

Shawnee State University

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		RECOMMENDED BY:	D. Creamer
SUBJECT:	CHEMICAL HAZARD COMMUNICATION	APPROVED BY:	

1.0 POLICY

- 1.1 It is the intent of Shawnee State University to comply with the Federal OSHA Hazard Communication (Standard) 29 CFR 1910.1200. The policies and procedures outlined herein are to be applied across all departments and locations, where applicable.

2.0 PURPOSE

- 2.1 To insure that all locations and sites of Shawnee State University are in compliance with the Hazard Communication Standard and its mandates.
- 2.2 To further insure that all employees and students who are exposed, or potentially exposed, to hazardous chemicals and substances are informed, trained and made aware of the law, their potential exposures and the measures and means available to them for their protection.

3.0 INTRODUCTION

- 3.1 It is the responsibility of Shawnee State University to make employees and students aware of the hazardous chemicals to which they are exposed during employment or through their educational experiences. Employees and students are required to follow the established safety and health guidelines when working with hazardous chemicals. The written hazard communication program will be made available, upon request, to employees and students and their designated representative in accordance with the requirement of 29 CFR 1910.20(e). This written hazard communication program will be divided into five sections as follows:

- List of Hazardous Chemicals in the Workplace
- List of Emergency Telephone Numbers for the Workplace
- Material Safety Data Sheets
- Labeling
- Employee and Student Training
- On-Site Contractors

4.0 LIST OF HAZARDOUS CHEMICALS IN THE WORKPLACE

- 4.1 A master list of hazardous chemicals known to be present in the workplace shall be maintained by the Purchasing Department at Shawnee State University.

- 4.2 Each department is responsible for maintaining their own list of hazardous chemicals and informing the Purchasing Department when additions or deletions are made.

5.0 USE OF EMERGENCY TELEPHONE NUMBERS

- 5.1 The written hazard communication program will contain telephone numbers which may be used in the event of an emergency. This list of telephone numbers will include, but is not limited to, CHEMTREC, hospital(s) who would most likely be providing emergency treatment or information, ambulance service(s), the Poison Control Center and the Fire Department.
- 5.2 This listing of telephone numbers to be used in the event of an emergency will be made available to every department who comes in contact with hazardous chemicals.

6.0 MATERIAL SAFETY DATA SHEETS

6.1 Requesting Material Safety Data Sheets

The Purchasing Department will stipulate on each order for chemicals that a MSDS must accompany the initial shipment of the product.

6.2 Information on Material Safety Data Sheets

Chemical manufacturers and importers must develop a Material Safety Data Sheet (MSDS) for each hazardous chemical they produce or import. The MSDS will contain relevant information about the chemical including health and safety data as well as emergency information.

6.3 Receipt of Material Safety Data Sheets

- 6.3.1 It is the responsibility- of the Purchasing Department to retain all MSDS's received by the University and to distribute a copy of each MSDS to the department that initiated the purchase order.
- 6.3.2 If a MSDS is not received with the initial shipment of a chemical, the Hazard Communication Officer shall request an MSDS from the chemical supplier.
- 6.3.3 If MSDS's are received directly by other departments, a copy should be retained by the department and the original sent to the Purchasing Department.

6.3.4 Copies of all MSDS originals will be retained in a file cabinet labeled "Material Safety Data Sheets" located in the Purchasing Department.

6.4 Material Safety Data Sheets in the Work Area

6.4.1 A notebook will be kept in each work area which will include the MSDS's for those hazardous chemicals used in that work area. The notebook will be maintained by the supervisor in each work area.

6.4.2 Copies of MSDS's for all chemicals used in teaching laboratories will be kept in the laboratories and will be made available to students by one of the following methods:

6.4.2.1 By distributing to students MSDS's for all chemicals used in the students' laboratory exercises. The sheets that are distributed to students may be in the form in which they were received by the University or may be in a simplified form which retains all essential information.

6.4.2.2 By placing the sheets in a location that is convenient for students to use during the laboratory period. If this practice is followed, measures are to be taken to insure that all students read the MSDS sheets. For example, students might be required to include information from the MSDS sheet in their laboratory reports.

6.4.2.3 By purchasing or compiling a computer data base that includes the information that is found on an MSDS sheet. If this method is used, computers will be available in each laboratory and measures will be taken to insure that students get the information from the computer.

6.5 Updating Material Safety Data Sheets

If the Purchasing Department receives a new MSDS, or if new and significant health information is known with respect to a chemical, the Hazard Communication Officer shall be responsible for updating the current MSDS with respect to the chemical and notification of the Purchasing Department and each user department when changes occur.

