

## HAZARD COMMUNICATION PROGRAM (MODEL)

### INSTRUCTIONS FOR ADAPTING THIS MODEL TO A SPECIFIC PROGRAM FOR AN INDIVIDUAL DEPARTMENT

This model is available for Southern Illinois University Carbondale campus departments as an aid to complying with the Occupational Safety and Health Administration (OSHA) requirement of maintaining a work place specific written Hazard Communication Program. "Hazard Communication Standard" (29 CFR 1910.1200) regulations apply to worksites where hazardous chemicals are used in a non-laboratory environment (i.e., a building service worker using a drain clog remover). For those employees working in laboratories, the "Laboratory Standard" (29 CFR 1910.1450) and the Chemical Hygiene Plan apply.

Access to a web based version of these documents can be obtained by following the links from the Center for Environmental Health and Safety home page at <http://www.cehs.siu.edu>.

Instructions for use:

- 1 Replace the bolded words (**i.e., Administrative Unit**) with the appropriate information for which this program is being modified (i.e., college, department, office, etc.).
- 2 Fill in the blank spaces with the appropriate information \_\_\_\_\_ (i.e., signature of responsible person, date, etc.).
- 3 Make all employees in the unit aware of the existence of this document and its location within the unit, and the location of related documents, (i.e., hazard warning labels and safety data sheets).
- 4 Make the necessary changes which pertain to chemical products, work practices, tasks, work place modifications, etc.
- 5 Ensure all applicable employees are trained according to the requirements of the Hazard Communication standard and this program.

Questions concerning this document or the implementation of the program and training should be directed to the Center for Environmental Health and Safety at [info@cehs.siu.edu](mailto:info@cehs.siu.edu) or telephone 453-7180.

**HAZARD COMMUNICATION PROGRAM**  
**for**  
**(Administrative Unit; i.e., Theater Dept.)**

**SOUTHERN ILLINOIS UNIVERSITY**  
**CARBONDALE**

**OSHA**  
**29 CFR 1910.1200**  
**THE HAZARD COMMUNICATION STANDARD**

Developed by  
Center for Environmental Health and Safety  
2013

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE  
(ADMINISTRATIVE UNIT)  
HAZARD COMMUNICATION PROGRAM

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## WRITTEN HAZARD COMMUNICATION PROGRAM

### I. BACKGROUND AND SUMMARY OF HAZARD COMMUNICATION STANDARD

In accordance with 29 CFR 1910.1200, “The HAZARD COMMUNICATION STANDARD”, the following written Hazard Communication Program has been established at Southern Illinois University Carbondale (SIU).

This program is designed to ensure each employee has the information needed to handle and use chemicals safely. Chemical exposure may cause or contribute to many serious health effects such as heart ailments, kidney and lung damage, sterility, cancer, burns, and rashes. Some chemicals may also cause fires, explosions, and other serious accidents.

This program includes provisions for; container labeling, Safety Data Sheets (SDS), an employee training program, a list of the hazardous chemicals in each work area, the means used to inform employees of the hazards of non-routine tasks, chemical waste disposal, hazards associated with chemicals in unlabeled pipes, and the manner in which contractors in the facility will be informed of the hazards to which their employees may be exposed.

Copies of this program shall be available in **(Building & Room #)** and in the **(Building & Room #)** for review by all employees, their designated representatives, and the Illinois Department of Labor Safety Inspection and Education Division.

II. LABELS AND OTHER FORMS OF WARNING (reference section (f) of 29 CFR 1910.1200). The identification of hazardous chemicals is one of the key elements of the Hazard Communication Standard. The contents of chemical containers must be known at all times. Appendix e contains a sample hazard warning label that can be used to comply.

A. The **(Administrative Unit & responsible person)** will verify that all containers of hazardous chemicals received for use by the Department are labeled or marked by the manufacturer or distributor with the following information:

1. Product Identifier
2. Signal Word
3. Hazard Statement(s)
4. Pictogram(s)
5. Precautionary Statement(s)
6. Name and address of the chemical manufacturer, importer, or other responsible party

7. Supplementary Information (optional)

B. If containers are not labeled, the contents will be identified and labels will be affixed. The labels will contain the same required chemical hazard identification as that of the manufacturer's labels.

C. The **(Administrative Unit & Responsible Person)** will ensure that this department is complying with the following policies:

1. Labels for incoming chemical containers are not to be removed or defaced.

2. Hazardous chemicals transferred to another container for storage must be appropriately labeled.

3. Chemicals transferred to new containers must have the new container labeled as discussed previously. Labeling is not required for portable containers into which hazardous chemicals have been transferred **as long as the chemical transfer is intended for immediate use by the employee who performs the transfer**. If the contents of the portable container remain beyond the immediate work shift, a label with the previously mentioned requirements must be affixed.

