

# UConn

## Hazard Communication Program

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Hazard Communication Program	
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# Hazard Communication Program

## I. PURPOSE

The University has developed this program to provide information about hazardous chemicals used in the workplace and methods used to convey those hazards as well as the appropriate preventative and protective measures to affected personnel. This program is designed to comply with the requirements of the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR 1910.1200), which was updated in 2012 to align with the United Nation's Globally Harmonized System of Classification and Labeling (GHS).

## II. OVERVIEW

Hazard Communication (HazCom) is a system to convey the hazards of chemicals in the workplace, from the manufacturer or importer to the employer and then to the employee. It covers any chemical which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in foreseeable emergencies, e.g., an equipment malfunction resulting in an uncontrolled release of a hazardous chemical. The system includes a written program, a hazardous chemical inventory, safety data sheets (SDSs) for covered chemicals, secondary container labeling, and employee education and training.

## III. SCOPE

This program applies to faculty, staff, student employees, and others working in or routinely accessing areas where hazardous chemicals are used or stored at the Storrs and regional campuses, extension centers, and the Law School, except UConn Health. Generally, this program does **NOT** apply to office workers or other employees who may encounter hazardous chemicals only in non-routine, isolated instances. This standard also does not apply to University personnel engaged in the laboratory use of hazardous chemicals who are covered by the OSHA standard, "Occupational Exposure to Hazardous Chemicals in Laboratories." For more information on the laboratory standard, consult the University's [Chemical Hygiene Plan](#), available from EHS.

#### **IV. POLICY STATEMENT**

As stated in the University's [Health and Safety Policy](#), the University of Connecticut is committed to providing a healthful and safe environment for all activities under its jurisdiction and complying with federal and state health and safety standards.

#### **V. ENFORCEMENT**

Violations of this program may result in appropriate disciplinary measures in accordance with University Laws and By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, and the University of Connecticut Student Conduct Code.

#### **VI. RESPONSIBILITIES**

##### **A. SUPERVISOR**

- Assigns a Hazard Communication Coordinator (HazCom Coordinator) for the department, if other than him/herself;
- Provides contractors and supervisors of other departments with necessary information (chemical hazards, labeling information, location of SDSs, etc.);
- Obtains information and SDSs from contractors and supervisors of other departments regarding chemicals they will use in work areas;
- Ensures all containers, stationary processes, and affected piping systems are properly labeled;
- Ensures employees attend required general training provided by EHS, or provides the general training and site-specific training under the EHS Train-the-Trainer Program;
- Provides chemical and area-specific training to employees, with assistance from EHS, as needed;
- Provides re-training when a new chemical hazard is introduced;
- Ensures employees receive necessary specialized training for non-routine tasks;
- Ensures that employees are provided with and use all designated engineering controls and personal protective equipment, heed all chemical hazard warnings, and follow safe usage instructions; and
- Reports all significant spills or releases of hazardous chemicals to the University Fire Department by dialing 911.

## **B. HAZCOM COORDINATOR**

- Coordinates and administers the Hazard Communication Program for the department;
- Completes Department-Specific Hazard Communication Program Details Form ([Appendix A](#)), keeps it up-to-date and appends it to the written Hazard Communication Program;
- Acts as first point of contact for employees with questions related to Hazard Communication;
- Maintains a hazardous chemical inventory that can easily be cross-referenced to the container labels and SDSs, and reviews at least annually;
- When new hazardous chemical inventories are produced, saves old inventories in an archival file in accordance with OSHA's record retention requirements;
- Ensures that the inventory and the written program are readily accessible to all appropriate personnel during their normal working hours when they are in their work areas;
- Acquires and maintains SDSs;
- Ensures that the SDSs are readily accessible to all appropriate personnel during their normal working hours; and
- Reviews the written Hazard Communication Program and audits effectiveness at least annually (See [Appendix E](#)).

## **C. EHS**

- Provides expertise and guidance to departments to maintain compliance with regulatory requirements and University policy. Assists departments in obtaining SDSs, when necessary;
- Develops and provides general and Train-the-Trainer Hazard Communication training;
- Assists supervisors with specific training, when necessary;
- Maintains training records of general training classes, and Train-the-Trainer Program classes conducted for supervisors or designees;
- Provides advice on health and safety issues related to chemical safety and handling;
- Assists departments with employee chemical exposure monitoring, where appropriate; and
- Periodically audits Hazard Communication Programs.

#### **D. EMPLOYEE**

- Attends general and site-specific Hazard Communication training;
- Does not deface container labels;
- Labels secondary containers appropriately;
- Reviews each product's container label and SDS before using it;
- Notifies supervisor or identified HazCom Coordinator when there is a problem with the hazardous chemical inventory, label, SDSs, or if there is a health and safety concern;
- Uses personal protective equipment appropriately;
- Works with hazardous chemicals in a safe manner, following guidelines outlined in training.

#### **E. CENTRAL WAREHOUSE, DEPARTMENTAL RECEIVING AND OTHER AUXILIARY WAREHOUSES**

- Does not accept or deliver chemical products with missing, defaced, or illegible container labels; and
- Maintains SDSs for all materials that are in their inventory and that are supplied to the University Community.

### **VII. REQUIREMENTS**

#### **A. UNIVERSITY DEPARTMENTS**

Each department covered by the Hazard Communication standard must maintain a written Hazard Communication Program, containing the following elements:

- A copy of this program document,
- A completed [Appendix A](#) that describes the specific measures taken to maintain compliance, including secondary container labeling,
- The hazardous chemical inventory for their location,
- SDSs for all covered products,
- Information on non-routine tasks, and
- Provisions of employee training.

