NORTHERN KENTUCKY UNIVERSITY
<Department Name>
HAZARD COMMUNICATION PROGRAM

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REVISED:
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 the University of Kentucky.

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, MATERIAL SAFETY DATA SHEETS (MSDS), 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, 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 ________________ for review by all employees, their designated representatives, and the Assistant Secretary for Occupational Safety and Health.


A. ________________ 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. Identity of the chemical/physical hazard.

2. Appropriate hazard warnings.

3. Targeted organ that may be affected.

4. Name and address of the chemical manufacturer, importer, or other responsible party.
B. If containers are not labeled, labels shall be affixed to the container listing the same information as indicated in Section II., A.

C. Alternative labeling methods such as those developed by the National Fire Protection Association (NFPA) and the National Paint & Coatings Association (NPCA) called the Hazardous Material Information System (HMIS) may be used.

III. MATERIAL SAFETY DATA SHEETS (ref. section (g) of 29 CFR 1910.1200.)

A. <Department Name> will maintain a MATERIAL SAFETY DATA SHEET (MSDS) for each hazardous chemical used.

B. Each MSDS shall be reviewed to ensure its completeness (no blank spaces are permitted on the MSDS). The MSDS shall be updated as new information becomes available. The old MSDS shall not be discarded.

C. MSDS’s will be available for review during each work shift. Copies of the MSDSs for all hazardous chemicals to which section employees may be exposed will be maintained in ______________.

D. Hazardous chemicals will not be accepted in the workplace without MSDSs being provided or requested. MSDSs shall not be developed by the University or by any department.

E. Requests shall be made to the suppliers, IN WRITING, to provide MSDSs 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. ________________ shall ensure employee training is conducted and shall appoint a trainer for the department.

B. Frequency of training:

1. New employees must be trained on the identity and hazards of all chemicals.
2. Existing employees must receive training anytime new chemicals are being used or if there is a change in job descriptions.
C. The training must include the following:


2. The physical and health hazards of the chemicals in the work area.

3. The measures employees can take to protect themselves from these hazards including operational procedures, appropriate work practices, emergency procedures and personal protective equipment.

4. Explanation of material safety data sheets and the information they convey.

5. Explanation of container labeling systems and secondary container labeling practices.

6. Identity of operations in the workplace where hazardous chemicals are present.

D. Verification of training:

1. After attending the training 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 should be kept for the employee’s duration of employment.
V. CHEMICAL INFORMATION

Hazardous chemicals are defined as either a Health Hazard or a Physical Hazard. Further information on each hazardous chemical may be obtained by asking the supervisor or reading the MATERIAL SAFETY DATA SHEET.

<table>
<thead>
<tr>
<th>PHYSICAL HAZARD</th>
<th>HEALTH HAZARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combustible liquid</td>
<td>Carcinogens</td>
</tr>
<tr>
<td>Compressed gases</td>
<td>Toxic agents</td>
</tr>
<tr>
<td>Explosives</td>
<td>Highly toxic agents</td>
</tr>
<tr>
<td>Flammable Aerosols</td>
<td>Reproductive toxins</td>
</tr>
<tr>
<td>Flammable gases</td>
<td>Irritants</td>
</tr>
<tr>
<td>Flammable liquids</td>
<td>Corrosives</td>
</tr>
<tr>
<td>Flammable solids</td>
<td>Sensitizers</td>
</tr>
<tr>
<td>Organic peroxides</td>
<td>Hepatotoxins</td>
</tr>
<tr>
<td>Oxidizers</td>
<td>Nephrotoxins</td>
</tr>
<tr>
<td>Pyrophorics</td>
<td>Hematopoietic system toxins</td>
</tr>
<tr>
<td>Unstable reactives</td>
<td>Neurotoxins</td>
</tr>
<tr>
<td>Water reactives</td>
<td>Damage lungs</td>
</tr>
<tr>
<td></td>
<td>Damage skin</td>
</tr>
<tr>
<td></td>
<td>Damage eyes</td>
</tr>
<tr>
<td></td>
<td>Damage mucous membranes</td>
</tr>
</tbody>
</table>
VI. CHEMICAL INFORMATION

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 C.
VII. HAZARDOUS NONROUTINE TASKS

A. Tasks that are not done on or during a normal work shift but are periodically a part of the work assignment. These tasks have been identified as the following activities: (If none, so state.)
MSDS REQUEST
Sample Letter

(Date)
(Date)
(Name)
(Name)
(Title)
(Title)
(Company Name)
(Company Name)
(Address)
(Address)
(City, State, Zip Code)
(City, State, Zip Code)

Dear ____________________ :

Requirements of the OSHA Hazard Communication Standard stipulate that chemical manufacturers/suppliers provide their customers with a Material Safety Data Sheet for each product containing hazardous substances. Therefore, please send Material Safety Data Sheets for each of the following products:

(Names of Products)

Sincerely,

______________
## Hazard Communication Training

<table>
<thead>
<tr>
<th>Training Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>The location, availability, and requirements of the Hazard Communication Plan has been made known to me.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The location and availability of the chemical inventory for my area was made known to me.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The location and availability for the Material Safety Data Sheets (MSDS) for the chemicals that I will be working with was made known to me.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>An explanation of how to use the information on the MSDS was provided to me.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I was informed of the health and physical hazards and location of the chemicals in my work area. Any special precautions required for chemicals used in my area was also explained to me.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any Personal Protective Equipment required for chemicals used in my area was provided to me and its proper use and maintenance explained.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training on reading and understanding labels was provided.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methods to lessen or prevent exposure through administrative, engineering, and the use of protective equipment was reviewed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methods and observation techniques used to detect the presence or release of a hazardous chemical were explained</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency plans for medical, accident, and spill response were explained.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the above listed training was provided to me, and that understand the Hazard Communication Program and training and agree to abide by the policies and procedures set forth in the Hazard Communication Plan.

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Signature of Employee  Date

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Signature of Department Head or Trainer  Date
# APPENDIX C

## SAMPLE INVENTORY LIST

<table>
<thead>
<tr>
<th>MATERIAL/CHEMICAL EFFECTS</th>
<th>HAZARDOUS PROPERTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chevron AW Machine</td>
<td>Highly refined base oils, Calcium phenate, zinc dialkylkydithiophosphate</td>
</tr>
<tr>
<td>Minor eye and skin irritation</td>
<td></td>
</tr>
<tr>
<td>Oil 150</td>
<td>May be Fatal if swallowed, inhaled or absorbed thru skin. Possible CARCINOGEN.</td>
</tr>
</tbody>
</table>

2,6-Dimethylaniline

be Fatal if

2,6-Xyldine
APPENDIX D

OSHA HAZARD COMMUNICATION STANDARD