**Oklahoma State University**

**Written Hazard Communication Program**

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| **Department:** |  | **Date:** |  |
| **Responsible Person:** |  | **Workplace:** |  |

1. **Purpose**:

The purpose of the Written Hazard Communication Program is to ensure that:

* 1. Hazardous chemicals present in the workplace are properly identified and labeled.
  2. Employees have access to information on the hazards of these chemicals (Safety Data Sheets (SDS), labeling, etc.).
  3. Employees are provided with information on how to prevent injuries/illnesses due to exposure to the chemicals.
  4. Identifies by job title, person responsible for maintaining the program, the SDS, labeling, training, etc.
  5. This written program is available to all employees for review and a copy will be located in the following area(s):

1. **Scope:**

The scope of the Written Hazard Communication Program applies to all Oklahoma State University departments and work units (non-labs) who work with and use hazardous chemicals. The departments and work units must provide information to their employees about the hazardous chemicals to which they are exposed through a comprehensive Hazard Communication Program.

1. **Authority and Reference:**

Occupational Safety and Health Administration (OSHA) CFR 1910.1200

Globally Harmonized System of Classification & Labeling of Chemicals (GHS)

Oklahoma State University Policy and Procedures 3-0535

1. **Responsibility for Compliance**

A. The administration of this program will be the responsibility of (position designated). The administrative responsibilities of this position will include:

* 1. Identification of the employees to be included in the Hazard Communication Program.
  2. Development and maintenance of a hazardous chemical master inventory.
  3. Coordination and supervision of employee training.
  4. Coordination and supervision of the facility's container labeling program and SDS program.
  5. Coordination of any necessary exposure monitoring.
  6. Coordination and supervision of required recordkeeping.
  7. Periodic evaluation of the overall program.

B. Employees are responsible for following all safe work practices and using proper precautions required by the guidelines in this program.

1. **Hazardous Substance Inventory**

(Position designated) is responsible for compiling, maintaining, and updating, when necessary, a master list of hazardous chemicals used in the department. The inventory list will include the chemical name or trade name of the product, location (building/room) and the name and address of the manufacturer. Hazardous substances will be listed alphabetically if possible by chemical name with manufacturer’s name and address. The online chemical inventory shall be used <http://ehs.okstate.edu/node/74>

1. **Labeling**

A. (Position designated) is responsible for evaluating labels on incoming containers. Each label must contain the following information:

1. Identity of the hazardous substance (product identifier).
2. Signal work (Danger or Warning)
3. Hazard statements.
4. Pictograms.
5. Precautionary statements.
6. Name, address and phone number of the manufacturer.

B. If the shipping label (GHS label) is not appropriate, (position designated) will notify the manufacturer (or supplier) that the label is not adequate. (position designated) is responsible for identifying an appropriate label if one is not supplied by the manufacturer. A container will not be released for use until an appropriate label is affixed to the container.

C. (Position designated) is responsible for ensuring that all containers used in his/her department are labeled properly and remain legible. Defacing labels or using them improperly is prohibited.

D. Unlabeled portable, secondary containers should only be used by one employee during their shift. If the secondary containers are used by more than one employee, the (position designated) is responsible for labeling the container with either a copy of the GHS shipping label or a workplace label with the product identifier and words, symbols, pictogram or a combination which provides specific information of the physical and health hazards of the chemical.

1. **Safety Data Sheets (SDS)**

A. SDS will be available to the employees on all hazardous chemicals to which there is potential or actual exposure. (Position designated) is responsible for ensuring that SDS is available on all incoming products. A product will not be released for use until a SDS is on file. If the SDS is not available, (position designated) will notify the manufacturer that SDS is needed.

B. (Position designated) is responsible for the review of all incoming SDS. If the SDS is not complete, the manufacturer will be contacted with a request for a complete SDS.

C. (Position designated) is responsible for compiling and updating the master SDS file. This file will be kept at (name of location).  
  
Copies of SDS will be kept in the following areas: List location

1. Employees will have access to the SDS for the chemicals they are exposed to during all work shifts. Copies will be made available upon request to (position designated).

1. (Position designated) is responsible for replacing old MSDS with new SDS received from the manufacturer. Employees will be informed and trained on any changes.
2. **Personal Protective Equipment (PPE)**
   1. (Position designated) has certified that the hazards have been assessed and can be reduced through the use of selected PPE. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140.
3. **Employee Training**

A. Prior to starting work with hazardous chemicals, each employee will attend a Hazard Communication Training Session where they will receive information on the following topics:

1. Policies and procedures related to the Hazard Communication Standard.
2. Location of the written Hazard Communication Program.
3. How to read and interpret an SDS.
4. Location of SDS.
5. Physical and health hazards of hazardous substances in their work area.
6. Methods and observation techniques to determine the presence or release of hazardous chemicals.
7. Work practices that may result in exposure.
8. How to prevent or reduce exposure to hazardous substances.
9. Personal protective equipment.
10. Procedures to follow if exposure occurs.
11. Emergency response procedures for hazardous chemical spills.

