

Hazard Communication Program



Stephen F. Austin State University

Environmental Health, Safety, & Risk Management Department

PO Box 6113, SFA Station
430 East Austin Street
Nacogdoches, TX 75962

Created March 2004
Revised August 2016
Revised September 2020

Table of Contents

Introduction.....	3
Duties and Responsibilities.....	3
1. Directors, Chairs, and Deans (Department Head):	3
2. Supervisors:	4
3. Employees:	4
4. Contracted Construction, Repair, and Maintenance:.....	4
5. Environmental Health, Safety, and Risk Management Department:.....	5
Non-Routine Exposures (Accidental Releases/Spills).....	5
Employee Notice and Rights of the Employees	5
Chemical Safety Training	6
Safety Data Sheets (SDS)	7
Container Labels	8
Hazardous Chemical Inventory	9
Appendix A – Definitions.....	10
Appendix B Notice to Employees (Employee Right to Know Poster).....	11
Appendix C Hazard Communication Training Record.....	13
Appendix D Safety Data Sheets (SDS).....	15
Figure 1. – GHS Hazard Pictograms	17
Appendix E – Chemical Inventory Worksheet.....	18
Appendix F - Program Exemptions and Exceptions	19

Introduction

The purpose of Stephen F. Austin State University's (SFA) Hazard Communication (HazCom) Program is to ensure SFA employees are properly trained on and aware of the chemical hazards they may be exposed to while working at the University. SFA's HazCom Program also fulfills the requirements of the Texas Hazard Communication Act (chapter 502 of the Texas Health and Safety Code) and the Public Employer Community Right-to-Know Act (chapter 506). The HazCom Act was most recently revised to adopt the Globally Harmonized System (GHS) of classifying and labeling chemicals beginning in 2012. The GHS changes were fully implemented in the workplace in June 2016.

A master copy of the HazCom Program is maintained in the Environmental Health, Safety, and Risk Management Department (EHSRM). Access to this information is an employee's right and no one shall be penalized in any way for asking to review this information.

Each University Department shall follow this program and maintain work areas in accordance with the guidelines established herein. The Hazard Communication Standard covers all employees (full-time, part-time, student employees, and contract workers) who handle chemical products (hazardous materials) in the course of their work at the University.

Note: The first two sections of this manual address the duties and responsibilities of SFA Faculty and Staff. The remainder of the document describes in more detail the requirements of the Texas Hazard Communication Act.

Duties and Responsibilities

1. Directors, Chairs, and Deans (Department Head):

The Department Head will ensure implementation and compliance with the SFA HazCom Program within their department as follows:

- a) Ensure that all new employees receive general (given in new employee orientation) and site-specific HazCom training (given by department supervisors).
- b) Document all HazCom training and forward training records to EHSRM (see the Chemical Safety Training section below for more information).
- c) Report any incident requiring outside medical assistance to EHSRM as soon as possible, but no later than 24 hours after the incident.
- d) Post official "Notice to Employees" (see Appendix B) in common areas at each work location.
- e) Provide to EHSRM by December 15th of each year:
 - Annual chemical inventory for each work area through the Chematix chemical inventory software or the paper inventory form.
 - Chemical inventory updates to EHSRM, whenever a new chemical or additional quantity above normal restocking amounts of chemical is purchased.
 - Training records (e.g., sign-in sheet).
 - Names and telephone numbers of emergency contacts.

- f) Assure that Safety Data Sheets (SDS) for hazardous chemicals are current and readily available, as required.
- g) Provide employees with appropriate personal protective equipment and ensure the equipment fits the individual and they are trained on how to use it.
- h) Inform employees of any non-routine chemical hazards.

