

PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE

24.01.01.P1.01 Hazard Communication (HazCom) Program

Approved (April 15, 2011)

Next Scheduled Review (April 2012)

1. PURPOSE

- 1.1 This procedure is intended to minimize the incidence of chemically induced occupational illnesses and injuries in the workplace by establishing guidance for training employees on the health and physical hazards associated with, and proper preventive measures to be taken when using or handling hazardous chemicals in labs and work areas.

2. DEFINITIONS

- 2.1 For the purpose of this University Administrative Procedure (UAP), all terms related to the Hazard Communication Program shall be defined as noted in System Regulation 24.01.01 (<http://policies.tamus.edu/24-01-01.pdf>).

3. RESPONSIBILITIES

- 3.1 The Environmental Health & Safety Department (ENHS) will provide technical expertise and assistance on potential health hazards, training requirements, and regulatory requirements to PVAMU personnel.
- 3.1.1 Ensure supervisors and employees who handle, use, or are potentially exposed to hazardous materials in the course of official duties are provided information and training on the HazCom program and the specific hazards in their work area/shops.
- 3.1.2 Ensure supervisors where hazardous chemicals are used or handled prepare and implement a work area/shop-specific HazCom program.
- 3.1.3 Provide consultation on training and technical matters to work area/shop supervisors on the HazCom Program. While the primary responsibility for performing HazCom training rests with the work area/shop supervisor, ENHS Department will make the appropriate training available to work area/shop supervisors.
- 3.2 Deans, Department Heads, and Managers will provide a safe and healthy work environment and ensure all assigned personnel are familiar with the hazards within the work area/shop, understand appropriate ways to manage risk associated with hazardous materials in the work area/shop, and provide the resources to maintain an effective HazCom program within work area/shops under their control.

- 3.2.1 They shall also adopt procedures necessary to comply and monitor internal compliance with their HazCom program.
- 3.3 Managers, Supervisors and Laboratory Monitors will keep an updated list of all employees and students who handle hazardous chemicals. This list must include all HazCom related training items and dates for all employees and students.
- 3.4 Managers, Supervisors, and Laboratory Managers are responsible for hazard communication in their work area/shops, but may designate an alternate to assist in daily program execution. Work area/shop supervisors and their work area/shop HazCom program designee will:
 - 3.4.1 Implement all elements of the HazCom program in their work areas as described in this administrative procedure and the Train Traq Hazard Communication Course #11020.
 - 3.4.2 Ensure all students and employees are trained in the HazCom program. Training will be conducted by the work area/shop supervisor or another workplace designee selected by the supervisor.
 - 3.4.3 Ensure employees are trained on the types of hazardous materials in their work area at the time of their initial assignment and prior to potential exposure to hazardous materials.
 - 3.4.4 Ensure additional training is provided when a uniquely different type of hazardous material, with different hazardous properties, is introduced into their work area.
 - 3.4.5 Develop and maintain a work area/shop-specific HazCom written program including work area/shop specific program elements. See Attachment A to this University Administrative Procedure for a template to follow.
 - 3.4.6 Maintain or have access to an inventory of all hazardous materials used in the work area/shop and maintain or have access to Material Safety Data Sheets (MSDSs) for these materials inventory. At least annually, reconcile MSDSs on file and the work area/shop hazardous chemical inventory.
 - 3.4.7 Ensure all routine and non-routine work tasks are thoroughly described to include associated hazards and controls. This description can be in the form of Manufacturers Instruction Manual, Job Safety Analyses (JSA), or specific task lists.
 - 3.4.8 Conduct additional hazard communication training on contaminants as required by Occupational Safety and Health

Administration (OSHA) expanded standards such as asbestos, benzene, lead, etc.

- 3.4.9 Train all students and employees on the hazards of the chemicals in their lab, work area or shop, to the extent necessary, to protect them in the event of a spill or leak of a hazardous chemical from a sealed container.
- 3.5 Contracting Office and Physical Plant will ensure contract specifications require contractors who use hazardous chemicals to which PVAMU students or employees may be exposed, provide the information required in MSDS to the ENHS Department. Additionally, ensure contracts include a requirement for securing all hazardous materials left on site at the end of the work shift or day.
- 3.6 Contractor employees who are employed at PVAMU will adhere, as stipulated in their specific contracts, to compliance obligations under OSHA's HazCom regulations (<http://OSHA.GOV>) and/or any applicable State and PVAMU requirements, whichever is most stringent.
- 3.7 In work operations such as Central Receiving (warehousing) where employees only handle chemicals in sealed containers which are not opened under normal conditions of use, these instructions apply to these operations as follows:
 - 3.7.1 Will ensure labels on incoming containers of hazardous chemicals are not removed or defaced.
 - 3.7.2 MSDS received with incoming shipments of sealed containers will be provided to purchaser along with chemical product.
 - 3.7.3 Will be trained on the general hazards of the chemicals and spill response to the extent necessary to protect them in the event of a spill or leak of a hazardous chemical from a sealed container.
- 3.8 Departments receiving hazardous chemicals directly from the shipper will follow instructions for receipting as noted in [UAP 21.99.99.P0.05](#) and any additional directions provided by the Procurement, Contracts, Reconciliations Department.

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