



Hazard Communication (HAZCOM) Program

Purpose & Scope

The purpose of this program is to ensure that employees are informed concerning workplace health and safety hazards by comprehensively evaluating the potential hazards of chemicals, communicating information concerning hazards and appropriate protective measures for employees, and establishing protocols for the development of a written Fayetteville State University Hazard Communication Program.

The requirements of this document apply to all FSU employees who, in the normal course of their work or during a foreseeable emergency, could possibly be exposed to or encounter a hazardous chemical. The program includes the following components:

- Hazardous Chemical Evaluation
- Hazardous Chemical Inventory List
- Safety Data Sheet
- Labeling
- Non-Routine Tasks & Unlabeled pipes
- Employee Information & Training

Program Statement

Fayetteville State University will ensure that all employees receive HAZCOM, right to understand information and training as required by OSHA CFR 1910.1200

Definitions

Employee – A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies.

Hazard Class – the nature of the physical or health hazards.

Hazard Statement – a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

Hazardous Chemical – Any chemical which is classified as a physical or health hazard, a simple asphyxiant combustible dust, pyrophoric gas, or hazard not otherwise classified.

Health Hazard – A chemical which is classified as posing one of the following hazardous effects; acute, toxicity, skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific organ toxicity; or aspiration hazard.

Label – An appropriate group of written, printed, or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or the outside packaging.

Physical Hazard – A chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid, or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas.

Safety Data Sheet (SDS) – Written, printed, or electronic material concerning a hazardous chemical which contains the manufacturer’s information, the hazardous ingredients, first aid measures, firefighting measures, accidental release measures, handling and storage requirements, exposure control, physical and chemical properties, stability and reactivity, and toxicological, ecological, disposal, transportation, and regulatory information.

Signal word – a word used to indicate the relative level of severity of a hazard and alerts the reader to a potential hazard on the label. The signal words used in this section are “danger” and “warning.”

Substance – Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

Work area – a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

Roles & Responsibilities

EHS Officer / Professional is responsible for the following:

- Ensures that a written program is in place
- Reviews the program periodically and monitors to ensure compliance with this program
- Oversees the effectiveness of the program
- Provides technical assistance on selection, use, and disposal of hazardous chemicals
- Ensures that employees receive general training and that training is documented
- Maintains and updates the Hazardous Chemical Inventory List
- Maintains and updates the SDS database

Materials Management (Purchasing) is responsible for the following:

- Requests an SDS from the manufacturer or vender for purchases of hazardous chemicals

Receiving Manager is responsible for the following:

- Ensures all received containers are properly labeled
- Ensures SDS’s are received and forwarded to EHS for electronic input

Department Manager is responsible for the following:

- Ensures that Supervisors comply with the guidelines established by this program

- Notifies the EHS Officer / Professional when a new hazardous chemical is introduced that may impact HAZCOM requirements
- Ensures SDS's are received and forwarded to EHS for electronic input

Department Supervisor is responsible for the following:

- Ensures that employees comply with the guidelines established by this program
- Ensures that employees complete required training
- Ensures SDS's are received and forwarded to EHS for electronic input
- Ensures chemicals are labeled and stored properly
- Ensures that employees receive work specific training
- Notifies the EHS Officer / Professional when a new hazardous chemical is introduced that may impact HAZCOM requirements

Employees are responsible for the following:

- Complies with this program
- Completes required training
- Appropriately uses, maintains, and disposes of hazardous chemicals
- Notifies the supervisor/manager of concerns or problems with hazardous chemicals being used or stored around work area

Contractors are responsible for the following:

- All contractors hired at FSU shall have their own written HAZCOM program that fulfills all regulatory requirements or follows the guidance in this program
- Being informed by the EHS Officer / Professional of identified health and safety hazards within their projected work area and be provided a copy of this programs and the associated procedures
- Being provided with information regarding the hazardous chemicals they could reasonably be expected to come into contact within the course of their work and given access to SDS information for those chemicals
- All Contractors/Contracted Personnel shall provide to the EHS Officer / Personnel an SDS for each hazardous substance they bring into the workplace to which department employees could be exposed.

Implementation

Hazardous Chemical Evaluation

Each Department Manager or designee and the EHS Officer / Professional shall evaluate the use of chemicals to determine the potential hazards associated with the work. The hazard evaluation will include the chemical or combination of chemicals that will be used in the work, as well as other materials that will be used near the work.

