



WESTERN CONNECTICUT STATE UNIVERSITY

HAZARD COMMUNICATION PROGRAM

PROCEDURE [S-114](#)

Issued 8/99

Please direct any questions or comments about the applicability of this document to Luigi Marcone, WCSU Department of Public Safety

1.0 INTRODUCTION

It is the intention of Western Connecticut State University (WCSU) to comply fully and in a prudent manner with all occupational safety and health standards/regulations. Consequently, this program to comply with the Department of Labor, Occupational Safety and Health Administration's Hazard Communication Standard 29 CFR 1910.1200 will be implemented and enforced.

This program has been established to provide guidelines for all employees, and for WCSU to meet the requirements of the Hazard Communication Standard. The program applies to any hazardous chemical(s) which are known to be present on the premises that employees may be exposed to under normal conditions of use or in a foreseeable emergency. This written Hazard Communication Program will be available to all employees in the Public Safety Office or at the Public Safety web page for review at all times.

2.0 HAZARDOUS CHEMICALS LIST

WCSU has established and will maintain lists of all the hazardous chemicals used on the premises. Each chemical using department will be responsible for maintaining their own chemical list. Annually, the lists will be consolidated to create one master list.

3.0 LABELING OF HAZARDOUS CHEMICALS

Each container of hazardous chemical will be labeled with the identity and appropriate hazard warning of its contents. In addition, containers of hazardous chemicals, which are received from a supplier or shipped to a customer, will also have the name and address of the manufacturer or the responsible party.

It is the responsibility of the chemical user to assure that the identity and the warnings are placed on all containers of hazardous chemicals that have been transferred from their original drums or containers. Also, it is the responsibility of the chemical user to assure that the identity, the hazard warnings, and the name and address of the supplier are on the received/shipped containers of hazardous chemicals

4.0 MATERIAL SAFETY DATA SHEETS (MSDS)

The MSDS file will contain an MSDS for every hazardous chemical used on the premises. These sheets will be available to employees at all times. The master MSDS library for this facility is kept in the Office of Public Safety, Old Main Administration, lower level.

When ordering a new hazardous chemical, it is the responsibility of the individual ordering the chemical to assure an MSDS is forwarded to the Coordinator.

Employees wishing to gain access to the MSDS file or a copy of an MSDS for a specific chemical should contact the Coordinator of Health, Safety, and Environmental Affairs.

5.0 INFORMATION AND TRAINING

It is the policy of WCSU to provide an information and training program to all employees with the implementation of this program at the time of a new employee's initial assignment and whenever a new hazard is introduced into the workplace.

This information and training program will include:

- a. Requirements of 29 CFR 1910.1200
- b. Any operations in employees' work areas where hazardous chemicals are present
- c. Location and availability of the written hazard communication program and the list of hazardous chemicals and Material Safety Data Sheets
- d. Means of detecting the presence or release of hazardous chemicals in the work area
- e. Physical and health hazards of the chemicals in the work area
- f. Measures employees can take to protect themselves from these hazards
- g. Explanation of the labeling system and the Material Safety Data Sheets
- h. Emergency procedures
- i. Details of the written hazard communication program developed by the employer

It will be the responsibility of the Health and Safety Coordinator to implement and maintain the information and training program.

The format of the information and training program shall be (audiovisuals, classroom instruction, etc.)

6.0 CONTRACTOR WORK

When it is necessary for an outside contractor to perform work at WCSU, it shall be the responsibility of the Coordinator of Health, Safety, and Environmental Affairs to inform the contractor of the identity of any hazardous chemicals to which the contractor may be exposed. The procedure for informing the contractor will include the following:

- a. Making the hazardous chemicals inventory of any designated work area where contract work is being performed available to the contractor and advising the contractor of the labeling system.
- b. Making the MSDS's of the identified hazardous chemicals in a designated work area available to the contractor.
- c. Making the contractor aware of the appropriate protective measures taken by WCSU employees in a designated area.

It is also the responsibility of the Coordinator of Health, Safety and Environmental Affairs to determine if the contractor will be using any hazardous chemicals and, if so, to take appropriate actions to assure the protection of WCSU employees.

7.0 HAZARD OF NONROUTINE TASKS

Prior to starting work on hazardous nonroutine tasks, every affected employee will be given information by the Coordinator of Health, Safety, and Environmental Affairs about the hazardous chemical(s) to which they may be exposed. Such information will include, but not be limited to, engineering controls, etc.) and emergency procedures.