2. Supervisors:

Department supervisors are responsible for implementation and compliance with the SFA HazCom Program within their work areas as follows:

- a) Ensure that all employees have received appropriate training before working with or in an area containing hazardous chemicals.
- b) Provide to EHSRM, all HazCom training records.
- c) Complete and maintain the work area chemical inventory list, as appropriate.
- d) Inform employees regarding the location of and procedures for accessing SDS and obtaining workplace chemical inventory lists.
- e) Inform the Department Head whenever a new chemical or an additional quantity above normal restocking amounts of a chemical is purchased.
- f) Report injuries involving hazardous chemicals immediately to the Department Head and EHSRM.

3. Employees:

SFA employees have the following responsibilities:

- a) Attend all required training.
- b) Use prudent practices and good judgment when using hazardous chemicals or hazardous procedures.
- c) Use and maintain personal protective equipment (PPE) appropriate for the chemical being used.
- d) Notify other individuals who might be affected by the chemicals they use.
- e) Immediately report any accidents or injuries to their supervisor.

4. Contracted Construction, Repair, and Maintenance:

Contractors working on SFA property will comply with Texas and Federal Hazard Communication Acts and the SFA HazCom Program.

- a) The Contractor will provide to the SFA Project Coordinator and/or EHSRM, a list of any hazardous materials to be used on the project and provide appropriate hazard information, including SDS upon request.
- b) The Contractor will provide prior notification of intended use of hazardous or nuisance materials to the SFA Project Coordinator, EHSRM, and the Department Head of any affected SFA workplace.
- c) The Department Head, where the work is being performed, will ensure that individuals in the affected workplace are provided information on the hazards of the chemicals, measures to protect themselves from those hazards, and easy access to SDS.

5. Environmental Health, Safety, and Risk Management Department:

The SFA Director of Environmental Health, Safety, and Risk Management Department (or designated Safety Officer) oversees and coordinates the HazCom Program for SFA. Duties of EHSRM include:

- a) Assist departments with the implementation of, and compliance with this program.
- b) Submit required annual Texas Tier Two report and fee to the Texas Commission of Environmental Quality (TCEQ), by March 1 of each year. A copy of the annual Tier II report must also be sent to the State Emergency Response Commission (SERC), the Local Emergency Planning Committee (LEPC) and the Nacogdoches Fire Department.
- c) Report to the Texas Department of State Health Services, within 48 hours, the occurrence of a chemical accident that results in one or more fatalities or the hospitalization of five or more employees (this is to include circumstances of the accident, the number of fatalities, and the extent of injuries).
- d) Compile and maintain a master campus chemical inventory list.
- e) Maintain chemical inventory lists for a minimum of 30 years.
- f) Provide the names and telephone numbers of emergency contacts to the local fire department, and provide chemical inventory lists and SDS upon request.

Non-Routine Exposures (Accidental Releases/Spills)

When an accidental release or spill of a hazardous material occurs, the individual(s) responsible will:

1. Notify all individuals in the affected area, the Department Head, and EHSRM.
2. Provide to EHSRM, the name of the chemical and appropriate precautionary information included in the SDS.

The Department Head will ensure that individuals in the affected area are provided information on the hazards of the chemicals, measures to protect themselves from those hazards, and access to SDS.

Procedures specific to SFA faculty and staff have been addressed in the above sections. The following sections summarize the details described in the Texas Hazard Communication Act.

Employee Notice and Rights of the Employees

An official Texas Department of Health “Notice to Employees” (see Appendix B) will be posted at the location(s) and free from obstruction within each workplace where notices are normally posted. Department Heads will ensure that SFA employees who may be exposed to hazardous chemicals (including products with which they do not work directly with) are informed of the exposure and are provided access to the pertinent workplace chemical lists and SDS for those hazardous chemicals upon request.

Stephen F. Austin State University shall not discipline, harass, or discriminate against any employee for filing complaints, assisting inspectors of the Texas Department of State Health Services, participating in proceedings related to the Texas Hazard Communication Act, or exercising any rights under the Act.

Employees cannot waive their rights under the Texas Hazard Communication Act. A request or requirement for such a waiver by an employer is a violation of the Act.

Chemical Safety Training

Employee education and training are essential components of the SFA HazCom Program. Appropriate training will be provided to employees who use or handle hazardous chemicals as a part of their normal work assignments.