III. SAFETY DATA SHEETS (ref. section (g) of 29 CFR 1910.1200). Safety Data Sheets (SDSs) are written documents provided by manufacturers for each hazardous chemical or product that they produce, sell or distribute. Chemical manufacturers and suppliers are mandated by law to provide the SDSs along with their product to the customer or user. The SDS contains valuable information about the characteristics, safety and health hazards, protective measures and emergency response procedures for the hazardous chemical or product. The **(Administrative Unit)** must maintain a current file of SDSs for all products containing hazardous chemicals as listed in the department's inventory. The SDSs shall be readily accessible to University employees and University contractors.

A. Each facility shall have a SAFETY DATA SHEET (SDS) for each hazardous chemical used.

B. Each SDS shall be reviewed to ensure its completeness (no blank spaces are permitted on the SDS). The SDS shall be updated as new information becomes available. The old SDS shall not be discarded and shall be maintained in a file for old SDSs.

C. SDSs will be available for review during each work shift. Copies of the SDSs for all hazardous chemicals to which section employees may be exposed will be maintained in **(Building & Room #)**. Employees should contact their supervisor or safety representative to request an SDS.

- D. Hazardous chemicals will not be accepted in the work place without SDSs being provided or requested. SDSs shall not be developed by the University or by any department.
- E. Suppliers often send SDSs to only one central location on campus (Center for Environmental Health and Safety). Therefore, the department ordering the chemicals may not receive an SDS even with the first shipment of a chemical. Requests shall be made to the suppliers, **IN WRITING**, to provide SDSs if not supplied with shipment. A copy of the request letter shall be retained by the user. Refer to appendix A.

#### IV. EMPLOYEE TRAINING AND INFORMATION (ref. section (h) 29 CFR 1910.1200)

- A. **(The appointed departmental person)** shall ensure employee training is conducted and shall appoint designated trainers for the department.
  - 1. Center for Environmental Health and Safety or another designated trainer shall provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment and when a new hazard is introduced in the work area.
  - 2. Training of present employees will begin immediately upon receipt of this **HAZARD COMMUNICATION PROGRAM**. Thereafter, training will be given to employees at the time of the initial assignment to the work area. Additional instruction will be provided whenever a new chemical hazard is introduced into the work area.
  - 3. Notices will be posted which provide an explanation of the labeling system, the location of the Written Hazard Communication Program, and the location of the SDSs.
- B. Training and information shall be accomplished by:
  - 1. Classroom type instruction with audiovisual aids.
  - 2. Work station instruction.
- C. The training and information will cover:
  - 1. Chemical/physical hazards in the work place.
  - 2. How to lessen or prevent exposure to these hazardous chemicals.
  - 3. What the DEPARTMENT has done to lessen or prevent exposure to these chemicals.
  - 4. Procedures to follow if employees are exposed to these chemicals.
  - 5. How to use a Safety Data Sheet.
  - 6. Methods and observations employees may use to detect the presence of a hazardous chemical they may be exposed to.
  - 7. The health hazards, symptoms, first aid and emergency procedures to follow, in case of

overexposure.

8. Spill or leak procedures to follow.
9. Chemical disposal procedures.
10. Personal protective equipment requirements and use.
11. Special precautions to follow when handling these chemicals.

D. Verification of training:

1. After attending the training and information class, each employee will sign a verification of training form stating they received and understood the material presented. Refer to appendix B.
2. The verification of training form shall be kept in the departmental personnel file along with a copy of the test. Refer to appendix C.
3. If the trainer is not from Center for Environmental Health and Safety, the department should send a copy of the training attendance sheet to CEHS.

V. CHEMICAL INFORMATION

- A. Hazardous chemicals are defined as either a Health Hazard or a Physical Hazard. The University will primarily rely upon the safety and health related information found on labels and within the SDSs. Further information on each hazardous chemical may be obtained by using other information sources or references such as those references listed in the Hazard Communication Standard (Appendix A).

PHYSICAL HAZARD

HEALTH HAZARD

Combustible liquid

Carcinogen

Compressed gases

Toxic agents

Explosives

Highly toxic agents

Flammable Aerosols

Reproductive toxins

Flammable gases

Irritants

Flammable liquids

Corrosives

Flammable solids

Sensitizers

Organic peroxides

Hepatotoxins (Liver poisoning)

Oxidizers

Nephrotoxins (Kidney poisoning)

Pyrophorics

Hematopoietic system toxins

Unstable reactives

Neurotoxins

Water reactives

Damage lungs

CHEMICAL INFORMATION (continued)

- B. A list of all hazardous chemicals or products containing hazardous chemicals known to be present in the work area will be maintained by the (**Administrative Unit**). This list of hazardous chemicals should be routinely reviewed to determine if the information is current. Additions or deletions to the list shall be communicated by the (**Administrative Unit**) to all affected employees and contractors. The following is a list of the hazardous chemicals used in this WORK AREA and contains a synopsis of the Health or Physical Hazards associated with these chemicals. Refer to appendix D.

