



FACILITIES MANAGEMENT DEPARTMENT

POLICY: I: 12 - Hazard Communication
Procedure Review: Annually

DATED: August 1997
UPDATED: September 2017

APPROVED: Executive Director of Facilities and Construction: _____

I. PURPOSE

The purpose of this procedure is to define the methods of hazard communication on the university campus for Facilities Management employees to comply with the [OSHA hazard communication standard 29 CFR 1910.1200](#).

II. DEFINITIONS

- A. Hazardous chemical - Hazardous chemicals are those substances which present health and physical hazards. Chemicals can be liquids, gases, or solids.
- B. Health hazard - As defined by OSHA includes, but is not limited to, those chemicals which are irritants, corrosives, sensitizers, carcinogens, toxins, and agents which damage the lungs, skin, eyes or mucous membranes.
- C. Physical hazard - Those chemicals which are combustible or flammable.
- D. Safety Data Sheet (SDS) - Primary vehicle for transmitting detailed hazard information. See appendix A for detailed explanation of the SDS.
- E. Secondary containers - portable containers (i.e.; spray bottles, etc.) into which hazardous products are transferred from labeled containers.

III. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction - Responsible for overall communication and implementation of this procedure.
- B. Directors, Assistant Directors - Responsible for the communication and implementation of this procedure to employees in their respective areas and to contractors engaged by them to perform tasks on university property. A sign off sheet, which acknowledges receipt and understanding of this procedure, is to be included with all contract documents.
- C. Project Managers - Responsible for communication and implementation of all applicable portions of this procedure to contractors.

- D. Supervisors - Responsible for communication and implementation of this procedure to their employees including hazardous chemical safety training. FM supervisors are too physically conduct a chemical inventory annually and obtain necessary SDS(s).
- E. Risk Management Safety & Training Coordinator - Conduct initial and annual training in the details of this procedure to Facilities Management employees and to conduct follow-up training on new chemicals as they are introduced in the work place. Responsible for annual review and update of this procedure.
- F. Warehouse Manager – Shall ensure all chemicals which are received through the warehouse have a current SDS on file.
- G. Employees - Responsible for learning the details of this procedure and to work in a safe manner when working with hazardous chemicals.

IV. PROCEDURE

- A. End users of hazardous industrial chemical products must be in compliance with the labeling, safety data sheet, employee information and training provisions of the OSHA hazard communication standard and the Global Harmonized System of Classification and Labeling of Chemicals.

NOTE: Coverage under the OSHA hazard communication standard means that you are also covered under the emergency planning and community right-to-know act of 1986.

1. Container Labeling

It is the policy of the Facilities Management Department that no container of hazardous substances will be released for use until the following label information is verified:

- a. Containers are clearly labeled as to the contents.
 - b. Appropriate hazard warnings are noted.
 - c. The name and address of the manufacturer or distributor is clearly printed.
 - d. Labels will comply with the Global Harmonized System requirements.
2. To further ensure employees are aware of the hazards of material used in their work areas, secondary containers (including spray bottles) should be labeled. If a new or unfamiliar chemical should be delivered to a work area, contact the supervisor immediately for an SDS and instructions as to proper use of the chemical.
- a. Each supervisor shall maintain a list of chemicals present in each shop and work areas in buildings for which they are responsible. This list shall be updated annually and whenever a new chemical is introduced into the work place.

- b. The supervisor in each section shall ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels.
- c. Exception: containers which are intended for single use and are emptied, rinsed and stored properly at the end of each shift (i.e. mop buckets) need not be labeled. Be sure to flush the drain with cold water before emptying chemical containers.

B. Safety Data Sheets (SDS)

A complete book of SDS's for all hazardous substances shall be maintained by the supervisor and kept in a common area, accessible for review by employees during every work shift.