B. Upon completion of the training program, each employee will sign a form documenting that he/she has received the training. Attachment 1 can be used to document this training.

C. Whenever a new employee is transferred or hired, he/she will be provided training regarding the Hazard Communication Standard. The training session will be conducted by (position designated) and/or the campus Hazard Communication Coordinator before the start of employment.

D. (Position designated) is responsible for identifying and listing any non-routine hazardous task performed and the hazards associated with chemicals contained in unlabeled pipes. (Position designated) and/or the campus Hazard Communication Coordinator will conduct training on the specific hazards of the job, the appropriate personal protective equipment and safety precautions and procedures.

1. When a new chemical is added to the inventory list, (position designated) is responsible for reviewing the SDS for potential hazardous effects. If the product presents any new hazards, the (position designated) is responsible for notifying all affected employees about the new hazardous effects which result from exposure to the new substance.
2. According to OSU Policy and Procedures 3-0535 “General Hazard Communication” training is required within the first 30 days of hire and every three years. The “Site Specific” training is required within 30 days of hire, when new hazards are introduced and annually.
   * + 1. General training can be accomplished in two ways: 1. EHS provides an in person class or 2. Online at <http://ehs.okstate.edu/node/77/>
       2. Site specific training can only be accomplished by supervisor or designee.
3. **Non-Routine Tasks and Unlabeled Piping** (delete if not applicable)
   1. Whenever chemicals are going to be used in a non-routine manner (a manner other than what it was intended) or when performing non-routine tasks associated to the operation, e.g., cleaning reactor vessels, entering confined spaces, etc., knowledgeable departmental staff should be consulted for overall safety considerations prior to performing operation(s).
   2. The hazards associated with these non-routine tasks must be reviewed with the employee prior to beginning the task. EH&S staff is available to evaluate non-routine tasks and provide hazard information to the department and employee.
   3. Non-routine hazard information to provide employees will include (as applicable):

1. Hazardous chemicals to which they may be exposed as a result of working in this department.

2. Personal protective and safety measures the employee can take to lessen risks associated with the task.

3. Measures that have been taken to eliminate or control the hazard, including, but not limited to:

* Air monitoring
* Ventilation requirements
* Use of respiratory protection
* Use of attendants to observe procedures
* Emergency procedures
  1. Employees working in areas that contain hazardous chemicals in piping must be informed of the contents and provided appropriate hazard information. This will be accomplished by (enter procedures)

1. **Information to Contractors**

A. (Position designated) is responsible for providing outside contractors with the following information:

1. Hazardous chemicals to which they may be exposed as a result of working in this department.
2. Information on appropriate protective measures.

B. Contractors that are potentially exposed to hazardous chemicals present in the department will not be allowed to begin work until they have been provided information concerning these hazards.

C. (Position designated) is responsible for obtaining information from contractors on all hazardous substances to which State employees may be exposed as a result of the contractor's work at the facility. (Position designated) will notify affected employees about the hazardous affects that may result from exposure to each chemical and appropriate protective measures.

1. **Program Evaluation**

(Position designated) will conduct an evaluation of the Hazard Communication program annually. The individual responsible for the items identified for improvement will be notified in writing. It is expected that action will be taken to correct the item within five working days. Attachment 2 shall be used to document this program evaluation.

**Attachment 1**

**Oklahoma State University  
Safety Meeting Attendance Roster**

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| --- | --- | --- | --- |
| Location: |  | **Date:** |  |
|  |  |
| Topic: | Hazcom | **Length:** |  |
|  |  |
| Instructor: |  | **Attendance:** | See Below |
|  |  |
| **Description of Training:** Policies and procedures related to the Hazard Communication Standard; Location of the written Hazard Communication Program.; How to read and interpret an SDS; Location of SDS; Physical and health hazards of hazardous substances in their work area; Methods and observation techniques to determine the presence or release of hazardous chemicals; Work practices that may result in exposure; How to prevent or reduce exposure to hazardous substances; Personal protective equipment (PPE); Procedures to follow if exposure occurs; and Emergency response procedures for hazardous chemical spills.  **Training Materials used:** PPT, Lecture, Q&A | | | |

\*(please print)

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| **Name** | **Signature** | **CWID#** | **Department** |
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**Attachment 2**

**Hazard Communication Review / Revision**

**(Complete this page after each review or revision)**

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| **Name (print)** | **Signature** | **Date** |
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