Hazardous Chemical Inventory List

The EHS Officer / Professional will maintain and periodically update a list of all hazardous substances used or stored at the university and each substance that employees can be reasonably anticipated to encounter while performing their job duties. The Hazardous Chemical Inventory List shall include the following information:

- Building Name
- Room Number

- Chemical/Product Name
- Manufacturer
- SDS Date

Upon receipt of any new chemical that has been approved by EHS, the receiving department must forward the SDS to the EHS Officer / Professional as soon as possible to be input into the electronic database and stored. This can be done through the internal mailing system or via scanning and emailing to safety@uncfsu.edu. The most current Hazardous Chemical Inventory List will be accessible to employees digitally via the FSU EHS homepage.

Safety Data Sheet

FSU shall maintain a current Safety Data Sheet (SDS) of each chemical listed in the Hazardous Chemical Inventory List:

- SDS's shall be readily available to employees on all shifts and work schedules.
- SDS's will be accessible to employees digitally via the FSU EHS homepage.
- Employees shall be adequately trained on and able to locate an SDS regardless of the method used.
- SDS's shall be provided to employees and designated representatives within (15) working days of receipt of written request.

Labeling

All container of hazardous chemicals on a job site shall be properly labeled. All existing labels on incoming containers and secondary containers of hazardous chemicals shall not be removed or defaced. The label will contain the following information:

- Product Identified / Name
- Signal Word – Single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label (Danger: More severe hazards / Warning: Less severe hazards)
- Hazard Statement – Statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical

Examples

- Highly flammable liquid and vapor.
- May cause liver and kidney damage.

- Pictograms – Symbol plus graphic elements

Examples



- Precautionary Statement – Phrase that describes recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical

Examples

- a. Ground and bond container and receiving equipment.
 - b. Do not breathe vapors.
 - c. Wear protective gloves.
- Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

To further ensure that employees are aware of hazards associated with chemical used in their work areas, all employees and contractors are required to label all secondary containers. Secondary containers will be labeled with either an extra copy of the manufacture's label, or with a signal or generic label that lists the container's contents and appropriate hazard warnings.

Dram vials and other small containers can be difficult to label because of their size. In this instance, it is recommended to place these items in test tube racks, boxes, or other containers and label.

Non-Routine Tasks & Unlabeled Pipes

Work instructions (WI's) shall address all non-routine tasks and unlabeled pipe work performed by the department in question that involves potentially hazardous chemicals, materials, and/or situations. WI's will be written by the manager, supervisor, or designee and verified by EHS prior assigned to the employee. All work instructions shall contain, at minimum, the following:

- A concise systematic set of step by step directions on how to perform the task in question.
- Statements of the potential chemical hazards involve.
- Required hazard controls (engineering, administrative, PPE) to prevent or minimize potential exposure or injury.

Information & Training

The written FSU HAZCOM program, hazardous chemical inventory list, and SDS's shall be made available on the FSU EHS homepage.

The EHS Officer / Professional will train employees on the general content and requirements of this HAZCOM program. General training shall include:

- a) Overview of FSU's HAZCOM program
- b) The process by which to obtain copies of FSU's HAZCOM program, hazardous chemical inventory list, and SDS's
- c) General physical and health hazards associated with hazardous chemical use
- d) How to read SDS's and container labels
- e) Labeling procedures within the workplace
- f) General methods and observations that will be used to detect the presence or release of a hazardous chemical
- g) General measures employees can take to protect themselves from chemical hazards

Site specific training shall include:

- a) All operations where hazardous chemicals are present

- b) Specific methods and observations that will be used to detect the presence or release of a hazardous chemical in the work area
- c) The physical and health hazards of chemicals in the employee's work area
- d) The measures employees can take to protect themselves from these hazards, including specific procedures that have been implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used at the work area
- e) Procedures and hazards associated with non-routine tasks

During the New Employee Orientation process each employee shall receive general training stipulated above. At their work area, the employee shall receive site specific training from their supervisor prior performing any task which exposes them to a hazardous substance.

Employees shall receive re-training whenever a new chemical hazard is introduced into the workplace, the employee's supervisor/manager becomes aware the employee has demonstrated unsafe work practices, upon recommendation following an accident investigation, or whenever the supervisor/manager deems appropriate and necessary to maintain safe work practices.

Recordkeeping

The **EHS Officer / Professional** will:

- Provide HAZCOM re/training and be responsible for maintaining training records. Records will include names of the individuals trained, type of training, date of training, and name of the trainer.
- MSDS/SDS shall be maintained electronically. They shall also be retained for a period of thirty (30) years.

Annual Review

The HAZCOM Program will be reviewed by the **EHS Officer / Professional**. The annual review will include current training and any documents associated with this program. When new tasks, procedures, and/or positions are added or modified/revised which affect hazardous chemicals, the HAZCOM Program will be updated immediately to reflect these changes.