Training of a new or newly assigned employee will be given during new employee orientation and/or by the employee's supervisor, before the employee works with or handles hazardous chemicals.

Supervisors will provide additional training to employees when the potential for exposure to hazardous chemicals in the employee's work area increases significantly or when the employer receives new chemical hazards and information concerning the hazards of a chemical.

1. Training topics will include:
 - a) Interpreting safety information on SDS and chemical labels.
 - b) Location of SDS and methods for obtaining them.
 - c) Hazards associated with the various categories of hazardous chemicals (e.g., flammable, corrosive, toxic, and reactive) including acute and chronic effects.
 - d) Methods for identifying specific chemical hazards (e.g. chemical container labels, SDS).
 - e) Identity and location of hazardous chemicals the employee will handle.
 - f) Safe handling procedures, including proper storage and separation of incompatible chemicals.
 - g) Location, selection, use and care of appropriate personal protective equipment (PPE) to minimize exposure to hazardous chemicals.
 - h) Location and use of safety equipment such as fire extinguishers, safety showers, and eyewash stations.
 - i) First aid treatment to be used, with respect to the hazardous chemicals, the employee will handle.
 - j) Instructions on spill cleanup procedures and proper disposal of hazardous waste.
2. Lab Personnel/Students:

All personnel who work in Laboratories will receive the appropriate HazCom training. Students enrolled in Laboratory Courses will receive appropriate safety information and instruction if class work involves hazardous chemicals; the instructor or lab supervisor will provide this training.

3. Training Records:

Each Department will document employee training and forward those records to EHSRM, including:

- a) The date of training.
- b) An attendance roster.
- c) Specific topics covered.
- d) Name of the instructor.

EHSRM will maintain HazCom training records for a minimum of 5 years. The Training Record Form included in Appendix C may be used to document the training.

Safety Data Sheets (SDS)

Formerly known as Material Safety Data Sheets (MSDS), Safety Data Sheets (SDS) provide hazard information on chemicals that are produced, manufactured, or distributed in the United States. Federal and State laws require employers to provide employees with easy access to SDS for hazardous chemicals or chemical products used in their work area.

It is recommended that SDS be maintained within each work area where hazardous chemicals are being used.

In order to maintain current SDS files, department supervisors should submit a request within 30 days to any manufacturer who fails to supply a current SDS with the purchase of a new hazardous chemical. The supervisor must not permit the use of any hazardous chemical until a current SDS is available.

Copies of SDS's may also be obtained through EHSRM by calling 468-6034 or online by searching for the chemical name followed by SDS.

The GHS requires all chemical manufacturers to produce SDS that have a 16-section format described in detail in Appendix D.

Container Labels

The Texas Hazard Communication Act (THCA) requires that all hazardous chemicals be properly labeled according to the current OSHA GHS standard.

1. Labels on **primary containers** will include the following elements:
 - a) Name, Address and Telephone Number of the chemical manufacturer, importer or other responsible party.
 - b) Product Identifier is how the hazardous chemical is identified.
 - c) Signal Words are used to indicate the relative level of severity of the hazard. There are only two words used as signal words, “Danger” and “Warning.”
 - d) Hazard Statements describe the nature of the hazard(s) of a chemical. All of the applicable hazard statements will appear on the label.
 - e) Precautionary Statements describe recommended steps that should be taken to minimize or prevent adverse effects resulting from exposure to the hazardous chemical or improper storage or handling.
 - f) Supplementary Information. The label producer may provide additional instructions or information that it deems helpful.
2. Labels on existing containers of hazardous chemicals may not be removed or defaced unless they are illegible, inaccurate, or do not conform to the current OSHA HazCom Standard. If a primary container label is removed or missing, the container must be relabeled with the information in number 1 (above).
3. Labels on **secondary containers** will include:
 - a) Chemical identity, as it appears on the SDS.
 - b) Appropriate hazard warnings, such as the GHS pictograms.
4. Complete labels are not required on portable container(s) intended for the immediate use by the employee who performs the transfer. However, the contents should be readily identifiable.
5. Chemicals in a research laboratory are exempt from secondary labeling requirements if:
 - a) The lab is under the direct supervision or guidance of a technically qualified individual (e.g. Faculty Supervisor or Principal Investigator).
 - b) Labels on primary containers of chemicals are not removed or defaced.
 - c) Personnel training requirements are fulfilled and documentation of training is provided to EHSRM.
 - d) Safety Data Sheet (SDS) access requirements are satisfied.
 - e) The laboratory is not used primarily to produce hazardous chemicals in bulk for commercial purposes.

