

**The University of Southern Indiana**

**HAZARD  
COMMUNICATION  
PROGRAM**

In compliance with OSHA 29 CFR 1910.1200, Hazard Communications Standard.

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- Develop and distribute a written Hazard Communication Program.
- Provide information about the Hazard Communication program to all employees.
- Provide general training about the Hazard Communication program and basic chemical information to all employees who may reasonably be expected to encounter hazardous chemicals in the course of normal job duties and create a record of employee participation.
- Maintain a central resource file of Material Safety Data Sheets (MSDS) for known hazardous chemicals used in USI workplaces.
- Assist supervisors in accessing MSDSs from chemical manufacturers and distributors.
- Provide technical guidance to personnel at all levels of responsibility concerning the Hazard Communication program, hazard evaluation, hazard control or hazardous chemical information.
- Periodically review the Hazard Communication program and revise as necessary.

### 3.3 University Departments

The deans and department heads of the University of Southern Indiana shall:

- Assure that all employees who work with hazardous chemicals as part of their normally assigned job duties attend Hazard Communication training provided by Environmental Health and Safety and maintain written certification of this training.
- Assure that employees who request hazard communication training, regardless of hazardous chemicals used in normal job duties, are provided an opportunity to attend.
- Assure that employees are aware of the hazards or potential hazards associated with the chemicals in their work area.
- Submit a chemical inventory list (CIL) annually to Environmental Health and Safety. This list should be submitted no later than August 1<sup>st</sup> of each year and must be in alphabetical order.
- Each time a department receives a new hazardous substance, the substance must be added to the departmental CIL within 30 days. A copy of the CIL, along with the original copy of the MSDS for the new substance, must be sent to Environmental Health and Safety. Develop and implement standard operating procedures (SOP) and engineering controls to promote safe practices in the workplace and to protect the employees.
- Report any problem associated with implementation of the Hazard Communication program in the work area to Environmental Health and Safety.
- Assure that hazardous chemicals used in the workplace are labeled consistent with this program.
- Assure that all employees who are required to perform non-routine tasks are informed of the associated hazards and provided with chemical information before being required to perform such tasks.
- Assure that employees know the "how to access a Material Safety Data Sheet." (see 6.2)
- Inform contractors of hazardous chemicals to which they may be exposed.

### 3.4 Employees

Individual employees shall:

- Perform his/her work in the safest manner possible. A supervisor may take the appropriate disciplinary action when an employee does not comply with precautionary measures.
- Follow all SOPs developed by the supervisor.
- Comply with all applicable provisions of the hazard communication program to include:
  - Attend required hazard communication training.
  - Do not remove or deface labels on containers, assure that damaged labels are replaced or repaired.
  - Ask for further information about chemicals or procedures not fully understood.
  - Report new chemicals/products discovered in the work place to the supervisor and Environmental Health and Safety, for updates to chemical inventory list and an MSDS acquired.
- Report any existing health or safety hazard to his/her supervisor and Environmental Health and Safety.
- Be familiar with MSDS requesting procedures.

### 3.5 Contractors

Contractors shall submit copies of MSDS for hazardous chemicals brought onto University property. Refer to Section 9.0, Outside Contractors.

## 4.0 LABELING REQUIREMENTS

Manager will ensure that all hazardous substances entering the University through their department are properly labeled.

#### **4.2 Permanent Container Labels**

## **6.0 MATERIAL SAFETY DATA SHEET (MSDS)**

### **6.1 Definition**

A Material Safety Data Sheet (MSDS) is a chemical information sheet prepared by the manufacturer or distributor of any chemical mixture that contains a hazardous chemical of 1% or more of its content (or 0.1% if the hazardous chemical is carcinogenic). The manufacturer or distributor is required to supply a MSDS with the initial shipment of each chemical. USI must maintain a copy of the MSDS for each hazardous chemical listed on the Chemical Inventory List.

### **6.2 Access to Material Safety Data Sheets**

MSDSs must be made easily accessible to employees whenever requested. USI's Environmental Health and

**7.2** After the appropriate safety and health precautions have been taken, it is the responsibility of the employee's supervisor to fill out an Accident Reporting Form (Appendix I). This form is available from Environmental Health and Safety or via the Internet at: [www.usi.edu/riskmgt/AccidentReporting.asp](http://www.usi.edu/riskmgt/AccidentReporting.asp). The completed accident reporting form should be submitted to Environmental Health and Safety (original copy), with a copy retained at the department and a copy provided to the employee.

**7.3** Environmental Health and Safety will retain the original Accident Reporting Form and send a copy to the Human Resource Services. HR will place the Accident Reporting Form in the employee's permanent personnel file to be retained for the length of employment plus 30 years.

