

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



24.01.01.P0.09 Hazard Communication (HazCom) Program

Approved April 15, 2011

Revised March 5, 2014

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Next Scheduled Review: June 2024

UAP Purpose

The purpose of this University Administrative Procedure (UAP) is 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.

Official Procedures and Responsibilities

1. RESPONSIBILITIES

- 1.1 The Office of Risk Management & Safety (RMS) will provide technical expertise and assistance on potential health hazards, training and regulatory requirements to Prairie View A&M University (PVAMU) personnel. In addition, the Office of RMS will do the following:
 - 1.1.1 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;
 - 1.1.2 Ensure supervisors for areas where hazardous chemicals are used or handled prepare and implement a work area/shop-specific HazCom program; and,
 - 1.1.3 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, RMS will make the appropriate training available to the work area/shop supervisors.
- 1.2 Deans, department heads, and managers will provide a safe and healthy work environment to ensure all assigned personnel are familiar with the hazards within the work area/shop. They should 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. They shall also adopt procedures necessary to comply and monitor internal compliance with their HazCom program.

- 1.3 Managers, supervisors and laboratory managers should keep an updated list of all employees and students who handle hazardous chemicals. The list should include all HazCom related training items and completed training dates for all employees and students.
- 1.4 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/or their work area/shop HazCom program designee will:
 - 1.4.1 Implement all elements of the HazCom program in their work areas as described in this UAP and the TrainTraq Hazard Communication Course #2112447;
 - 1.4.2 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;
 - 1.4.3 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;
 - 1.4.4 Ensure additional training is provided when a uniquely different type of hazardous material, with different hazardous properties, is introduced into their work area;
 - 1.4.5 Develop and maintain a work area/shop-specific HazCom written program including work area/shop specific program elements;
 - 1.4.6 Maintain or have access to an inventory of all hazardous materials used in the work area/shop and maintain or have access to any associated Safety Data Sheets (SDS) for these inventoried materials. At least annually, reconcile all SDS on file and the work area/shop hazardous chemical inventory;
 - 1.4.7 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 manufacturer's instruction manuals, job safety analyses, or specific task lists;
 - 1.4.8 Conduct additional hazard communication training on contaminants as required by Occupational Safety and Health Administration (OSHA) expanded standards such as asbestos, benzene, lead, etc.; and,
 - 1.4.9 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.
- 1.5 Contract workers who are employed at PVAMU will adhere, as stipulated in their specific contracts, to compliance obligations under OSHA's [Hazard](#)

[Communications Regulations](#) and/or any applicable state and PVAMU requirements, whichever is most stringent.

- 1.6 The following instructions apply to work operations such as Central Receiving (warehousing), where employees only handle chemicals in sealed containers, which are not opened under normal conditions of use:
 - 1.6.1 Labels on incoming containers of hazardous chemicals are not removed or defaced;
 - 1.6.2 SDS received with incoming shipments of sealed containers will be provided to the purchaser along with chemical product; and,
 - 1.6.3 Employees 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.
- 1.7 Departments receiving hazardous chemicals directly from the shipper will follow instructions for receipting as noted in UAP [21.99.99.P0.05 Central Receiving](#) and any additional directions provided by the Office of Procurement and Support Services.

Related Statutes, Policies, Regulations and Rules

[System Policy 24.01 Risk Management](#)

[System Regulation 24.01.01 Risk Management Programs](#)

[University Administrative Procedure 21.99.99.P0.05 Central Receiving](#)

Contact Office

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