1. Supervisors shall review incoming data sheets for new and significant health/safety information. Any new information should be passed on to employees and to the RM Safety Coordinator.
2. SDS(s) shall be reviewed for completeness by the supervisor. If an SDS is missing or obviously incomplete, a new SDS will be obtained.
3. Supervisors are responsible to provide a copy of the SDS(s) in each shop and/or the break rooms of the buildings where chemicals are used or stored (notebooks have been provided for this purpose). If the SDS is not available or hazardous substances in use do not have an SDS, contact the supervisor immediately.

C. Prior to new substances being introduced in the work place the manager or supervisor shall obtain and review an SDS for safety and health hazards.

D. When new hazardous substances are introduced, the supervisor shall ensure they meet the above criteria. The new material will also be added to the training curriculum.

1. Hazardous substances. In general all chemicals used by FM are to be considered hazardous.
2. Specific information on each hazardous substance can be obtained by reviewing the SDS.

E. Hazardous non-routine tasks. Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazards to which they may be exposed during such activity. This information will include:

1. Specific hazards.
2. Protective/safety measures which must be utilized.
3. Measures the department has taken to lessen hazards including ventilation, respirators, presence of another employee and emergency procedures.

F. Hazardous substances in unlabeled pipes.

The following procedure has been established to ensure employees who work on unlabeled pipes have been informed as to the hazardous substances contained within unlabeled pipes. Prior to starting work on unlabeled pipes, employees are to contact their supervisor for the following information:

1. The hazardous substance in the pipe.
2. Potential hazards.
3. Safety precautions, which shall be taken.

G. Informing contractors.

1. To ensure outside contractors work safely at the university, it is the responsibility of the Facilities Management project manager to obtain the following information from contractors:
 - a. A signed document, which acknowledges receipt and understanding of this procedure is to be included with contract documents (see Appendix 1).
 - b. A list of hazardous substances, which the contractor's employees may introduce to the job site and the appropriate SDS for those substances.
2. To ensure outside contractors work safely at our university, it is the responsibility of the Facilities Management project manager to provide the following information to contractors:
 - a. A list of hazardous substances, which exist on the job site and the appropriate SDS for those substances.
 - b. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

- H. This plan shall be monitored by the managers of each Facilities Management department. All questions, changes or updates are to be referred to Risk Management to be reviewed for consistency with the latest OSHA requirements and for incorporation at the annual review of this procedure.

V. TRAINING

Associates shall attend a health and safety orientation within 10 days of starting work, thereafter annually, and when new chemicals are introduced into the work place. The following items will be covered.

1. An overview of the requirements contained in this hazard communication procedure, including their rights under the OSHA standard.

2. Inform employees of any operations in their work area where hazardous substances are present.
3. Location and availability of the written hazard communication program.
4. Physical and health effects of the hazardous substances.
5. Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
6. How to lessen or prevent exposure to these hazardous substances in the work area.
7. Steps Facilities Management administration has taken to lessen or prevent exposure to these substances.
8. Emergency and first aid procedures to follow if employees are exposed to hazardous substance(s).
9. How to read labels and review the SDS to obtain appropriate hazard information.
10. A list of all chemicals used in the employees work area.

SIGN-OFF SHEET ON HAZARD COMMUNICATION TRAINING

I, _____, acknowledge that I have been briefed on the requirements of OSHA's Hazard Communication Standard 29 CFR 1910.1200 in regard to hazardous chemicals and materials used in the workplace, and that I have received instructions covering the following:

1. The identification of the chemicals and materials in use, and areas where hazardous chemicals are present.
2. Physical and health hazards of chemicals in the work area.
3. Methods to prevent exposure to the physical or health hazards of chemicals through the use of control procedures, work practices and personal protective equipment (PPE).
4. Proper and safe handling procedures.
5. Emergency Procedures.
6. Clean up Procedures.
7. How to read and interpret information on MSDSs and hazardous chemical labels.
8. Location and availability of MSDSs and the Written Hazard Communication Program.
9. First Aid and Antidote Treatment.

Signature: _____

Date: _____

Print Name: _____