



American University

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RISK MANAGEMENT &

ENVIRONMENTAL HEALTH & SAFETY SERVICES

HAZARD COMMUNICATION

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www.american.edu/finance/rmehs/

1.0 Purpose

It is the policy of the American University to ensure a safe and healthy work environment for all employees. For chemical hygiene and safety, this is achieved through the implementation of the comprehensive Hazard Communication Program (HCP) and a Chemical Hygiene Program (CHP).

The Hazard Communication Program (HCP) provides access to information regarding the hazardous nature and safe use of chemicals at American University in non-laboratory settings.

To address laboratory settings, the Chemical Hygiene Plan (CHP) applies to Biology, Chemistry, Environmental Science, and Neuroscience / Psychology research and teaching laboratories as well as chemical stockrooms. The Chemical Hygiene Plan and Hazard Communication Program are aligned for a common approach to requirements for labeling requirements, training, and material data safety sheet (MSDS) and/or safety data sheets (SDS).

Additionally, the Hazard Communication Program is not intended to address radiological safety and/or radiological safe work procedures, hearing conservation (except in the case of ototoxic agents), or any other non-chemical physical hazards.

Other physical hazards (noise, vibration, heat, errant electricity, etc.) are addressed in individual programs oriented towards the specific hazard. Employees are trained for specific safe work practices with regards to physical hazards as they apply to job classification and/or special project involvement.

2.0 Scope/Field of Application

The Hazard Communication Program applies to all American University faculty and staff at all American University facilities and project sites, with the exception of laboratories. It also applies to all facilities and personnel that use, store, or transport chemicals.

3.0 Responsibilities

3.1 Chemical Hygiene Officer

The Chemical Hygiene Officer (CHO) has the responsibility for ensuring that the HCP is implemented in American University facilities. CHO services for Facilities Management is provided by the Environmental Health & Safety office. Duties include:

- Understanding the provisions of the HCP and how they are implemented in each department engaging in the use of chemicals.
- Understanding the current requirements for regulated chemicals.
- Implementing training and education programs for employees specific to the CHP.
- Aiding in the execution of hazard determinations and risk assessments for processes and projects requiring the use of chemicals.
- Ensuring that containers of chemicals in use and in storage areas are properly labeled.

- In conjunction with the Facilities Management department annually reviewing and updating the HCP as required by changes in procedures, processes, addition/subtraction of chemicals and regulations related to chemical use.

3.2 Facilities Management Directors and Assistant Directors

Facilities management is responsible for understanding the Hazard Communication program and its implementation in their respective work areas. These managers must ensure that employees within their area are implementing the HCP in accordance with the written program.

3.3 Facilities Management Supervisors

The Supervisors have primary responsibility for maintaining chemical hygiene and safety in their laboratory, this includes:

- Understanding the provisions of the HCP and implementing the program in each work area supervised.
- Ensuring that all employees are trained on and follow the HCP.
- Ensuring appropriate labeling of chemical containers.
- Maintaining, understanding, and interpreting Safety Data Sheets.
- Understanding and abiding by warning labels.
- Ensuring that facilities have compatible storage for the chemical materials being ordered/used.
- Ensuring employees are informed of any hazards inherent to the chemicals in use or storage.
- Possessing a general knowledge of regulatory requirements concerning chemicals and materials.

3.4 Facilities Management Employees

Employees are responsible for planning and conducting each maintenance operation in accordance with the procedures detailed in this program. Specific responsibilities include:

- Understanding the HCP and its application to the employee's job functionality.
- Gaining knowledge of chemical hazards in the workplace through participating in training programs and reviewing SDS.
- Ensuring that chemical containers are properly labeled and report missing/illegible labels to the Supervisor or CHO.

4.0 Regulated Materials

The Hazard Communication Standard is specific with respect to the categories of materials for which SDS acquisition, labeling, and training are applicable and not applicable.

