



Angelo State University
Operating Policy and Procedure

OP 34.02: Hazard Communication Program

DATE: September 15, 2015

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to outline the university program and identify roles and responsibilities for compliance with the Hazard Communication Act.

REVIEW: This OP will be reviewed in September every three years, or as needed, by the director of risk and emergency management with recommended revisions forwarded through the vice president for finance and administration to the president by October 15 of the same year.

POLICY/PROCEDURE

1. Hazardous Chemicals Identified

This OP will apply to those chemicals defined by OSHA 29 CFR 1910.1200 as hazardous.

- a. *Health Hazards* include chemicals that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, and neurotoxins, agents that act on the hematopoietic system, and agents that damage the lungs, skin, eyes, or mucous membranes.
- b. *Physical Hazards* are identified as combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive), or water-reactive.

2. Hazardous Chemical Inventory

- a. Each workplace supervisor will develop and maintain an electronic chemical inventory list (CIL) of all hazardous chemicals known to be present in the workplace. The identity of the chemical appearing on the CIL must be the same name that appears on the manufacturer's label and the Safety Data Sheets (SDS) for that substance. The CIL will be updated by the workplace supervisor prior to introducing a new hazardous chemical into the workplace.
- b. All of the department CILs will be compiled to develop a master CIL. The master CIL will be electronically generated using a chemical inventory software system and will be accessible to applicable departments and Environmental Health, Safety and Risk Management (EHSRM). The master CIL will be updated annually and in accordance with Texas Hazard Communication Act, section 502.005, this list shall be maintained for at least 30 years.

3. Hazardous Chemical Labeling

- a. No hazardous chemical will be accepted for use in the workplace or shipped to another workplace unless labeled with the following information:
 - (1) Name, address, and telephone number of the chemical manufacturer or importer;
 - (2) Product Identifier;
 - (3) Signal Word;
 - (4) Hazard Statement(s);
 - (5) Precautionary Statement(s); and
 - (6) Pictogram(s).
- b. Labels must be legible, in English, and prominently displayed on the container.

4. Safety Data Sheets

- a. Chemical manufacturers and suppliers provide SDSs for their products, which contain information concerning the chemical's composition, health and physical hazards, proper disposal practices, and appropriate handling and control measures.
- b. Each workplace will maintain a SDS for each chemical listed on the CIL and have readily accessible to employees. The SDSs may be in a binder or on computers as long as employees have access without leaving their work area.
- c. A SDS will be electronically generated and maintained in the chemical inventory software system for each chemical listed in the master CIL.

5. Employee Training

- a. New employees will receive instructions on how to complete the Hazard Communication Standards and Worker Right- to-Know training during their orientation period.
- b. Initial training on the department's hazard communication program will be provided within 30 days of employment by the workplace supervisor. The training will be conducted prior to the employee being exposed to or working with hazardous chemicals.
- c. Supplemental training will be provided by the workplace supervisor to employees upon the introduction of any new physical or health hazard into the workplace.
- d. Training will be conducted and documented using the *Hazard Communication Training* form (Attachment). Documentation of all hazard communication training will be maintained for a period of 30 years.

6. Contractor Requirements

- a. The university liaison or project manager will provide the contractor a copy of the university's hazard communication policy and inform the contractor of all known hazardous chemicals in the designated project/work area.
- b. All contractors performing work on university property must provide a list of all hazardous chemicals they will be using to the university liaison or project manager.

7. Responsibilities and Duties

- a. Environmental Health, Safety and Risk Management
 - (1) Monitor the university program for compliance;
 - (2) Provide orientation on the requirements of the Hazard Communication Act and how it should be implemented in departmental work areas;
 - (3) Ensure SDSs for all hazardous chemicals are maintained in departments;
 - (4) Provide the University Police Department (UPD) with names and telephone numbers of employees to be contacted in chemical emergencies.
- b. Administrators, Deans, and Department Heads/Chairs
 - (1) Provide notice to employees of the Texas Hazard Communication Act, its provisions, and their rights under the act.
 - (2) Ensure all employees who are potentially exposed to chemicals are provided a copy of SDSs on chemicals in the workplace. (SDS shall be readily available, upon request, for review by employees or designated representatives).
- c. Workplace Supervisors
 - (1) Identify hazardous chemicals being used, stored, or handled in the workplace;
 - (2) Prior to performing any "non-routine" task that could involve exposure to hazardous chemicals, review all the potential hazards of the task with the employee(s) and prescribe appropriate work practices and protective controls.
 - (3) Maintain a CIL and SDS on all hazardous chemicals;
 - (4) Ensure chemicals are properly labeled;
 - (5) Provide safety and/or personal protective equipment, if warranted;
 - (6) Provide information and training on the safe use of chemicals in the workplace ;
 - (7) Conduct and document training as prescribed in section 5 above;
 - (8) Maintain chemical inventories for a period of 30 years; and

[Reviewed with no changes: September 15, 2015]

- (9) Develop and implement a written workplace hazard communication program that will be made available to employees or their designated representative upon request.

Attachment: [Hazard Communication Training](#)