## **8.0 TRAINING**

### **8.1 Training Overview**

The University shall provide all employees, including but not limited to graduate assistants, teaching assistants, part-time and full-time personnel, with information and training about hazardous chemicals in their work area at the time of their initial hire. A new employee must receive hazard communications training within the first 30 days of employment. Training shall also be provided whenever the employee is reassigned to a different work area or when a new hazard is introduced into the work area.

### **8.2 Training Outline**

- General overview of USI Hazard Communication program
- Requirements of the Hazard Communication Standard
- MSDS Requesting Procedures and Locations
- Location and availability of written Hazard Communication program
- Method to detect presence of release
- Interpreting and using MSDS

### **8.3 Training Opportunities**

**APPENDIX I**  
**UNIVERSITY OF SOUTHERN INDIANA**  
**INJURY AND ILLNESS REPORT**

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A. Statement of Injured Person or Witness

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B. To Be Completed by First Aid Provider

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C. To Be Completed by Supervisor for Employee Injury/Illness

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D. For Human Resources Use Only

Send employee and student reports to Human Resources -- Send student, visitor and volunteer reports to Security



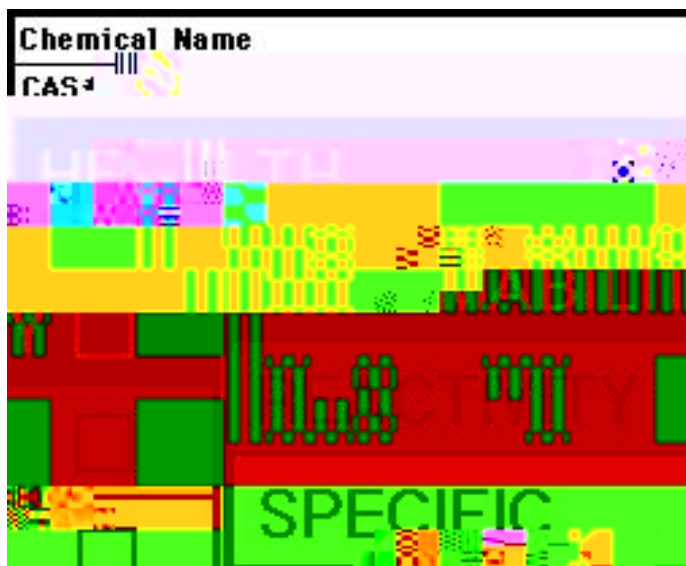


**APPENDIX II**

**THE UNIVERSITY OF SOUTHERN INDIANA  
HAZARD COMMUNICATION TRAINING CERTIFICATION**

7. \_\_\_\_\_ 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.

## Hazardous Materials Information System (HMIS)



### HEALTH

- 4: **Deadly:** even the slightest exposure to this substance would be life threatening.
- 3: **Extreme Danger:** serious injury would result from exposure to this substance. Do not expose any body surface to these materials.
- 2: **Dangerous:** exposure to this substance would be hazardous to health.
- 1: **Slight Hazard:** irritation or minor injury would result from exposure to this substance.
- 0: **No Hazard:** exposure to this substance offers no significant risk to health.

### FLAMMABILITY

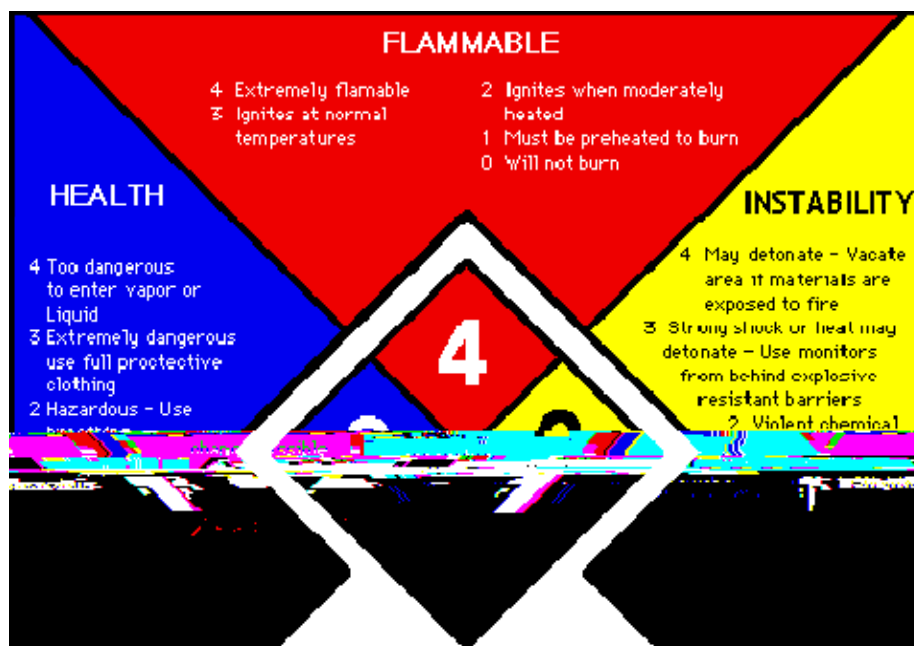
- 4: **Flash Point Below 73°F and Boiling Point Below 100°F:** this substance is very flammable, volatile or explosive depending on its state.
- 3: **Flash Point Below 100°F:** flammable, volatile or explosive under almost all normal temperature conditions.
- 2: **Flash Point Below 200°F:** moderately heated conditions may ignite this substance.
- 1: **Flash Point Below 200°F:** moderately heated conditions may ignite this substance.
- 0: **Will Not Burn:** substances that will not burn.