MATERIAL/CHEMICAL

HAZARDOUS PROPERTIES

EFFECTS

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## VI. UNLABELED PIPE INFORMATION

A. If the work site has chemicals in unlabeled pipes, employees must receive training about the hazards presented by these materials. Training should include:

1. The Identity of the material,
2. Identification of the pipe(s),
3. Physical and health hazards resulting from an accidental leak,
4. Spill and leak detection and
5. Proper emergency response these materials

## VII. HAZARDOUS NON-ROUTINE TASKS

Tasks that are not done on or during a normal work shift but are periodically a part of the work assignment. It is the responsibility of the (**Administrative Unit**) and the immediate supervisor to ensure that their employees are informed about the hazards of non-routine tasks, as well as the protective measures that should be followed to reduce exposure. Special written operating procedures are to be developed for internal use when necessary. These tasks have been identified as the following activities: (If none, so state.)

### NON-ROUTINE TASKS:

- 1.

## VIII. INFORMING CONTRACTORS

It is the responsibility of the (**Administrative Unit & responsible person**) to provide contractors with the following information IF REQUESTED by the contractor or his designee.

- A. What hazardous chemicals they or their employees may be exposed to while at the job site.
- B. What measures the contractor's employees may take to lessen the possibility of exposure to a hazardous chemical and the procedures they should follow if they are exposed to a hazardous chemical above the Permissible Exposure Limit (PEL).
- C. What labeling procedures are followed and how the labels convey the hazards.
- D. The location of and access to, Safety Data Sheets.
- E. The contractor shall inform SIUC of all hazardous materials they will use during the project and shall provide proper labels and appropriate SDSs. The contractor shall also provide, upon request, a copy of their Hazard Communication Program.

## IX. CHEMICAL WASTE DISPOSAL

- A. The purchase and use of any hazardous chemical carries with it the responsibility to be aware of the regulations governing its use and disposal. At Southern Illinois University Carbondale, the user of a hazardous chemical is ultimately responsible for compliance with regulations applicable to a particular chemical. Before disposing of a chemical waste, consult your Chemical Waste Management Guide for proper disposal procedures. Questions concerning waste disposal should be directed to the Center for Environmental Health and Safety on campus by phone at 453-7180 or by e-mail to [info@cehs.siu.edu](mailto:info@cehs.siu.edu).

APPENDIX A SAMPLE LETTER, SDS REQUEST

Date \_\_\_\_\_

ABC Chemical Company  
428 Columbia Ave.  
Institute, West Virginia 25303

RE: SOUTHERN ILLINOIS UNIVERSITY  
DEPARTMENT ADDRESS  
Purchase Order No. \_\_\_\_\_  
Purchase Order Date \_\_\_\_\_

Dear Name or Position

The \_\_\_\_\_ Department recently purchased the following chemical(s) from your company. After consulting with SIU Center for Environmental Health and Safety it has been determined that the following chemicals did not have Safety Data Sheets (SDS) provided.

(List of Chemicals)

You are required under the OSHA Hazard Communication Standard (29 CFR 1910.1200) to perform hazard determinations, label containers, and provide the SDS for all hazardous chemicals which you produce or import.

Please immediately send properly completed Safety data Sheets for these chemicals.

Thank you for your assistance. If you have any questions REGARDING this matter, please contact me at (insert phone number).

Sincerely

Name  
Title  
Department

APPENDIX B

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

HAZARD COMMUNICATION PROGRAM

VERIFICATION OF TRAINING

I, \_\_\_\_\_ (*Print Name*), have received and understand the material presented concerning the Hazard Communication Standard and the Hazard Communication Program for (**Department Specific**) The program was presented as an overview of the Standard in step one and will be expanded to include my work station exposures by my supervisor or the department's designated trainer. This generic Hazard Communication instruction and training included the following:

1. A discussion of the Hazard Communication Standard,
2. An explanation of the information within SDSs,
3. A description of the health and physical hazards posed by chemicals,
4. Safe operating procedures and personal protective equipment to be used for various chemical hazard classes,
5. The methods for detecting and identifying the presence of a hazardous chemical in the work area,
6. The emergency procedures to be followed in case of chemical spills, fires and other incidents,
7. The measures (i.e., safe work practices, emergency procedures, and spill control) that employees can take to protect themselves from work place hazards.
8. Proper chemical disposal procedures.

