

 <b>WAKE FOREST</b> UNIVERSITY	SAFETY_002	<b>Revision Date:</b> 11/29/16
	<b>HAZARD COMMUNICATION</b>	<b>Developed by:</b> Environmental Health & Safety  <i>Emily Reese 11/29/16</i> Approved by: Associate Vice President of Strategy and Operations
<b>Effective Date:</b> November 2001		

## 1. PURPOSE

Hazard Communication (HazCom) is designed to ensure that employers and employees are informed about hazardous chemicals in the workplace and how to protect themselves. Employees must use only labeled containers, and receive training prior to use. Safety Data Sheets (SDS) must be readily available to employees. SDS provide information on chemical composition, physical and health hazards, safe handling and storage, and emergency guidelines.

Under the HazCom Standard, employees have the right to know:

- Chemical substances present in the work area
- Health effects of these chemicals
- Precautions necessary to protect from exposure
- Physical hazards (i.e., fire, explosion)
- Proper handling and storage
- Emergency procedures

## 2. REFERENCES

29 CFR 1910.1200

## 3. DEFINITIONS

*Common name* means any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

*Hazardous chemical* means any chemical which is a physical hazard or a health hazard.

*Hazard warning* means any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s). (See the definitions for “physical hazard” and “health hazard” to determine the hazards which must be covered.)

*Health hazard* means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term “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 hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

*Physical hazard* means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

*Safety Data Sheet (SDS)* means written or printed material communicating the hazards of a hazardous chemical.

*Work area* means a room or defined space in a workplace where hazardous chemicals are produced, stored, or used, and where employees are present.

*Workplace* means an establishment, job site, or project, at one geographical location containing one or more work areas.

#### **4. RESPONSIBILITIES**

##### **a. Environmental Health & Safety**

The Department of Environmental Health and Safety (EHS) is responsible for developing and implementing policy and procedures for compliance with the Hazard Communication Standard.

Prior to receiving any new chemical product within Facilities and Campus Services, Athletics, and Residence Life and Housing, EHS will review the product SDS and either approve or disapprove use of the chemical product. Those chemical products disapproved may not be brought on campus.

##### **b. Supervisors**

Obtain and maintain SDS information for employees and make them readily available.

Ensure that employees complete training prior to work with chemical products and keep training attendance records.

Ensure containers are properly labeled and stored properly and employees wear appropriate PPE as required.

Maintain current chemical inventory and SDS in the work area.

**c. Employees**

Employees must attend training, label containers properly, review SDS information for all chemicals before the initial use and whenever a new chemical is introduced, follow instructions including wearing appropriate PPE, and report potential hazards to their supervisor.

**d. Project Managers**

Must advise contract workers of any potential hazards associated with chemicals they might encounter during their work assignment. This includes advising the contractors of the location of the SDS and ensuring it is readily available to them, if requested.

Project Managers and Contractors must also advise employees if they will be introducing any new chemicals into the work place during the course of their work and if so, provide SDS information and have it readily available for campus employees as needed.

**5. PROCEDURES**

**a. Chemical Labeling**

Chemicals in original containers must have a label that includes:

*Symbols (hazard pictograms):* Convey health, physical and environmental hazard information, assigned to a GHS hazard class and category.

*Signal Words:* "Danger" or "Warning" is used to emphasize hazards and indicate the relative level of severity of the hazard, assigned to a GHS hazard class and category. "Danger" is used for more severe hazards, and "Warning" is used for less severe hazards.

*Hazard Statements:* Standard phrases assigned to a hazard class and category that describe the nature of the hazard.

Containers used to hold chemicals transferred from the original container must also be labeled. These containers labels must, at a minimum, contain:

- Common name
- Identity of hazardous chemical
- Appropriate hazard warnings

**b. Safety Data Sheets**

Each department using hazardous chemicals must obtain and maintain a SDS for each chemical in the department. SDS information must be accessible at all times.

If an SDS does not accompany the chemical at the time of delivery, that chemical shall not be used until a SDS is received.

### **c. Personal Protective Equipment (PPE)**

Safety Data Sheets will provide specific information on appropriate PPE to be used when a chemical is being used. PPE is worn to protect to worker, and is mandatory when indicated for use by the SDS. PPE used to protect against chemical exposure is provided free of charge to employees. Supervisors are responsible for ensuring employees are provided with proper PPE prior to work, and that the employee knows the proper use and limitations of the PPE.

### **d. Chemical Disposal**

Chemical waste collection and disposal is handled by the EHS. Prior to collection chemical waste must be properly labeled with the contents of the container. Contact EHS for waste collection. All hazardous waste must be disposed of in accordance with federal and state regulatory agencies.

### **e. Chemical Inventory**

Each department using and/or storing hazardous chemicals must maintain an accurate inventory. This will be accomplished using the WFU on-line chemical inventory system, Vertere. Training on use of the system will be provided by the EHS Department.

New chemical purchases are to be entered into the system under the appropriate department and location upon arrival. A PDF copy of the SDS is to be included with the chemical entry if it is not already present in the system. Once a chemical container is empty, it is to be removed from the location inventory immediately.

At least annually, each department must conduct a physical inventory of all hazardous chemicals within the department to ensure it corresponds with the on-line inventory.

## **6. TRAINING**

**a.** All individuals who work with hazardous chemicals must be trained before they begin using the hazardous chemical. General training for all Wake Forest University employees is provided as part of the New Employee Orientation process. Supervisors are responsible to train employees on proper use, protective measures and PPE (Personal Protective Equipment) prior to use. Annual refresher training is to be conducted for employees who use chemicals.

**b.** Training will include:

Location and details of Hazard Communication plan and Safety Data Sheets.

Methods and observations used to detect presence or release of hazardous chemicals.

Physical and health hazards of chemicals in work place.

Safe chemical work practices, emergency procedures and Personal Protective Equipment (PPE).

c. Records will be maintained by the EHS and individual departments as deemed necessary.

**7. REVISIONS**

<b>REVISION</b>	<b>REVISION DATE</b>
Added SDS to definitions and updated information about the online chemical inventory system. Made minor revisions to phrasing.	<b>11/28/2016</b>
Change MSDS to SDS. Changes from EHS Office to EHS Department. Change of Signing Authority to Associate Vice President, Strategy and Operations. Incorporate Chemical Inventory Process within EMS	<b>1/22/2015</b>