Hazardous Chemical Inventory

1. Work Area Chemical Inventory (WACI):

Each work area (e.g., teaching laboratory, chemical stock room, paint shop, art room, and custodial storage) will maintain an inventory list of all hazardous chemicals or chemical products present in the work area, regardless of quantity. Hazardous chemicals will be listed using the same name found on the label and SDS. The inventory list will include, as appropriate:

- a) Name and telephone number of the person responsible for the work area and the name and signature of the person responsible for compiling the inventory.
- b) Department name.
- c) Location of the hazardous chemicals (building and room number).
- d) Chemical name or common name of the product.
- e) Quantity of the chemical.

2. Workplace Chemical Inventory (WPCI):

EHSRM will use the WACIs to compile a Workplace Chemical Inventory (WPCI) for the entire University. The WPCI will remain on file at the EHSRM Department. A new WPCI for the campus will be compiled annually, or as needed. SFA employees may obtain a copy of the WPCI from EHSRM upon request.

3. Tier Two Inventory Report:

EHSRM will compile a Texas Tier Two Report for the SFA campus each year. The Texas Tier Two Report includes all hazardous chemicals and chemical products exceeding 10,000 pounds, all extremely hazardous substances exceeding 500 pounds or the "Threshold Planning Quantity", whichever is less. The report will be submitted by March 1 each year, for the preceding calendar year, to the TCEQ with the appropriate filing fees. A copy of the Tier Two Report will remain on file at the EHSRM Department. A copy of each Texas Tier Two Report is sent to the Local Emergency Planning Committee and the Nacogdoches Fire Department.

Note: Various products and chemicals are exempt from the Texas HazCom standard. A complete list of program exemptions and exceptions can be found in Appendix F.

Appendix A – Definitions

CHEMICAL NAME – the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) of the Chemical Abstracts Service (CAS) rules of nomenclature or a name that clearly identifies the chemical for the purpose of conducting a hazard evaluation.

COMMON NAME – a designation of identification, such as a code name, code number, trade name, or generic name, used to identify a chemical other than by its chemical name.

EMPLOYEE – a person who is on the payroll of SFA and who may be or may have been exposed to hazardous chemicals in the person's workplace under normal operating conditions or foreseeable emergencies.

EXPOSE or EXPOSURE – an employee is subjected to a hazardous chemical in the course of employment through any route of entry, including inhalation, ingestion, skin contact, or absorption. The term includes potential, possible, or accidental exposure under normal conditions of use or in a reasonably foreseeable emergency.

EXTREMELY HAZARDOUS SUBSTANCE – any substance as defined in EPCRA, Section 302, or listed by the United States Environmental Protection Agency in 40 CFR Part 355.

HAZARDOUS CHEMICAL – any element, compound or mixture of elements or compounds that is a physical or health hazard. Relatively safe materials such as NaCl, sugars, enzymes, etc. are exempt. A hazard determination may be made by employers who choose not to rely on the evaluations made by their suppliers if there are relevant qualitative or quantitative differences. A hazard determination shall involve best professional judgment: factors such as quantity, concentration, physical properties (i.e., volatility) and use may be considered.

HazCom – Hazard Communication Act.

HEALTH HAZARD – includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hemopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

THSC – Texas Health and Safety Code.

