

Weber State University **HAZARD COMMUNICATION PROGRAM**

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**WEBER STATE
UNIVERSITY**

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If you have suggestions to improve this program,
please contact the Environmental Health and Safety Manager at 626-8004.

Weber State University

Hazard Communication Program

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I. Introduction

The purpose of this program is to ensure that Weber State University is in compliance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) 29 CFR 1910.1200. This standard covers all employees, (full time, part time, contract or payroll) who handle chemical products (hazardous materials) in the course of their work at the University. Workers who handle chemicals in laboratory settings are covered under a separate regulation (29 CFR 1910.1450).

The Hazardous Materials Specialist in the campus Environmental Health & Safety (EH&S) office is the general coordinator of the Hazard Communication Program. Other responsible individuals include:

- 1) Campus directors and department heads and their designees (i.e., supervisors) who are responsible for making sure that a complete site specific inventory of chemicals in use is maintained and that MSDS are properly collected, maintained and distributed to the employees as required by the standard. They also assist with compliance in their work areas.
- 2) The Safety Assistant/Coordinator responsible for ensuring that the main file of MSDS are properly collected, assisting the supervisors in their site specific MSDS files, and keeping accurate records of trained personnel.
- 3) Other members of the EH&S staff, as designated by the Environmental Safety Manager.

Additional Information

Further information on this program can be obtained by looking on the Internet at <http://www.safe.weber.edu/dps>, contacting the WSU Environmental Health and Safety (EH&S) office, Annex 5 mc 3002, or phoning 626-8004.

If after reading this program, you find that improvements can be made, please contact the safety and health manager at the WSU Environmental Health and Safety (EH&S) office, Annex 5 mc 3002, or phoning 626-8004. We encourage all suggestions because we are committed to the success of our written hazard communication program. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

II. Hazardous Materials Lists

Lists of hazardous materials are maintained in individual work areas within campus departments. Master files are maintained in the EH&S office. It is the responsibility of the department heads and directors to ensure that these lists are maintained and that updated copies are sent to the EH&S office on a timely basis (at least annually). Master lists will be maintained in the EH&S office, by the Safety Assistant/Coordinator. Manufacturers and suppliers will be relied upon to determine whether each material is hazardous or not. If the manufacturer or distributor furnishes neither MSDS nor the assurance that one is not needed, the material will not be purchased by WSU.

III. Material Safety Data Sheets

Campus directors and department heads will ensure that employees have access to lists of materials (chemical products) and corresponding MSDS. Upon request, the Safety Assistant/Coordinator will help obtain needed MSDS.

The majority of MSDS at WSU are maintained in red binders with the words "Material Safety Data Sheets" and the name of the individual work area in yellow lettering. MSDS for photocopier chemicals are kept in red folders or labeled file cabinets.

The Safety Assistant/Coordinator and his/her designee will maintain and track receipt and distribution of Material Safety Data Sheets (MSDS) and records of transmittal of MSDS from the EH&S office to employees. He/she will work closely with the Hazardous Materials Specialist to ensure that MSDS for all hazardous materials on campus are properly collected, maintained and distributed. A master file of MSDS will be maintained in the EH&S office. The Safety Assistant/Coordinator will also work with purchasing services to monitor chemical purchases in order to ensure that required MSDS are received and properly distributed.

The staff of Chemistry Stores and WSU Stores will automatically provide MSDS for chemical products obtained from Chemistry Stores, Science Stores or WSU Stores at the time of the first purchase of the product and will provide MSDS upon request for subsequent purchases of the same product.

Whenever departments obtain a free sample or test material for evaluation or they purchase a material from a retail outlet, the department head or director must ensure that an MSDS for the product is included in the department MSDS book and that a copy of the MSDS is sent to the EH&S Safety Assistant/Coordinator at mc 3002. If an MSDS is unavailable, i.e., the product is a new drug being tested, the supervisor with the assistance of EH&S office will issue a formal request for available hazard information.