4.1 Materials Subject to the Standard:

- Any chemical which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

4.2 Materials Not Subject to the Standard

- Any hazardous waste as such term is defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. 6901 *et seq.*), when subject to regulations issued under that Act by the Environmental Protection Agency;
- Any hazardous substance as defined by CERCLA (42 U.S.C. 9601 *et seq.*) when it is the focus of a CERCLA remedial or removal action.
- Tobacco and tobacco products.
- Wood or wood products where the only hazard is flammability or combustibility as certified by the manufacturer.
- Food and Beverages sold or prepared for use in retail establishments.
- Any over the counter drug and prescription drugs intended solely for use by an employee. All first aid supplies intended for use at the facility are also exempted.
- Any cosmetics packaged and intended for consumer use.
- Any consumer product including hazardous substances as defined by the CPSA and FHSA where the use of the product is used at the workplace as intended by the manufacturer and when the exposure to the worker is equivalent to exposure from the intended use.
- Nuisance particulates where the chemical manufacturer or importer can establish that they do not pose any physical hazard, health hazard, or other hazards covered under this section;
- Ionizing and nonionizing radiation; and,
- Biological hazards.

5.0 Chemical Inventory

A chemical inventory must be maintained for covered chemicals in use/storage within American University facilities. The CHO will add new chemicals to the inventory upon notification from Facilities supervisors or employees.

Formal chemical inventory will be audited yearly during or in addition to the scheduled safety inspection. The CHO or designee will complete the inventory of all chemicals in use and/or storage. This inventory will be the basis for audit/review of the safety data sheet library.

5.1 Safety Data Sheets

An SDS library is maintained for all chemicals received at each facility in accordance with the list of materials that are regulated by the Standard (see Section 6: Hazard Communication Regulated Materials).

Any chemical or commercial formulation without an SDS may NOT be used until a current SDS is obtained. Should a chemical be received without an SDS, the facility's supervisor must notify the CHO and suspend use of the material until an SDS is located or until an exemption of the material for the Standard can be verified.

6.0 Container Labeling and Information Transfer

6.1 Training

All American University employees handling hazardous materials are to have Hazard Communication training at the beginning of employment or involvement in work with hazardous materials and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. Training is organized by the Environmental Health & Safety office and includes the following information:

- SDS Use and Interpretation
- Specific hazards in the area of employment
- Review of this Hazard Communication program and associated Safe Work Instruction SOPs as well as the OSHA Hazard Communication Standard
- Review of GHS, HMIS and NFPA labeling systems.

6.2 Container Labeling

Globally Harmonized System labeling:

All incoming hazardous materials must be labeled using the Globally Harmonized System of chemical labeling. GHS labels are composed of 6 predetermined sections, which are shown in the image below:

The Basic Parts of A GHS-Compliant Label

1 → **n-Propyl Alcohol**
UN No. 1274
CAS No. 71-23-8

2 → **DANGER**

3 → Highly flammable liquid and vapor. Causes serious eye damage. May cause drowsiness and dizziness.

4 → Keep away from heat/sparks/open flames/hot surfaces. No smoking. Avoid breathing fumes/mist/vapours/spray. Wear protective gloves/protective clothing/eye protection/face protection. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses if present. Continue rinsing.










5 → Fill Weight: 18.65 lbs. Lot Number: B56754434
Gross Weight: 20 lbs. Fill Date: 6/21/2013
Expiration Date: 6/21/2020 See SDS for further information.
Acme Chemical Company - 711 Roadrunner St. - Chicago, IL 60601 USA - www.acmechem.com - 123-444-5567

6 → Pictograms: Flame, Hand being washed, Exclamation mark.

- 1. Product Identifier** - Should match the product identifier on the Safety Data Sheet.
- 2. Signal Word** - Either use "Danger" (severe) or "Warning" (less severe)
- 3. Hazard Statements** - A phrase assigned to a hazard class that describes the nature of the product's hazards
- 4. Precautionary Statements** - Describes recommended measures to minimize or prevent adverse effects resulting from exposure.
- 5. Supplier Identification** - The name, address and telephone number of the manufacturer or supplier.
- 6. Pictograms** - Graphical symbols intended to convey specific hazard information visually.

Sample label courtesy of Weber Packaging Solutions - www.weberpackaging.com

GHS labels contain 9 pictograms, which can be found on GHS-compliant labels to help convey the material's hazards to the user. The use of pictograms is based on specific hazard characterization descriptions, which are listed in the image below:

 <p>Health Hazard Carcinogen Mutagenicity Reproductive Toxicity Respiratory Sensitizer Target Organ Toxicity Aspiration Toxicity</p>	 <p>Flame Flammable Pyrophorics Self-Heating Emits Flammable Gas Self-Reactive Organic Peroxides</p>	 <p>Exclamation Mark Irritant (skin and eye) Skin Sensitizer Acute Toxicity (harmful) Narcotic Effects Respiratory Tract Irritant Hazardous to Ozone Layer (Non Mandatory)</p>
 <p>Gas Cylinder Gases Under Pressure</p>	 <p>Corrosion Skin Corrosion / Burns Eye Damage Corrosive to Metals</p>	 <p>Exploding Bomb Explosives Self-Reactives Organic Peroxides</p>
 <p>Flame over Circle Oxidizers</p>	 <p>Skull and Crossbones Acute Toxicity (Fatal or Toxic)</p>	 <p>Environment (Non Mandatory per OSHA) Aquatic Toxicity</p>

