

UNIVERSITY OF ALASKA FAIRBANKS SAFETY SYSTEM POLICY AND PROCEDURE

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SUBJECT: Hazard Communication (Employee Right-To-Know) Procedure

HAZARD COMMUNICATION PROCEDURE

PURPOSE: The purpose of this policy is to ensure that the hazards of all chemicals and physical agents used or processed at UAF are evaluated and that information concerning their hazards is transmitted to employees. The transmittal of this information is to be accomplished by means of a comprehensive Hazard Communication Program which includes container labeling and other forms of warning, material safety data sheets, and employee training.

This is commonly referred to as the "Employee Right-To-Know" law.

OBJECTIVE: The objective of this policy is to provide a safe working environment for all employees at all times, and in doing so, comply with both state and federal regulations. Reference the University of Alaska Regulations 05.09.01, the OSHA Hazard Communication Standard Title 29 Codes of Federal Regulations 1910.1200, and Alaska Statutes 18.60.010 to 18.60.105.

SCOPE: This policy applies to any chemical or physical agent which is known to be present in the workplace that employees may be exposed to under normal conditions of use, or in a foreseeable emergency.

I. INTRODUCTION

The federal and state agencies of Occupational Safety and Health Administration (OSHA) have imposed a Hazard Communication Standard which dictates that exposed employers have:

- A. A written Hazard Communication Program
- B. A list of hazards
- C. Material Safety Data Sheets (MSDS)
- D. Labels/warning systems

E. Employee training

II. RESPONSIBILITIES

A. Administration

The Director of UAF Environmental Health, Safety, and Risk Management (EHS&RM) will be responsible for all program reviews and updating.

The Director of UAF EHS&RM will also ensure that all employees are informed of the contents of the Hazard Communication Program, the major properties of each hazard with which the employee works, where descriptive information is maintained, safe handling procedures, and measures that an employee can take to protect themselves.

B. Employee

1. Attend all required training.
2. Read the "Employee Right-to-Know" and other safety posters.
3. Know the name of their Unit Safety Coordinator.
4. Read all Material Safety Data Sheets (MSDS).
5. Notify the UAF EHS&RM Hazmat Section (474-5487) when an MSDS is needed, a new hazard has been introduced into the workplace, the MSDS information requires updating, or the MSDS needs replacement.
6. Use personal protective equipment when the MSDS label, UAF policy, or common sense requires its use.
7. Demonstrate knowledge of "Employee Right to Know" and safety procedures within their department.
8. Report any incident involving real or potential exposure to the Unit Safety Coordinator or EHS&RM.

III. LIST OF HAZARDS

The Unit Safety Coordinator will maintain a list of all hazardous chemicals, substances, and physical agent hazards found in, or associated with, the workplace(s). This list will be updated when a new hazard is introduced or removed. Each hazard identified will have a corresponding Material Safety Data Sheet (MSDS) which will be maintained as part of the Hazard Communication Program. The Unit Safety Coordinator will notify the EHS&RM when he/she

needs additional MSDS for materials identified during the inventory process. Copies of the inventory list will be forwarded to the Hazardous Materials Supervisor, who will maintain the master list and the master MSDS file.

This program is applicable to substances that have trade names, chemicals names, and/or common physical agents.

THE DEPARTMENTAL HAZARD INVENTORY, AND THE MATERIAL SAFETY DATA SHEETS (MSDS), MUST BE MADE AVAILABLE TO EMPLOYEES.

IV. MSDS SYSTEM

The Unit Safety Coordinator will be responsible for requesting and maintaining a Material Safety Data Sheet (MSDS) for each hazard identified in the department and listed in the hazard inventory.

The EHS&RM Hazmat Section will assist in obtaining the MSDS.

Written requests from employees will also be made a part of this section until the request is satisfied.

V. LABELING SYSTEM

All containers must be properly labeled and updated as necessary. At a minimum, each label must contain the following:

- A. Chemical Identity
- B. Hazard Warning
- C. Manufacturer (Name and Address)

The Unit Safety Coordinator will ensure that the proper shipping labels are applied to all containers of hazardous materials that leave the campus.

Pipes, or piping systems, will be labeled and their contents will be covered in the training sessions. Posters may be utilized for physical hazards (such as noise and cold).

The following poster(s) will be displayed in a prominent place:

A. SAFETY AND HEALTH PROTECTION ON THE JOB

Published by the Alaska Department of Labor
Division of Labor Standards and Safety
(DOSH 2203 R 1/84)

B. IT'S YOUR RIGHT TO KNOW TOXIC AND HAZARDOUS SUBSTANCES

Published by the Alaska Department of Labor
Division of Labor Standards and Safety (AS 18.60.068)

C. SAFE PRACTICE AND OPERATIONS CODE

Published by the Alaska Department of Labor
Division of Labor Standards and Safety (DOSH 55 2/83)

Note: OSHA allows for substitutions of this poster

D. EMERGENCY INFORMATION

VI. TRAINING

The Hazard Communication Standard requires that each employer inform and train employees when they are assigned to a work area where hazardous chemicals, substances, and/or physical agents are present. In addition, all exposed employees must be trained when a new hazard is introduced into the work area.

The following departments will be responsible for:

Initial Employee Training EHS&RM Department
New Hazard Training Codes and Safety Department
New Employee Training Personnel Services Department
Departmental Training Departmental Supervisor

The following material is provided as a supervisor's training guide which outlines specific subjects to be covered. It is not intended to be a substitute for actual employee training.

Training will consist of:

A. Written Hazard Communication Program

1. Application
2. Responsibilities
3. Obligations

B. Physical and Health Hazards

C. Listing of Hazards

D. Material Safety Data Sheets (MSDS)

1. Location
2. Interpretation
3. Use

E. Labeling Systems

F. Controlling Work Place Exposure

1. Engineering
2. Administrative
3. Personal Protective Equipment

G. Training Records