6.6 Reviewing Material Safety Data Sheets

Each employee or student shall have the right to review the MSDS for any hazardous chemical with which they work.

7.0 LABELING

7.1 Required Labeling of Hazardous Chemicals

7.1.1 Chemical manufacturers, importers, and distributors are responsible for properly labeling all hazardous chemicals. The label must identify the appropriate hazard warnings and the name and address of the manufacturer or other responsible party.

7.2 Review of Labeling Upon Receipt

7.2.1 Proper labeling of hazardous chemicals will be verified at the time that the chemicals are received. The verification will be done by the faculty member who ordered the chemical in the case of chemicals ordered for instructional use and by the supervisor of the appropriate department in the case of chemicals that are not for instructional use.

7.2.2 If a container of a hazardous chemical is not labeled, the Purchasing Department shall refuse shipment after notification by the ordering department that an appropriate label was absent.

7.3 Labeling of Containers Filled In-House

7.3.1 If a hazardous chemical is transferred from the container in which it was received to another, unlabeled container, the unlabeled container will be provided with a label that includes appropriate information (CERCLA codes).

7.4 Review and Update of Label Information

7.4.1 If updated labeling information with respect to a hazardous chemical is received by the Purchasing Department, the Hazard Communication Officer shall immediately refer the information to the supervisor whose area works with the hazardous chemical. The updated information shall then be placed on all containers of the hazardous chemical in the workplace.

8.0 EMPLOYEE AND STUDENT TRAINING

8.1 Required Training for Employees and Students

8.1.1 A training and information program will be established for employees and students who work with hazardous chemicals. This training will be

made available at the time an employee is initially assigned to an area or whenever a new chemical is introduced into a work area. Training employees will be the responsibility of the Hazard Communication Officer. Proper documentation of participation in this program will be required of new and current employees.

- 8.1.2 Training students will be the responsibility of the instructor of the class in which hazardous chemicals are used. Proper documentation of student participation in a training program addressing proper handling of hazardous chemicals will be required of all instructors' whose laboratory exercises bring the student in contact with hazardous chemicals. Student training will take place at the time of initial assignment to a work area where hazardous chemicals are used by students.

8.2 Objectives of Training Program

The objectives of the training sessions will be to:

- 8.2.1 Inform employees and students of the potential risks of hazardous chemicals in their work areas.
- 8.2.2 Inform employees and students of the methods they should use when handling hazardous chemicals.
- 8.2.3 Inform employees and students of the existence of the written hazard communication program, where it is located, and where employees and students will find the MSDS's in their work area.
- 8.2.4 Inform employees and students of labeling requirements and their involvement to insure that containers are properly labeled.

8.3 Format for the Training Sessions

The Hazard Communication Officer will provide training session(s) to employees while class instructors will provide training session(s) to students which provides the following:

- 8.3.1 Objectives of the training program and the existence of the Hazard Communication Standard.
- 8.3.2 The location and availability of the written communication program, including the required list of hazardous chemicals and MSDS's.

- 8.3.3 Explanation of what a MSDS is and how the employee or student can utilize the information on the MSDS.
- 8.3.4 Information concerning labeling requirements, the interpretation of terms and codes found on the label, and proper action to take in the event a container of hazardous chemicals is not labeled or if hazardous chemicals are transferred from a labeled container to an unlabeled container.
- 8.3.5 Information concerning the use of work practice controls designed to prevent exposure to hazardous chemicals, such as when materials should be handled in a fume hood, when gloves or other protective clothing should be worn, handling of chemical spills, proper chemical disposal and other appropriate information.
- 8.3.6 A question and answer session to insure that the employee or student understood the material presented and to allow the employee or student to ask any questions that they might have.

8.4 Training when New Chemicals Are Introduced in the Workplace

- 8.4.1 When a new chemical is introduced in the workplace additional training will be required which will be the responsibility of the Hazard Communication Officer for employees and the responsibility of the instructor for students.
- 8.4.2 Training with respect to the new chemical may be delegated to the supervisor in the work area in which the new chemical is being introduced if circumstances warrant.

9.0 ON-SITE CONTRACTORS

- 9.1 In the event employees of on-site contractors are required work in an area where hazardous chemicals are present, the on-site contractor will be notified of the hazardous chemicals present in that area and will be provided with copies of the appropriate MSDS's. It is the responsibility of the Hazard Communication Officer to see that on-site contractors are so notified.