Chemical manufacturers and distributors supply MSDS to the campus. MSDS for some chemical products are available on the Internet. The EH&S office has a current listing of Internet addresses where MSDS can be obtained, these addresses can be found on the EH&S website at <http://www.safe.weber.edu/dps>. Hard copies of MSDS retrieved from Internet sources should be sent to the Safety Assistant/Coordinator at mc 3002. The department head, director or designee (i.e. supervisor or person receiving the chemical) will review MSDS for completeness.

Any MSDS found *not* to meet requirements of the standard would be returned to the hazardous Material specialist who will contact the manufacturer or distributor regarding items of non-compliance. If the manufacturer does not respond with an MSDS that meets the standard, the Hazardous Materials Specialist will relay the information to OSHA.

If an MSDS is not sent with the first shipment of a hazardous material, the Safety Assistant/Coordinator will immediately request the MSDS from the manufacturer or distributor by phone, letter or FAX. If no MSDS is received within two weeks, written correspondence notifying the entity of non-compliance with the HCS and intent to inform OSHA will be sent. If the required MSDS is not received within 30 days, the Hazardous Materials Specialist shall contact OSHA, advising the agency of this non-compliance.

IV. Labels and Other Forms of Warning

Information on the labels of incoming materials will be checked against the MSDS for consistency. Any product that is not labeled in accordance with the HCS requirements will be refused and returned to the sender, except for those chemicals exempt from the standard. Validation of incoming labels is the responsibility of department heads and directors, but may be delegated to supervisors and other employees.

Any containers, into which materials are transferred for in-house use, other than for immediate (same shift) use by the employee filling the container, shall be labeled according to requirements of the HCS. This will include name of the material, manufacturer's name and hazard warning from original container. Individual department heads or directors will ensure proper labeling at the time of transfer takes place.

V. Employee Training and Information

Each employee who works with or may be exposed to hazardous materials shall be informed of the provisions of the HCS, including location and availability of hazardous materials lists, MSDS files, and the WSU Hazardous Communication Program. This initial information will be provided by the directors and department heads or their designees (i.e., area supervisors.)

Each employee who works with or may be exposed to hazardous materials shall receive training on the hazardous properties and safe use of those materials. Directors and department heads will be responsible for scheduling initial training for new employees. Hazard Communication training, as required by the standard will be provided by the hazardous materials specialist and will emphasize the following elements:

- A. Requirements of the standard and the WSU Hazard Communication Program.
- B. Identity of hazardous materials and/or chemical hazard types used in the work area.
- C. Physical and health hazards associated with the materials.
- D. Means of identifying hazardous materials.
- E. Symptoms of overexposure to hazardous materials.
- F. Procedures to protect against hazards under normal use, non-routine and emergency conditions.
- G. Procedures in case of spill or leak of hazardous materials.

Additional training shall be provided whenever a new hazard is introduced into the work area. The area supervisor will provide training on new hazards and specific chemical hazards of procedures. Supervisors may request training assistance from the EH&S staff.

VI. Workplace Monitoring

The Safety Specialist and the Hazardous Materials Specialist (in coordination with supervisors, department heads and directors) will monitor routine and non-routine tasks for possible chemical hazards. The Hazardous Materials Specialist or his/her designees will make periodic checks of work areas to monitor various aspects of compliance. The Hazardous Materials Specialist will oversee any necessary training on recognition and avoidance of exposures that may be recognized during monitoring.

VII. Emergency Response

In the event of a major emergency, the Environmental Safety Manager and the Hazardous Materials Specialist or their designees are responsible for coordinating the safe control and clean-up of hazardous materials spills. EH&S staff assigned hazardous materials emergency response functions will have adequate training, including the training required by OSHA 29 CFR 1910.120 or equivalent experience and education. Those EH&S personnel assigned the tasks of handling hazardous waste will be trained on the chemical hazards associated with their position and will have the required OSHA 29 CFR 1910.120 training and annual refresher training or equivalent experience and education.