National Fire Prevention Association labeling:

Manufacture container labels often exhibit the NFPA hazard diamond. Employees will receive training in interpretation of the NFPA diamond during Hazard Communication training.

6.3 Hazard Communication Warning Signs

Employees and visitors must be informed of general hazards. Warning signs for hazards must consist of at least the following where appropriate:

- Mandatory or Recommended Personal Protective Equipment: warning sign to be posted at entrance project room.
- Non-Comestible Food/Beverage: warning sign to be posted on refrigeration unit.
- Storage for acids, bases, other reactive chemicals: warning sign to be posted on the chemical storage cabinet. Warning signs should include precautions for non-compatible substances.
- Notification of any safety equipment or devices that are out of service: Warning sign to be posted at most prominent location.
- Specific Compressed Gas Hazard: warning sign to be posted on the cylinder or at the entrance to the cylinder storage whichever is most prominent.
- Specific Use Ventilation Hoods (i.e. perchloric acid): warning signs for any non-compatible substances to be posted on the hood sash.

7.0 Facility Safety and Hygiene Inspections

The American University realizes the importance of good housekeeping practices in reducing accidents and other safety hazards. Formal safety inspections and chemical reconciliations are the responsibility of the CHO and Facilities Management Supervisors.

8.0 Documentation/Record Control

8.1 Records

- Hazard communication program associated records include the following:
- SDS
- Hazard Communication Training
- Chemical inventory
- Hazard/risk assessments

8.2 Document and Record Security

All Hazard Communication related records are available for all staff and management review. SDS sheets are available online. Staff or visitors should contact the CHO and Facilities Management personnel for all other hazard communication related documents.

9.0 Community Right-to-Know and Emergency Planning

American University monitors and reports hazardous chemicals in accordance with the threshold planning quantities set forth by community right-to-know reporting requirements and the EPA's Emergency and Hazardous Chemical Inventory Forms.

10.0 Contract Employees Notification

Contract employees must be informed about the hazardous chemicals they may be exposed to while performing work at American University. This information should be provided by the AU project manager but may also be requested at any time through the Environmental Health and Safety office.

Contractors bringing hazardous materials onto American University-owned property should have a hazard communication program that meets all OSHA requirements set forth in 29 CFR 1910.1200 and provide all chemical data sheets to the AU project manager prior to bringing the materials on-site.

11.0 Abbreviations

CERCLA: Comprehensive Environmental Response, Compensation and Liability Act.

CPSA: Consumer Product Safety Act

CFR: Code of Federal Regulations

FHSA: Federal Hazardous Substances Act

GHS: Globally Harmonized System

MSDS: Material Data Safety Sheet

NIOSH: National Institute of Occupational Safety and Health

OEL: Occupational Exposure Limit

OSHA: Occupational Safety and Health Administration

SDS: Safety Data Sheet

U.S.C.: United States Code

12.0 References

National Research Council. Prudent Practices for the Laboratory; Handling and Disposal of Chemicals. National Academy Press, 1981.

OSHA. "Guidance for Hazard Determination for Compliance with the Hazard Communication Standard" (29 CFR 1910.1200) <http://www.osha.gov/dsg/hazcom/ghd053107.html>

OSHA. 29 CFR 1910.1200 "Hazard Communication/"

OSHA. 71 FR 53617-52627. Advance Notice of Proposed Rulemaking: Hazard Communication

United Nations. Globally Harmonized System of Classification and Labeling of Chemicals. ST/SG/AC.10/30/Rev. 2. United Nations, 2007. (often cited as the 'purple book')

OSHA. GHS - OSHA HCS Comparison; Comparison of Hazard Communication Requirements.

13.0 Additional Resources

[OSHA 29 CFR 1910.1200 "Appendix A. Health Hazard Criteria"](#)

[Department of Homeland Security. "Chemical Facility Anti-Terrorism Standards"](#)

[Environmental Protection Agency. "List of Lists"](#)