

Facilities Management
Hazard Communication Program Standard Operating Procedures

SOP #:	EHS-011	Revision: 1
Dept:	Environmental Health and Safety	Date: 03/11/19
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1. PURPOSE

Colorado State University-Pueblo is actively concerned with the safety of all faculty, staff, students and guests on the CSU-Pueblo campus. Safety can only be effectively achieved with the cooperation of the entire campus community. A Hazard Communication (HazCom) Program is necessary for communicating workplace chemical hazards to employees. This Guideline identifies departmental responsibilities and the necessary administrative oversight for managing the HazCom Program.

2. RESPONSIBILITIES

2.A. Environmental Health and Safety will be responsible for:

2.A.1. Administration of the Hazard Communication Program including the development and periodic updating of the written program.

2.A.2. Assisting in the development of training programs and providing technical information in response to queries.

2.B. All Supervisors and Building Proctors will be responsible for:

2.B.1. Implement procedures in accordance with this SOP.

2.B.2. Contact EHS to request a training, technical assistance, and to evaluate health and safety concerns.

2.B.3. Contact EHS to request any missing SDS.

2.C. All CSU-Pueblo Employess will be responsible for:

2.C.1. Conducting assigned tasks in a safe manner, wear appropriate personal protective equipment, and obtain training and/or information prior to using unfamiliar chemicals.

2.C.2. Ensuring that all students working in their areas conduct themselves appropriately, using PPE, and are familiar with the chemicals they are using.

2.C.3..Ensuring that SDS's are available for all chemicals in their area.

3. DEFINITIONS

3.A. EXPOSURE – When a person is subjected to a chemical that is a physical or health hazard, and includes potential exposure.

3.B. HAZAD CATEGORY – The division of criteria within each hazard class, e.g. compressed gases include three hazard classes such as flammable gas. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

3.C. HAZARD CLASS – The nature of the physical or health hazards, e.g. flammable solid.

3.D. LABEL – An appropriate group of written, printed, or graphic information concerning a hazardous chemical that is affixed to or printed on the immediate container of a hazardous chemical.

3.E. MIXTURE – A combination or a solution composed of two or more substances in which they do not react.

3.F. PERSONAL PROTECTIVE EQUIPMENT (PPE) – Devices worn by the worker to protect against hazards in the environment. Examples include safety glasses, face shields, respirators, gloves, hard hats, steel-toes shoes, and hearing protection.

3.G. PRECAUTIONARY STATEMENT – A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage and handling.

- 3.H. SAFETY DATA SHEET (SDS) – A written or printed material concerning a hazardous chemical that serves as an informational tool developed by chemical manufacturers containing the following information for a hazardous chemical: product identification, use restrictions, hazards identification, chemical ingredients, first-aid measures, fire-fighting measures, accidental release measures, handling & storage information, physical & chemical properties, stability & reactivity information and toxicological information. SDS are in a standardized, 16-section format and can be obtained from the chemical suppliers and many internet sites.
- 3.I. SIGNAL WORD – A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.
- 3.J. SUBSTANCE – Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.
- 3.K. USE - To package, handle, react, emit, extract, generate as a byproduct, or transfer.

4. PROCEDURES

- 4.A. A list of the hazardous chemicals known to be present using a product identifier that is referenced on the appropriate safety data sheet will be maintained by each individual work area (such as a shop or lab).
- 4.A.1. Departments that employ individuals who maybe exposed to hazardous chemicals in the course of their job duties shall prepare a chemical inventory. The designated department shall maintain a current chemical inventory.
- 4.A.2. A copy of the prepared chemical inventory shall be forwarded to Environmental Health & Safety and updated at least annually. Environmental Health & Safety shall compile and maintain the Master Chemical Inventory for the campus.
- 4.B. The following list identifies, but is not limited to, some types of potentially hazardous chemical that may be present in the workplace:
- 4.B.1. Acids

- 4.B.2. Adhesives
- 4.B.3. Aerosols
- 4.B.4. Battery Fluids
- 4.B.5. Bleach
- 4.B.6. Catalysts
- 4.B.7. Caustics
- 4.B.8. Cleaning Agents
- 4.B.9. Coatings
- 4.B.10. Compresses Gases
- 4.B.11. Degreasing Agents
- 4.B.12. Dusts
- 4.B.13. Etching Agents
- 4.B.14. Flammables
- 4.B.15. Foaming Resins
- 4.B.16. Fungicides
- 4.B.17. Gasoline
- 4.B.18. Glues
- 4.B.19. Greases
- 4.B.20. Herbicides
- 4.B.21. Industrial Oils

4.B.22. Inks

4.B.23. Insecticides

4.B.24. Janitorial Supplies

4.B.25. Lacquers

4.B.26. Paints

4.B.27. Pesticides

4.B.28. Process Chemicals

4.B.29. Resins

4.B.30. Sealers

4.B.31. Shellacs

4.B.32. Solders

4.B.33. Solvents

4.B.34. Surfactants

4.B.35. Thinners

4.B.36. Varnishes

4.B.37. Water Treatment Chemicals

4.C. All hazardous chemical containers in the work place must clearly identify, in English, the hazardous contents of the container. The supervisor has the responsibility to ensure that all employees under their supervision are aware of the requirements to have all hazardous chemical container labels affixed, legible and to contain the appropriate information and to enforce this requirement.

4.D. Chemical manufacturers are required to provide a label that includes the chemical name, a harmonized signal word indicating the relative degree of severity of a hazard (such as “danger” and “warning”), pictogram

and hazard statement for each hazard class and category. Precautionary statements must also be used. See Appendix C. The manufacturer name, address and phone number must be included and all this must be in a consistent format.

4.E. All secondary container(s) shall use either the NFPA or the GHS label or manufacturers label of the appropriate size for the container. Supervisors will ensure that appropriate labels are available. If a manufacturer's label is unavailable, the appropriate information should be copied from the SDS to the blank NFPA label. If it is not practical to label a container, the proper chemical hazard information may be placed on a sign near the container, which is clearly visible to employees.

4.F. Containers of hazardous chemicals at CSUP must be received with a label that provides the appropriate identification and the hazards associated with the chemical. The label is to be supplied by the manufacturer, importer or distributor of the chemical. If the container arrives without a label, an HMIS label will be affixed to the container as outlined:

- 4.F.1. Identity of chemicals (chemical or common name on the Safety Data Sheet);
- 4.F.2. Name and address of the chemical manufacturer or distributor; and
- 4.F.3. Appropriate hazard warning (designated by the chemical manufacturer or distributor).

4.G. Labels will not be removed unless the container is immediately re-labeled or the chemical in the container is emptied, cleaned and/or a new type of chemical is placed in the container, and the chemical container is re-labeled with the identity of the new chemical.