsible

Role	Responsibility
Program administrator	[FILL IN: name of the program administrator]. Keeps this program, the chemical list and the safety data sheets up to date, and runs the training.
Owner	Approves this program and any change to it. Makes sure the time and money for training and protective equipment are there.
Nail technicians	Read the label and the safety data sheet before using a product for the first time. Keep lids on. Report spills, rashes, breathing problems and unlabeled containers the same day.
Whoever orders supplies	Checks that every new product arrives with its safety data sheet, or asks the supplier for it before the product is used.

3. The chemical list

Lotus Lane Nail Studio keeps a list of every hazardous chemical in the studio (29 CFR 1910.1200(e)(1)(i)). The list uses the same product name that appears on the label and on the safety data sheet, so each one can be matched to the other two.

Product type	Main hazards	Where it is kept
Acetone polish remover	Highly flammable; eye irritation; drowsiness or dizziness	Flammables cabinet, back room
Acrylic liquid (ethyl methacrylate)	Flammable; skin and breathing sensitizer; irritation	Flammables cabinet; one small bottle per station
Acrylic and dip powders	Dust irritation	Station drawers
Gel polish and gel base coats (acrylates)	Skin sensitizer; eye irritation	Station drawers, away from light
Nail primer (methacrylic acid)	Corrosive to skin and eyes	Locked shelf, back room

Product type	Main hazards	Where it is kept
Nail polish and top coats	Flammable; irritation	Display rack
Cuticle remover (potassium hydroxide)	Corrosive to skin and eyes	Station drawers
Isopropyl alcohol	Flammable; eye irritation	Flammables cabinet
EPA-registered disinfectant	Eye and skin irritation	Sink cabinet, labeled spray bottles

The product names and brands in use today are: [FILL IN: product names and brands, one per line]. The program administrator adds a product to this list before it is first used, and removes it only when none is left in the studio.

4. Safety data sheets

A safety data sheet (SDS) comes with every hazardous product. It has sixteen sections, including the hazards, first aid, what to do with a spill, safe storage and the protective equipment to wear (29 CFR 1910.1200(g)(2)).

- **Where they are.** The binder labeled "Safety Data Sheets" at the front desk, and on the studio tablet. Every employee can reach them on every shift without asking anyone (29 CFR 1910.1200(g)(8)).
- **New products.** No new product is used until its safety data sheet is in the binder. If a sheet is missing, the program administrator asks the supplier for it the same day.
- **Keeping them current.** When a supplier sends an updated sheet, the new one replaces the old one in the binder and on the tablet.

5. Labels

Containers from the supplier

Every container that arrives from a supplier must keep its original label: the product name, the signal word, the hazard statements, the pictograms, the precautionary statements and the supplier's name, address and phone number (29 CFR 1910.1200(f)(1)). Nobody removes or covers that label (29 CFR 1910.1200(f)(9)). A container that arrives without one is set aside until the supplier provides it.

Bottles filled in the studio

Lotus Lane Nail Studio pours acetone, alcohol and disinfectant into smaller bottles for each station. Every one of those bottles is labeled with the product name and its hazards, in words and pictograms, before it goes to a station (29 CFR 1910.1200(f)(6)). The program administrator keeps pre-printed labels for each product on the list.

A container does not need a label only when the employee who fills it uses all of it right away, during the same shift (29 CFR 1910.1200(f)(8)). Anything left at a station at the end of the day gets a label or is poured back.

6. Training

Every employee is trained when they start and whenever a new hazard comes into the studio (29 CFR 1910.1200(h)(1)), before they work with it. The training covers (29 CFR 1910.1200(h)(2) and (h)(3)):

1. What this standard requires and where this program, the chemical list and the safety data sheets are kept.
2. Which tasks in the studio use hazardous chemicals.
3. How to tell when a chemical is in the air or has been released: the smell of acetone or acrylic liquid, and eye or throat irritation.
4. The physical and health hazards of each product, including skin sensitizers that can cause allergies after repeated contact.
5. How to protect yourself: nitrile gloves, keeping lids closed, the table ventilation, no food or drink at the stations, and washing hands before breaks.
6. How to read a label and a safety data sheet.
7. What to do in an emergency: flush eyes at the sink for fifteen minutes, move to fresh air, and call [FILL IN: emergency contact name and phone number].

Each session is recorded on a sign-in sheet with the date, the topics and the trainer's name. As the studio's own practice (the standard does not require it), everyone also takes a short refresher once a year, and the sign-in sheets are kept for three years.

7. Tasks that are not part of the normal day

Before anyone does a task with chemicals that is not part of a normal shift, such as cleaning up a large spill or deep-cleaning the ventilation units, the program administrator explains the hazards of that task and the protective equipment to use. Nobody starts that work until they have had that explanation (29 CFR 1910.1200(e)(1)(ii)).

8. Other employers in the studio

Cleaning crews, repair workers and any other outside company working in the studio are told, before they start, which hazardous chemicals they may come across, where the safety data sheets are, and how the studio labels its containers (29 CFR 1910.1200(e)(2)). If they bring their own chemicals, the program administrator asks for those safety data sheets.

9. Reviewing this program

The program administrator reviews this program whenever a new product or task is added, after any chemical injury or spill, and when the standard changes. Each review is recorded with its date and the name of the person who did it.

Date	Change	Reviewed by
September 29, 2026	First version	[FILL IN: name of the program administrator]