HAZARD COMMUNICATION

Purpose

This procedure addresses the non-laboratory operations which handle and use chemicals. The MS&T Chemical Hygiene Plan is in place to ensure the proper handling of chemicals in the laboratories.

This procedure establishes requirements to make certain the hazards of all chemicals used on campus are evaluated, and this information is communicated to affected employees.

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Revision Date: 7/9/2009

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1. Hazard Communication Program

This procedure is intended to ensure that:

- All hazardous chemicals are properly identified and labeled before entering the workplace
- Material Safety Data Sheets (MSDS) for hazardous chemicals are maintained in the workplace and are readily available to the employees working with those chemicals
- Employees working with hazardous chemicals are properly trained on the hazards of those chemicals, how to work safely with them, and what special equipment, if any is required

2. Labels

All containers which contain hazardous chemicals shall be labeled.

Labels should contain the following information:

- The identity of the hazardous chemical
- Appropriate hazard warning
- Name and address of the chemical manufacturer, importer or other responsible party

All containers of hazardous substances shall be labeled and such labels shall remain on the container for the life of the container.

Stationary process containers such as tanks will be labeled with the name of the contents, e.g. "Diesel" or with placards. Placards will include:

- Color code identification
- Placard explanations

Transfer containers need not be labeled if hazardous materials are transferred into them and are immediately used by the employee conducting the transfer.

3. MATERIAL SAFETY DATA SHEETS (MSDS)

Material Safety Data Sheet (MSDS) (hard copy) should be maintained in a binder easily accessible by the employee. MSDS are located in each department using the chemical.

An MSDS contains detailed information prepared by the manufacturer or importer of a hazardous chemical describing the physical and chemical properties of the material. This information can help in the selection of safe products, and help employees understand potential health and physical hazards of a chemical and how to respond effectively to exposure situations

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The format of MSDS is not uniform and can vary. However, there is specific information that must be included. All of the following information should be found on any MSDS:

Section I: Identifies the manufacturer, address, phone number to call in case of emergency, chemical name and symbol, trade name and synonyms, and the chemical abstract service number (CAS#)

Section II: Describes the hazardous ingredients, the percentages and exposure limits when applicable

Section III: Describes the physical properties of the material (i.e. boiling point, vapor pressure, specific gravity and solubility in water)

Section IV: Describes the fire and explosion hazard data for the material based on flash point and other fire data the appropriate extinguishing agent will also be listed.

Section V: Describes the known health hazards associated with the material applicable exposure limits and symptoms/health effects from overexposure.

Section VI: Describes reactivity data.

Section VII: Provides instructions for the steps to be taken in case of accidental release of

Section VIII: Details the protective equipment for the Individual who might have to work with the substance. The section usually has worst-case conditions. The extent of personal protective equipment required is task dependent. Contact your supervisor for specific Instructions.

Section IX: Describes handling and storage procedures for the material

Section X: Describes any special precautions or miscellaneous Information regarding the material

Manufacturers may withhold certain information as proprietary on the MSDS if the information is considered a trade secret, however the chemical hygiene officer has a legal right to obtain this information to evaluate potential health risks if potential overexposure or adverse health effects are suspected.

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4. TRAINING PROCEDURES

Each employee who is or may be exposed to a hazardous chemical shall be provided with information regarding use of hazardous chemicals. Additionally, each employee shall be trained as to the detection methods, physical and health hazards of, protection methods for, as well as labeling and MSDS provisions for hazardous chemicals.

Every current employee shall be so informed and trained. When a new employee is hired, that employee will receive information and training the first day they are assigned to work in an area which may expose them to a hazardous chemical.

Note:

The Department supervisor is responsible for training. All employee training should be maintained by the supervisor. A written record should be kept which identifies the names of persons trained and the date of training.

Training Requirements

- Methods to detect presence or release
- Physical and health hazards
- Work practices
- Emergency procedures
- Personal protective equipment
- How to interpret MSDS
- Location of MSDS
- Labels/hazards warnings

When a new hazard is introduced into the workplace, all affected employees shall be trained as to that hazard.

MSDS are located in each Department using that chemical.

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5. Chemical Inventory Checklist

Campus	Chemical Location
Missouri University of Science & Technology	
Department	**Chemical Used For**
Date	**Completed by**

Chemical Name	MSDS on file Yes/No

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