

UNIVERSITY OF SAINT FRANCIS

HAZARD COMMUNICATION PROGRAM

2008

Introduction

Because the University of Saint Francis values the health and safety of its employees and in compliance with OSHA Hazardous Communication Standard (29CFR 1910.1200) this written program has been instituted.

Program Responsibility

The Supervisor of the Security Department is responsible for the following:

1. Maintain the central MSDS file in their North Campus office for the Operations department.
2. Supervise hazardous material disposal and maintain records of same.

Heads of departments and supervisors are responsible for:

1. Generating and maintaining lists of all hazardous materials used by the department.
2. Informing the Supervisor of Security of new materials in the workplace and forward appropriate MSD sheets.
3. Maintaining training program for new employees and annual training for current employees.
4. Notifying the Supervisor of Security of any hazardous materials that need disposed of.

Material Safety Data Sheets (MSDS)

1. MSD sheets are to be supplied by the manufacturer or distributor for all products used on campus.
2. If an MSDS is not received with a product it should immediately be requested by the person who ordered the product. If it is not received in a reasonable amount of time the Supervisor of Security should be notified.
3. The product will be assessed and if it is hazardous it will not be used until an MSDS arrives.
4. The Supervisor of Security will maintain the central MSDS file for products and manufacturers.
5. The separate departments will maintain their own files and forward copies of new or revised MSDS for the central file to the Supervisor of Security.
6. Department heads are responsible for maintaining MSD sheets at all appropriate locations for their employees.

MSDS Access

All applicable MSD sheets will be readily accessible to employees during regular business hours. Other than in an emergency any employee who wants to obtain an MSDS should request it through their supervisor or the Supervisor of Security. MSD sheets are not to be removed from their immediate locations except for emergency situations.

Labeling

All incoming containers of materials are to be inspected for proper labeling by the head of the department that ordered the material. The label must be intact, properly identify the contents of the container, explain safe handling procedures and provide information concerning health hazards. If a label is missing or defaced the department must identify the contents and label the container accordingly.

Suppliers should be requested to provide proper labeling for all chemicals used in smaller containers than they are delivered in. In the event a supplier does not provide adequate labeling the department head or supervisor is responsible to make sure all containers are labeled. These labels will include all appropriate warnings regarding the physical and health hazards of the chemical. Labeling of non-original or non-manufacturer containers is the responsibility of the department head or supervisor. All labels must identify the contents, include safe handling techniques and provide information regarding the physical and health hazards of the chemical.

Anytime a product is placed in a non-original container and relabeled the new label will contain information and warnings as detailed as the original. Updating labels is the responsibility of the department heads and supervisors. Updates must be made when a manufacturer or supplier sends a revised MSDS for a product currently in use.

Employee Training

Annual hazardous communication training is the responsibility of the department heads or supervisors of each area, assisted as needed by the Supervisor of Security. This training will be for all employees, including work-study, who may be exposed to hazardous materials in the performance of assigned tasks. Any new products introduced into the workplace will have supplemental training as required. Training will include the Hazard Communication law in general, applications in the specific workplace, warning labels, MSDS, bloodborne pathogens and personal protective equipment. New employees will receive training before they begin their assignments, as will current employees who transfer to new departments or job assignments. An employee called upon to perform non-routine tasks where hazardous materials or chemicals may be involved will receive proper training from the department head or supervisor before beginning the task.

Outside Contractors

When outside contractors are hired the university is responsible for providing information about any chemical or material hazards they will be exposed to or are present in the workplace. The department head or supervisor who hires the contractor is responsible for ensuring that the following information is made available:

1. Inventory of all hazardous materials of concern in the work area.
2. All pertinent MSDS are readily accessible to all workers.
3. Advise contractor of the university's measures used to protect employees.
4. Contractor sign off before work begins.

Additionally it is the responsibility of the contractor to inform the department head or supervisor of any threat or potential threat that our employees might be exposed to due to any hazardous chemicals or materials used by the contractor.

Emergency Procedures

These are the steps to be taken in the event of a chemical spill:

1. Evacuate the area.
2. Notify Security at 7888.
3. Identify the chemical and get the MSDS from the file.
4. If the material is identified as hazardous, toxic or cannot be identified Security will call 911, requesting assistance from the Fire Department.
5. Follow these precautions:
 - a. Approach chemical spills from upwind.
 - b. Keep onlookers away from the scene.
 - c. Do not walk in or touch any spilled material.
 - d. Avoid inhaling any smoke, fumes or vapor.
 - e. Do not assume gases or vapors are harmless because of a lack of smell.

Chemical Exposure

If an exposure occurs involving a hazardous chemical take the following steps:

1. Remove contaminated clothing and flush affected area with water for 15 minutes.
2. If fumes have been inhaled get employee to fresh air immediately.
3. In the event of a major exposure call 9-911 and request an EMS be sent. Have the appropriate MSDS ready for emergency personnel. Then security will be called, they in turn will notify the Emergency Director.