LABORATORY – any research, analytical, or clinical facility equipped for experimentation, observation, or practice in a science or for testing and analysis.

NAME – chemical identity on the container label, the SDS, and inventory list.

PERSONAL PROTECTIVE EQUIPMENT – includes clothing or devices intended to prevent exposure to hazardous chemicals (e.g., respirator, gloves, lab coat).

PHYSICAL HAZARD – a material for which there is scientifically valid evidence that it is a combustible liquid, explosive, flammable, compressed gas, organic peroxide, oxidizer, pyrophoric, unstable (reactive), or water reactive.

PRIMARY CONTAINER – the container in which the chemical arrives from the manufacturer.

READILY AVAILABLE – to a SDS means access during an individual's work shift.

RESEARCH LABORATORY – facility equipped for scientific investigation or experimentation aimed at the discovery and interpretation of facts, revision of accepted theories or laws in the light of new facts, or practical application of new or revised theories or laws. NOTE: For the purposes of the Texas Hazard Communication, this DOES NOT include teaching labs or chemical stock rooms.

TDSHS – Texas Department of State Health Services.

TEXAS TIER TWO REPORT – the report submitted annually to the Texas Commission on Environmental Quality that reports quantities of hazardous chemicals per the Texas Tier Two guidelines.

WORK AREA – a room, a defined space, a utility structure or an emergency response site within a workplace where hazardous chemicals are present, produced, used, or stored and where employees are present.

WORKPLACE – an establishment at one geographical location containing one or more work areas. A single building or a complex of buildings in close proximity with similar work activities can be designated as a workplace.

WORKPLACE CHEMICAL INVENTORY – the list of hazardous chemicals in a designated workplace.

Appendix B Notice to Employees (Employee Right to Know Poster)

NOTICE TO EMPLOYEES

The Texas Hazard Communication Act, codified as Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees with specific information on the hazards of chemicals to which employees may be exposed in the workplace. As required by law, your employer must provide you with certain information and training. A brief summary of the law follows.

HAZARDOUS CHEMICALS

Hazardous chemicals are any products or materials that present any physical or health hazards when used, unless they are exempted under the law. Some examples of more commonly used hazardous chemicals are fuels, cleaning products, solvents, many types of oils, compressed gases, many types of paints, pesticides, herbicides, refrigerants, laboratory chemicals, cement, welding rods, etc.

WORKPLACE CHEMICAL LIST

Employers must develop a list of hazardous chemicals used or stored in the workplace in excess of 55 gallons or 500 pounds. This list shall be updated by the employer as necessary, but at least annually, and be made readily available for employees and their representatives on request.

EMPLOYEE EDUCATION PROGRAM

Employers shall provide training to newly assigned employees before the employees work in a work area containing a hazardous chemical. Covered employees shall receive training from the employer on the hazards of the chemicals and on the measures they can take to protect themselves from those hazards. This training shall be repeated as needed, but at least whenever new hazards are introduced into the workplace or new information is received on the chemicals which are already present.

SAFETY DATA SHEETS

Employees who may be exposed to hazardous chemicals shall be informed of the exposure by the employer and shall have ready access to the most current Safety Data Sheets (SDSs) or Material Safety Data Sheets (MSDSs) if an SDS is not available yet, which detail physical and health hazards and other pertinent information on those chemicals.

LABELS

Employees shall not be required to work with hazardous chemicals from unlabeled containers except portable containers for immediate use, the contents of which are known to the user.

EMPLOYEE RIGHTS

Employees have rights to:

- access copies of SDSs (or an MSDS if an SDS is not available yet)
- information on their chemical exposures
- receive training on chemical hazards
- receive appropriate protective equipment
- file complaints, assist inspectors, or testify against their employer

Employees may not be discharged or discriminated against in any manner for the exercise of any rights provided by this Act. A waiver of employee rights is void; an employer's request for such a waiver is a violation of the Act. Employees may file complaints with the Texas Department of State Health Services at the telephone numbers provided below.