VIII. Outside Contractors

The Facilities Management director or his/her designees shall be advised of all contract work to be done by outside firms. These individuals will ensure that all outside contractors receive the following information before beginning work on campus:

- A. A copy of this written program.
- B. Instructions on how to readily obtain Material Safety Data Sheets (MSDS) for hazardous materials on WSU campus.

MSDS on WSU campus are located in the various work areas in red binders with yellow lettering. The binders are labeled with the name of the work area and the words, "Material Safety Data Sheets". MSDS master binders and files by product name are located in the EH&S office, Department of Public Safety, Annex 5. A copy of specific MSDS can be obtained by calling 626-7547. The WSU supervisor involved with the project and EH&S personnel will assist in locating the MSDS for the contractor.

- C. Notice that all contractors must have Material Safety Data Sheets (MSDS) on-site for all hazardous materials brought by them on to WSU campus and the MSDS must be made available to other WSU personnel upon request. Contractors should have their own Hazard Communication Program and are responsible for properly training their employees regarding the hazards at WSU.

IX. Non-Routine Tasks and Unlabeled Pipe

Whenever a non-routine task is to be done that involves the use of chemicals, The supervisor of the employees doing the work is responsible to review the job and inform the employees of the specific hazards associated with the work. The supervisor needs to emphasize any new hazard present in the job. If the supervisor is unsure of the hazards, the supervisor should call EH&S for assistance.

If employees have unlabeled pipes carrying chemicals through their work area, the supervisor is responsible to inform employees of the contents of the pipes and their associated hazards. If the supervisor is unsure of the hazards, the supervisor may contact EH&S for assistance.

APPENDIX A

Major Responsibilities of Weber State University Personnel for Compliance With the OSHA Hazard Communication Standard (29 CFR 1910.1200)

A. Hazardous Material Specialist or Designee:

1. Oversee Program.
2. Perform training and ensure training records are maintained.
3. Perform periodic checks of work areas to monitor compliance.
4. Ensure proper control and clean-up of hazardous materials spills in the event of a major emergency.
5. Review and update written program, at least annually.

B. Hazardous Materials Specialist and Safety Specialist:

1. Monitor work area for routine, non-routine, and emergency situation exposures.
2. Perform periodic checks of work areas to monitor compliance.

C. Safety Assistant/Coordinator or Designee:

1. Maintain master list of hazardous materials.
2. Maintain master files of MSDS.
3. Obtain and distribute MSDS to individuals on campus.
4. Maintain records related to MSDS management and training.

D. Individual Employee Covered Under the Scope of the Standard:

1. Consult available hazard information (labels, MSDS and other manufacturer guidelines) for safe and appropriate use of hazardous materials.
2. Follow safe practices obtained through training and from hazard information.

E. Campus Directors and Department Heads or Designee:

1. Maintain current and updated lists of hazardous materials in work areas.
2. Ensure labels on incoming materials match information on MSDS.
3. Ensure that the following information is given to employees upon hiring:
 - a) Location of hazardous materials lists.
 - b) Location of MSDS for products they will use.
 - c) Availability of WSU's Hazard Communication Program.
4. Schedule initial and refresher training with hazardous materials specialist.
5. Ensure that all outside contractors receive the following information before beginning work on campus:
 - a) A copy of the WSU Hazard Communication Program.
 - b) Instructions on how to locate MSDS for hazardous materials on campus.
 - c) Notice that all contractors are required by OSHA to have on-site MSDS.

for all hazardous materials they bring on to WSU campus.

Note: This aspect may require coordination with Director of Campus Planning. (See section F below.)

F. Facilities Management Director or Designee:

1. Ensure that all outside contractors receive the following information before beginning work on campus:
 - a) A copy of WSU's Hazard Communication program.
 - b) Instructions on how to locate MSDS for hazardous materials on campus.
 - c) Notice that all contractors are required to have, on-site, MSDS for all hazardous materials they bring on to WSU campus.