SIGNATURE \_\_\_\_\_

TRAINER \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX C

### Employee Quiz

1. \_\_\_\_ is the concentration of a material to which nearly all employees may be exposed for a normal 8 hour workday and 40 hour work week without harmful effects.  
A. OSHA                      B. NIOSH                      C. PEL or TLV
2. Acids and caustics are said to be \_\_\_\_\_ chemicals.  
A. Flammable                      B. Corrosive                      C. Reactive
3. The \_\_\_\_\_ chemical classification refers to those that are poison and are capable of causing health effects or diseases.  
A. Flammable                      B. Reactive                      C. Toxic
5. When a chemical enters the body through the skin, it's called \_\_\_\_\_.  
A. Absorption                      B. Ingestion                      C. Inhalation
6. The presence of chemicals in the workplace is detected by sight, taste, and \_\_\_\_\_.  
A. Smell                      B. Pressure                      C. Hearing
7. \_\_\_\_\_ is not a sign or symptom of chemical exposure.  
A. Headaches                      B. Gaining weight                      C. Rashes
8. \_\_\_\_\_ is not an example of a physical hazard.  
A. Pyrophorics                      B. Explosives                      C. Carcinogens
9. Chemical waste can be poured down the drain without approval?  
A. True                      B. False
10. What does it mean when the pictogram below is on a label?  
A. Oxidizer                      B. Health Hazard                      C. Environment



APPENDIX D

SAMPLE INVENTORY LIST

<u>MATERIAL/CHEMICAL</u>	<u>HAZARDOUS PROPERTIES</u>	<u>EFFECTS</u>
Chevron AW Machine Oil 150	Highly refine base oils, Calcium phenate, zinc dialkydithiophosate	Minor eye and skin irritation
2,6-Dimethylaniline	2,6-Xylidine	May be Fatal if: Swallowed, inhaled or absorbed thru skin. Possible CARCINOGEN


## APPENDIX E

### OSHA HAZARD COMMUNICATION STANDARD

[http://www.osha-slc.gov/OshStd\\_data/1910\\_1200.html](http://www.osha-slc.gov/OshStd_data/1910_1200.html)

## APPENDIX F

Labeling systems are used for hazardous chemical containers to indicate the appropriate hazard warnings of that particular chemical. The label on the container must have the product identifier, signal word (danger or warning), hazard statement(s), pictogram(s), precautionary statement(s), supplier information and supplementary information (optional). Below is a sample label and a list of pictograms and hazards associated with them.

<b>SAMPLE LABEL</b>	
<p style="text-align: center;"><b>PRODUCT IDENTIFIER</b></p> <p><b>CODE</b> _____ <b>Product Name</b> _____</p> <p style="text-align: center;"><b>SUPPLIER IDENTIFICATION</b></p> <p><b>Company Name</b> _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____</p> <p style="text-align: center;"><b>PRECAUTIONARY STATEMENTS</b></p> <p>Keep container tightly closed. Store in cool, well ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measure against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear Protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispoae of in accordance with local, regional, national, international regulations as specified.</p> <p><b>In Case of Fire:</b> use dry chemical (BC) or Carbon dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.</p> <p><b>First Aid</b> If exposed call Poison Center. If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	<p style="text-align: center;"><b>HAZARD PICTOGRAMS</b></p> <div style="text-align: center;"></div> <p style="text-align: center;"><b>SIGNAL WORD</b> <b>Danger</b></p> <p style="text-align: center;"><b>HAZARD STATEMENT</b></p> <p><b>Highly flammable liquid and vapor.</b> <b>May cause liver and kidney damage.</b></p> <p style="text-align: center;"><b>SUPPLEMENTAL INFORMATION</b></p> <p><b>Directions for use</b></p> <p>_____ _____ _____</p> <p>Fill weight: _____ Lot Number _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____</p>





**Carcinogen**  
**Mutagenicity**  
**Reproductive Toxicity**  
**Respiratory Sensitizer**  
**Target Organ Toxicity**  
**Aspiration Toxicity**



**Flammables**  
**Pyrophorics**  
**Self-Heating**  
**Emits Flammable Gas**  
**Self-Reactives**  
**Organic Peroxides**



**Irritant (skin and eye)**  
**Skin Sensitizer**  
**Acute Toxicity**  
**Narcotic Effects**  
**Respiratory Tract Irritant**  
**Hazardous to Ozone Layer**



**Skin Corrosion/Burns**  
**Eye Damage**  
**Corrosive to Metals**



**Explosives**  
**Self-Reactives**  
**Organic Peroxides**



**Gases Under Pressure**



**Oxidizers**



**Acute Toxicity (fatal or toxic)**



**Aquatic Toxicity**