HAZARD COMMUNICATION PROGRAM

The ______________________________ Department has developed a Hazard Communication Program to enhance employee health and safety.

As a department, we intend to provide information about chemical hazards and other hazardous substances via our comprehensive Hazard Communication Program. The Hazard Communication Program will include:

- WORKPLACE CHEMICAL LIST
- MATERIAL SAFETY DATA SHEETS
- CONTAINER LABELING
- EMPLOYEE TRAINING
- REPORTING REQUIREMENTS

The following program outlines how we will accomplish these objectives.

WORKPLACE CHEMICAL LIST

Supervisors shall compile a workplace chemical list that contains the following information for each hazardous chemical normally present in the workplace or temporary workplace.

- a. the identity used on the MSDS and container label; and
- b. the work area in which the hazardous chemical is normally present.

Supervisors shall update the workplace chemical list as necessary but at least by December 31 of each year. Each workplace chemical list shall be dated and signed by the person responsible for compiling the information.

The workplace chemical list may be prepared for the workplace or for each work area or temporary workplace and must be readily available to employees, their representatives and Environmental Health & safety. All employees shall be made aware of the workplace chemical list before working with or in a work area containing hazardous chemicals.

Supervisors shall maintain a workplace chemical list for at least 30 years.

MATERIAL SAFETY DATA SHEETS (MSDS’s)

A chemical manufacturer shall provide appropriate material safety data sheets to employers who acquire hazardous chemicals in this state with each initial
shipment and with the first shipment after an MSDS is updated.

These data sheets shall be maintained on file and be readily accessible to any employee present in the workplace. Supervisors shall maintain a legible copy of a current MSDS for each hazardous chemical purchased.

Supervisors will review incoming data sheets for new and significant health/safety information. They will see that any new information is passed on to the affected employees. If MSDS’s are not available or new hazardous substance in use do not have an MSDS, the employer shall request in writing from the manufacture or distributor to obtain a current MSDS or contact your supervisor immediately.

CONTAINER LABELING

It is the policy of this department that no container of hazardous substance will be received or released for use until the following is verified.

Containers are clearly labeled as to the contents
Appropriate hazard warnings are noted
The name and address of the manufacture are listed

Labels on existing containers of a hazardous chemical may not be removed or defaced unless it is illegible, inaccurate, or does not conform to labeling requirements. Where labels are unintentionally damaged, a new label shall be immediately attached to properly identify the contents and its hazards.

Secondary containers must be labeled with at least the identity appearing on the MSDS ad appropriate hazard warning. Only approved storage containers may be used.

An employee may not be required to work with a hazardous chemical from a unlabeled container except for a portable container intended for the immediate use of the employee who performs the transfer.

EMPLOYEE INFORMATION AND TRAINING

Employees shall be provided sufficient information and training to enable them to know the following.

a. Requirements of the Hazard Communication Act or the “Right-to-Know Law”

b. Information on interpreting labels and MSDS’s and the relationship between those two methods of hazard communication.
c. The location by work area, acute and chronic effects, and safe handling of hazardous chemicals know to be present in the employees work area and to which the employee may be exposed.

d. The proper use of protective equipment and first aid treatment to be used with respect to the hazardous chemical to which the employee may be exposed; and

e. General safety instructions on handling, and disposal of hazardous chemicals.

f. Location of

- Written Hazard communication Program
- Workplace chemical list
- Material Safety Data Sheets

g. How chemicals may be detected

Training may be conducted by categories of chemicals. An employer must advise employees that information is available on the specific hazards of individual chemicals through the MSDSs. Protective equipment and first aid treatment may be by categories of hazardous chemicals.

Supervisor shall provide additional instructions to an employee when the potential for exposure to hazardous chemicals in the employee’s work area increases significantly or when the supervisor receives new and significant information concerning the hazards of the chemical. The addition of new chemicals alone does not necessarily require additional training.

Supervisors shall provide training to a newly assigned employee before the employee works with or in a work area containing a hazardous chemical.

Supervisors shall keep the written hazard communication program and a record of each training session given to employees, including the date, a roster of the employees who attended, the subjects covered in the training sessions, and the names of the instructors. Those records shall be maintained for at least five years by the employer.

A notice will be provided describing employee rights under the Hazard Communication Act and shall be posted at some conspicuous location in the department or work area where hazardous chemicals are used or stored.

HAZARDOUS SUBSTANCE IN UNLABELED PIPES
To ensure that our employees who work on or around unlabelled pipes have been informed as to the hazardous substances contained within, the following policy have been established.

Prior to starting work on or around unlabeled pipes our employees are to contact their supervisors for the following information.

- The hazardous substance in the pipe
- Potential hazards
- Safety precautions which shall be taken

STUDENTS, VISITORS, AND CONTRACTOR EMPLOYEES

Students, visitors, and contractor employees shall be afforded the same rights of being informed of hazardous materials to which they may be exposed as are University employees. The individual in charge of the location in which these persons may be exposed to hazardous substance is responsible for providing or arranging for the provisions of necessary equipment, information and/or training. Individual departments will be responsible for maintaining lists of names of the persons who receive the training and for retaining on file records documenting the instructions presented.