EMPLOYERS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES AND CIVIL OR CRIMINAL FINES RANGING FROM \$50 TO \$100,000 FOR EACH VIOLATION OF THIS ACT

Further information may be obtained from:

Texas Department of State Health Services
Division for Regulatory Services
Policy, Standards, & Quality Assurance Unit
Environmental Hazards Group
PO Box 149347, MC 1987
Austin, TX 78714-9347

(800) 452-2791 (toll-free in Texas)

(512) 834-6787

Fax: (512) 834-6726

TXHazComHelp@dshs.texas.gov



Worker Right-To-Know Program
Publication # E23-14173
Revised 03/2014

AVISO AL EMPLEADO

La Ley de Comunicación sobre Peligros de Texas, codificada como el capítulo 502 del Código de Salud y Seguridad de Texas, exige que los empleadores públicos le provean a los empleados información específica sobre los peligros de los químicos a los que los empleados podrían estar expuestos en el centro de trabajo. Según exige la ley, su empleador debe proveerle cierta información y capacitación. A continuación presentamos un breve resumen de la ley.

QUÍMICOS PELIGROSOS

Los químicos peligrosos son cualquier producto o material que represente algún peligro físico o de salud al ser usado, a menos que este quede exento bajo la ley. Como ejemplos de químicos peligrosos más comúnmente usados están los combustibles, los productos de limpieza, los solventes, muchos tipos de aceite, los gases comprimidos, muchos tipos de pintura, los pesticidas, los herbicidas, los refrigerantes, los químicos de laboratorio, el cemento, las varillas de soldadura, etc.

LISTA DE QUÍMICOS EN EL CENTRO DE TRABAJO

Los empleadores deben desarrollar una lista de los químicos peligrosos usados o almacenados en el centro de trabajo que sobrepasen los 55 galones o las 500 libras. El empleador debe renovar la lista de ser necesario, y al menos anualmente, y debe ponerla a fácil disposición de los empleados y de sus representantes al esta ser solicitada.

PROGRAMA DE INSTRUCCIÓN DEL EMPLEADO

Los empleadores deben proveerle capacitación a los empleados recién asignados antes de que los empleados trabajen en un área de trabajo que contenga químicos peligrosos. Los empleados contemplados en la ley deben recibir capacitación del empleador sobre los peligros de los químicos y sobre las medidas que ellos mismos pueden tomar para protegerse de dichos peligros. La capacitación debe repetirse de ser necesario, y al menos cuando se introduzcan nuevos peligros en el centro de trabajo o se reciba nueva información sobre los químicos que ya están presentes.

HOJAS DE DATOS DE SEGURIDAD

El empleador debe informar de la exposición a los empleados que pudieran estar expuestos a químicos peligrosos y ellos deben tener acceso fácil a las hojas de datos de seguridad (SDS) o las hojas de datos de seguridad del material (MSDS) más recientes si es que todavía no hay una SDS disponible, las cuales detallen los peligros físicos y de salud y cualquier otra información pertinente sobre dichos químicos.

ETIQUETAS

No se requerirá que los empleados trabajen con químicos peligrosos provenientes de contenedores que no están etiquetados con excepción de los contenedores portátiles de uso inmediato, el contenido de los cuales el usuario conoce.

DERECHOS DEL EMPLEADO

Los empleados tienen derecho a:

- acceder a copias de las SDS (o una MSDS si es que todavía no hay una SDS disponible)
- la información sobre sus exposiciones químicas
- recibir capacitación sobre los peligros químicos
- recibir el equipo protector apropiado
- presentar quejas, asistir a los inspectores y testificar en contra de su empleador

No se despedirá a los empleados ni se les discriminará de ninguna manera por ellos ejercer cualquiera de los derechos que esta ley estipula. Las renunciaciones de derechos del empleado no tienen ninguna validez; el que el empleador solicite ese tipo de renuncia infringe esta ley. Los empleados pueden presentar sus quejas ante el Departamento Estatal de Servicios de Salud de Texas llamando al teléfono sin costo provisto abajo.