### REACTIVITY

- 4: **May detonate:** substances that are readily capable of detonation or explosion at normal temperatures and pressures.
- 3: **Explosive:** substances which are readily capable of detonation or explosion by a strong initiating source, such as heat, shock or water.
- 2: **Unstable:** violent chemical changes are possible at normal or elevated temperatures and pressures. Potentially violent or explosive reaction may occur when mixed with water.
- 1: **Normally stable:** substances that may become unstable at elevated temperatures and pressures or when mixed with water.
- 0: **Stable:** substances which will remain stable when exposed to heat, pressure or water.

APPENDIX IV

NFPA Diamond



## APPENDIX V Definitions

### **Absorption**

A mode of entry of a toxic substance into the body in which the substance enters through the unbroken skin

### **Acute**

A health effect that is the result of a short time exposure to a very high concentration of a toxic material - The effect is usually immediately seen, not more than several hours after the exposure.

### **Asphyxiation**

Smothering - A toxic material may cause asphyxiation by diluting the amount of oxygen in the air, paralyzing the lungs or interfering with body's ability to transport oxygen to the cells.

### **Boiling Point**

The temperature at which the vapor pressure of a liquid equals atmospheric pressure or at which the liquid changes to a vapor - The boiling point is usually expressed in degrees Fahrenheit. If a flammable material has a low boiling point, it indicates a special fire hazard.

### **Carcinogen**

A material that can cause cancer

### **C.A.S. Number**

Identifies a particular chemical by the Chemical Abstracts Service, a service of the American Chemical Society that indexes and compiles abstracts of worldwide chemical literature called "Chemical Abstracts."

### **Chronic**

A toxic effect that occurs only after exposure to a material for a long time, usually months or years - The amount of exposure is usually very low and often symptoms are not immediately noticeable.

### **Combustible**

According to the DOT and NFPA, combustible liquids are those having a flash point at or above 100 degrees Fahrenheit (38 degrees Celsius) or liquids that will burn. They do not ignite as easily as flammable liquids. However, combustible liquids can be ignited under certain circumstances and must be handled with caution. Substances, such as wood, paper, etc., are termed "Ordinary Combustibles."

### **Concentration**

The amount of material in the air, e.g., 50 parts per million - May also refer to the amount of a substance in a mixture, e.g., 10% ammonia in water.

### **Cumulative Effect**

An effect of a toxic material that takes place only after a quantity of the material is taken into the body or when damage is caused by the substance over a period of time at a rate faster than the body can repair the damage.

### **Decompose**

Breaking down of a chemical under heat, shock or mixing with other chemicals - The resulting products of decomposition may be more toxic or hazardous than the original substance.

### **Dose**

The amount of a substance that enters the body - The amount depends on the rate at which the substance enters the body and the length of time the substance continues to enter the body, e.g., a worker may inhale 10 milligrams of dust per day for 10 days. The total dose is 100 milligrams. Not all of the substances may remain in the body; some is eliminated, possibly as fast as it enters.

### **Engineering Control**

A change in equipment, materials or process that reduces the hazard from the substance, e.g., ventilation

### **EPA**

The Environmental Protection Agency is the governmental agency responsible for administration of laws to control and/or reduce pollution of air, water and land systems.

**Evaluation**

The process used by a Safety or Health Professional to determine the extent of hazard presented by the use of a toxic material. It often involves taking air samples to determine total dose.

**Exposure**

Similar to dose - The combination of concentration of a substance in air and the amount of time a worker is exposed to that concentration gives the total exposure or dose.

**Flammable Limits**

The range of concentrations in air of flammable vapors of a substance between which the vapors will ignite and continue to burn; possibly resulting in an explosion - The lower limit is the Lower Flammable (or explosive) Limit, LFL and the upper limit is the Upper Flammable (or explosive) Limit, UFL. Below the LFL, there is not enough vapor to support combustion. Above the UFL there is too much vapor. The mixture is too much to burn. NOTE: The MSDS uses Explosive Limit, but the preferred term is Flammable Limit. The terms are synonymous.

**Flammable Liquid**

**Respirator**

A device worn over the face and used to either mechanically filter dirty air or supply fresh air to the wearer

**Short Term Exposure Limit**