

Hazard Communication Program

Kingston University

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Hazard Communication Program created by:
Kingston University

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Hazard Communication Program

1. Company Policy

To ensure that information about the dangers of all hazardous chemicals used by **Kingston University** is known by all affected employees, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of this company will participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available in the **OSHA Compliance Office** for review by any interested employee.

OSHA Compliance Officer is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

2. Container Labeling

OSHA Compliance Officer will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address.

OSHA Compliance Officer will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see **OSHA Compliance Officer**.

On the following individual stationary process containers, we are using **N/A** rather than a label to convey the required information:

N/A.

We are using a labeling system that relies on **N/A**.

The **OSHA Compliance Officer** will review the company labeling procedures every **year** and will update labels as required.

3. (Material) Safety Data Sheets (SDS/MSDSs)

The **OSHA Compliance Officer** is responsible for establishing and monitoring the company SDS/MSDS program. He/she will ensure that procedures are developed to obtain the necessary SDS/MSDSs and will review incoming SDS/MSDSs for new or significant health and safety information. He/she will see that any new information is communicated to affected employees. The procedure below will be followed when an SDS/MSDS is not received at the time of initial shipment:

1. Contact the vendor for an MSDS for the item(s) purchased and delivered.
2. If MSDS is not provided by the vendor within 25 calendar days of the request, call local Cal/OSHA Compliance office or write to:
**Division of Occupational Safety and Health Deputy Chief of Health and Engineering Services
1515 Clay Street, Suite, Room 1901**

Oakland, CA 94612

Copies of SDS/MSDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in **OSHA Compliance Office**.

SDS/MSDSs will be readily available to all employees during each work shift. If an SDS/MSDS is not available, contact **OSHA Compliance Officer**.

SDS/MSDSs will be readily available to employees in each work area using the following format:

Printed hard copies

When revised SDS/MSDSs are received, the following procedures will be followed to replace old SDS/MSDSs:

- 1. Indicate or highlight the revision date of the newly revised MSDS received**
- 2. Remove the old MSDS from the binder section labeled with "Current MSDS" and place the old MSDS in the "Old MSDS" binder section**
- 3. Insert the revised/updated MSDS in the "Current MSDS" binder section.**
- 4. Immediately announce and inform workers of the revised updated MSDS.**
- 5. Make the current MSDS accessible by all workers for review.**

4. Employee Training and Information

OSHA Compliance Officer is responsible for the Hazard Communication Program and will ensure that all program elements are carried out.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will attend a health and safety orientation that includes the following information and training:

- An overview of the OSHA hazard communication standard
- The hazardous chemicals present at his/her work area
- The physical and health risks of the hazardous chemicals
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels and SDS/MSDSs to obtain hazard information
- Location of the SDS/MSDS file and written Hazard Communication program

Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard. The training format will be as follows:

1. **OSHA Compliance Officer organizes the training and presents the chemical to be newly introduced to the work section, and distribute MSDS with precautions.**
2. **If new MSDS or revised MSDS information is received, OSHA Compliance Officer will provide the information to the employees within 30 days.**
2. **Employees are encouraged to ask questions and the Officer or the trainer shall provide answers**
3. **Training may incorporate videos or online resources provided by the manufacturers or OSHA**

5. Hazardous Non-routine Tasks

Periodically, employees are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: confined space entry, tank cleaning, and painting reactor vessels. Prior to starting work on such projects, each affected employee will be given information by **OSHA Compliance Officer** about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

Examples of non-routine tasks performed by employees of this company are:

Task	Hazardous Chemical
N/A	

6. Informing Other Employers/Contractors

It is the responsibility of **OSHA Compliance Officer** to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of **OSHA Compliance Officer** to obtain information about hazardous chemicals used by other employers to which employees of this company may be exposed.

Other employers and contractors will be provided with SDS/MSDSs for hazardous chemicals generated by this company's operations in the following manner:

N/A

In addition to providing a copy of an SDS/MSDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by this company.

Also, other employers will be informed of the hazard labels used by the company. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.

7. List of Hazardous Chemicals

A list of all known hazardous chemicals used by our employees is attached to this plan. This list includes the name of the chemical, the manufacturer, the work area in which the chemical is used, dates of use, and quantity used. Further information on each chemical may be obtained from the SDS/MSDSs, located in **OSHA Compliance Office**.

When new chemicals are received, this list is updated (including date the chemicals were introduced) within 30 days. To ensure any new chemical is added in a timely manner, the following procedures shall be followed:

The OSHA Compliance Officer is required to add new chemicals to the List of Hazardous Chemicals as soon as the chemicals are delivered and received.

The hazardous chemical inventory is compiled and maintained by **OSHA Compliance Officer**.

8. Chemicals in Unlabeled Pipes

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact **OSHA Compliance Officer** for information regarding:

- The chemical in the pipes
- Potential hazards
- Required safety precautions.

N/A

9. Program Availability

A copy of this program will be made available, upon request, to employees and their representatives.