LOS EMPLEADORES PODRÍAN ESTAR SUJETOS A SANCIONES ADMINISTRATIVAS Y A MULTAS CIVILES O PENALES QUE VAN DESDE LOS \$50 HASTA LOS \$100,000 DÓLARES POR CADA INFRACCIÓN DE ESTA LEY

Puede obtener mayor información en:
Texas Department of State Health Services
Division for Regulatory Services
Policy, Standards, & Quality Assurance Unit
Environmental Hazards Group
PO Box 149347, MC 1987
Austin, TX 78714-9347



TEXAS
Department of
State Health Services

(800) 452-2791 (llamada gratuita dentro de Texas)
(512) 834-6787
Fax: (512) 834-6726
TXHazComHelp@dshs.texas.gov



Worker Right-To-Know Program
Publication # E23-14173
Revised 03/2014

Appendix C Hazard Communication Training Record

SFA requires documentation that all employees have been trained in the Hazard Communication Act (HazCom). This requires attendance at both the General HazCom training course given during new employee orientation as well as Site-Specific training. The Supervisor is responsible for insuring that Site-Specific training is provided to new employees and whenever the potential for exposure to hazardous chemicals increases significantly or when new or significant hazard information is received. In accordance with the university's Hazard Communication Program, the individuals listed below have attended a training session covering the provisions listed in the training checklist located on the next page of this document.

DEPT.: _____ BUILDING/ROOM: _____ DATE: _____
 P.I.: _____ INSTRUCTOR: _____

(PRINT) NAME (print clearly (Last name, First Name, MI))	(PRINT) SIGNATURE	JOB TITLE

I certify that the Training Checklist topics were covered in this training session.

_____ **Signature of Instructor**

Keep a copy and return the completed original form to the Environmental Health, Safety and Risk Management Department (Campus Mail Box 6113 or Fax to: 468-7312).

Training Checklist

This checklist will help you cover training topics as described in The University's Hazard Communication Program and the General Safety Manual and supplements information provided during the General Hazard Communication course. While other training may cover some of the following topics, it is your responsibility to ensure employees have a thorough understanding of the topics (use the General Safety Manual and the Safety Data Sheets (SDS) of your workplace chemicals as a source in your discussion):

CHEMICALS

- General and site-specific procedures for safe handling and use of chemicals.
- Physical and health (both short-term and long-term) hazards of chemicals used in the work area.
- Where chemicals are located in the work area and the segregation scheme in use.
- Methods used to detect the presence or release of hazardous chemicals.
- Signs and symptoms associated with exposures to hazardous chemicals in the work area
 - How to respond to a chemical exposure, including first aid and emergency response.
 - What OSHA Permissible Exposure Limits (PEL's) are as well as other recommended exposure limits. Show where exposure limits for a particular chemical are found. (OSHA Permissible Exposure Limits of some chemicals are found on the SDS).
- Where SDS are found (work area, manufacturer, or the Environmental Health, Safety and Risk Management Department).

PROCEDURAL

- Where spill control equipment is located and how to clean up chemical after use or a spill.
- Emergency Procedures should be outlined in the General Safety Manual.
- Where emergency numbers are posted, where fire alarms and fire extinguishers are located, and procedures for building evacuation.
- Where Texas Hazard Communication Act Employee Notification posters are displayed (should be where employee notices are normally posted).
- Where the General Safety Manual is kept and an overview of its contents.
- Explain what the proper procedure for chemical and biological disposal is.

PERSONAL PROTECTIVE EQUIPMENT

- How to prevent exposure to chemicals (e.g. general and site-specific practices, appropriate personal protective clothing).
- Where personal protective clothing and equipment (e.g. goggles, masks, and eyewashes) are located and how to use them.

SPECIAL EQUIPMENT (if applicable)

- Instructions in the use of any special equipment in the lab.

Appendix D Safety Data Sheets (SDS)

Safety Data Sheets must now be compliant with the GHS system which requires a standardized 16 section format described below:

Section 1: Identification – This section includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2: Hazard(s) Identification – This section includes all hazards regarding the chemical; required label elements. Signal word (Warning or Danger).

Section 3: Composition/Information on Ingredients – This section includes information on chemical ingredients; trade secret claims.

Section 4: First-Aid Measures – This section includes important symptoms/effects, acute, delayed; required treatment.

Section 5: Fire-Fighting Measures – This section lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6: Accidental Release Measures – This section lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7: Handling and Storage – This section lists precautions for safe handling and storage, including incompatibilities.

Section 8: Exposure Controls/Personal Protection – This section indicates the exposure limits, engineering controls (e.g., use local exhaust ventilation), and personal protective measures that can be used to minimize worker exposure (e.g., type of glove material, such as PVC or nitrile rubber gloves).

Section 9: Physical and Chemical Properties – This section identifies physical and chemical properties associated with the substance or mixture. The minimum required information consists of:

1. Appearance (physical state, color, etc.);
2. Upper/lower flammability or explosive limits;
3. Odor;
4. Vapor pressure;
5. Odor threshold;
6. Vapor density;
7. pH;
8. Relative density;
9. Melting point/freezing point;
10. Solubility;
11. Initial boiling point and boiling range;
12. Flash point;
13. Evaporation rate;
14. Flammability (solid, gas);
15. Partition coefficient: n-octanol/water;

16. Auto-ignition temperature;
17. Decomposition temperature; and
18. Viscosity

Section 10: Stability and Reactivity – This section lists chemical stability and possibility of hazardous reactions.

Section 11: Toxicological Information – This section includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12: Ecological Information (non-mandatory) – This section provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment.










Section 13: Disposal Consideration (non-mandatory) – This section provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8 (Exposure Controls/Personal Protection) of the SDS.

Section 14: Transport Information (non-mandatory) – This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea. The information may include the UN number, transport hazard class(es), packing group number, environmental hazards, and any special precautions.

Section 15: Regulatory Information (non-mandatory) – This section identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS.

Section 16: Other Information – This section indicates when the SDS was prepared or when the last known revision was made.

Figure 1. – GHS Hazard Pictograms

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (Harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases Under Pressure 	<p>Corrosive</p>  <ul style="list-style-type: none"> • Skin Corrosion/Burns • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (Fatal or Toxic)

Appendix E – Chemical Inventory Worksheet

General Information

Name:	Building:
Date:	Room Number:
Department:	General Room Use:

Chemical Name	Description	Quantity	Location

Signature:	Sheet#:
------------	---------

Appendix F - Program Exemptions and Exceptions

The provisions of this HazCom program do not apply to chemicals in the following categories:

1. Hazardous waste regulated under the Federal Resource Conservation and Recovery Act
2. Tobacco or tobacco products
3. Wood or wood products
4. Any article that is formed to a specific shape or design during manufacture, that has end-use functions dependent in whole or in part of its shape or design during end use, and that does not release or otherwise result in exposure to a hazardous chemical under normal conditions of use (e.g., tires, PVC piping)
5. Food, drugs, cosmetics, or alcoholic beverages in a retail food sale establishment that are packaged for sale to consumers
6. Food, drugs, or cosmetics intended for personal consumption by an employee while in the workplace
7. Any consumer product or hazardous substance if the product is used in the workplace in the same manner as normal consumer use and if the use results in a duration and frequency of exposure that is not greater than exposures experienced by consumers
8. Any drug, as defined in the Federal Food, Drug, and Cosmetic Act
9. Radioactive waste
10. A hazardous chemical in a sealed and labeled package that is received and subsequently sold or transferred in that package if:
 - 1) The seal and label remain intact while in the workplace;
 - 2) The chemical does not remain in the workplace more than five working days;
 - 3) Personnel training requirements are met;
 - 4) The chemical is not an extremely hazardous substance at or above the threshold planning quantity or 500 pounds, whichever is less.