A HazCom Coordinator must be identified for each department, who is responsible for maintenance of the program and its various parts. Each required component is discussed below.



The written program, appendices, and SDSs must be readily accessible to all employees during work hours. They cannot be stored in an office that is locked, without employee access. When employees must travel between workplaces during a work shift, the SDSs may be kept in the primary work area as long as they report to that primary area daily. However, if a department has several locations where employees report to during a shift, rather than a central primary area, then each location must maintain its own program. No employee is required to work with a hazardous chemical if a SDS is not immediately available. The location of the SDSs must be identified in [Appendix A](#).

## **B. HAZCOM COORDINATOR**

Each covered department at the University is responsible for naming an individual, identified as the HazCom Coordinator, responsible for coordinating and administering the Hazard Communication program.

This individual serves as the first point of contact for employees on Hazard Communication issues for the department and is responsible for completing [Appendix A](#), the Department-Specific HazCom program details. They are responsible for keeping the Hazard Communication Written Program current and appending it when changes occur. Designees can be assigned to manage parts of the program, at the discretion of the HazCom Coordinator. If designees are assigned, they must be identified in [Appendix A](#). Additional information and support are available through Environmental Health and Safety (EHS).

## **C. HAZARDOUS CHEMICALS COVERED BY HAZCOM**

A hazardous chemical is defined by OSHA as any chemical which can cause a physical or health hazard. HazCom is required when any chemical or product used by an employee can produce a known hazardous exposure during normal use or during foreseeable emergencies, such as equipment malfunctions. Typically, covered chemicals include liquid chemicals, such as solvents, cleaners/disinfectants, adhesives, lubricants, paints, and medicines and drugs. But HazCom also includes gases and solid materials, such as compressed gases, welding and soldering consumables (wire, metal, flux, etc.), 3-D printing and laser engraving materials, wood, and wood dust. It even covers building materials such as bricks, floor and ceiling tiles, masonry, drywall, joint compound, etc., when employees can be exposed to hazardous materials released during installation, maintenance, renovation, and demolition activities.

Consumer products are not included if they are used in the same frequency and manner as a typical consumer and are not required to be used as part of the job. For example, a bottle of dishwashing detergent at a break room sink that is available for personal use but is not required to be used as part of employment is not required to be included in the program.

#### **D. DEPARTMENT-SPECIFIC HAZARD COMMUNICATION PROGRAM DETAILS**

While this program discusses how UConn will comply with the various components of the Hazard Communication standard, each covered department must provide the specific details of how the program is being managed, what chemicals are present and the SDSs for all chemicals. Both the general program and the department-specific details are required for compliance. [Appendix A](#), Department-Specific Hazard Communication Program Details, is the form used to identify each department's specific Hazard Communication information.

#### **E. HAZARDOUS CHEMICAL INVENTORY**

Each department is required to maintain an inventory of the hazardous chemicals used or stored for non-laboratory use by departmental employees. [Appendix B](#), Hazardous Chemical Inventory, can be used for this purpose.

This inventory lists each product name as identified on the safety data sheet (SDS) and container label. Products no longer present are noted as deleted on the list and new products are added to the list as they are introduced into the workplace, with added dates noted on the list. The inventory must be attached to the written program and be available to employees at all times. The HazCom Coordinator is responsible for maintaining the Hazardous Chemical Inventory.

Per OSHA's standard on Access to Employee Exposure and Medical Records (1910.1020), a record of chemical inventory which reveals when and where a toxic or hazardous substance was used must be maintained for at least thirty (30) years. This can be done by maintaining the Hazardous Chemical Inventory, especially for those items no longer in use, in an archival file.

#### **F. SAFETY DATA SHEETS (SDSs)**

Safety Data Sheets (SDSs) are fact sheets produced by the manufacturer or importer of a chemical which summarizes information about identification, hazardous ingredients,

health and physical hazards, and control measures for safe handling and use. It is important for employees to review the information in the SDS, prior to using the product, to understand the hazards of the product and the necessary controls. Per the OSHA Hazard Communication standard, manufacturers must develop an SDS. The SDS contains 16 sections and follows a standardized format for more effective hazard communication and to align with the UN's GHS. A summary of the components and format of the SDS can be found in [Appendix C](#).

The HazCom Coordinator is responsible for maintaining the SDSs or identifying someone in the department to maintain and update the SDS collection. A SDS must be current and available for every hazardous chemical in use, and as identified on the Hazardous Chemical Inventory. If a SDS is not on file, the coordinator or designee must request one from the manufacturer, importer or distributor of the product and add it to the SDS collection. [Appendix A](#), Program Details, will identify the individual responsible for the SDSs.

Electronic access or other “non-paper” formats are permissible as long as the information is readily available, e.g., employees have immediate access. There can be no barriers to employee access, broken links to files or lack of knowledge or access to the electronic versions.

EHS does not maintain a central database of SDSs for the University. However, Central Warehouse maintains SDSs for all materials that are in their inventory and that are supplied to the University community. SDSs for many products are available through the Internet to produce inventories and SDS collections. However, it is considered a violation to provide the Internet or a search engine like Google for employees to access SDSs rather than maintaining a collection of SDSs in an electronic database or paper format.

If an employee brings a hazardous chemical to another department to use as part of their work or project, the employee must provide a copy of the SDS to the department where the work will be performed. In addition, if an employee must enter another department where hazardous chemicals are in use, that employee has the right to request and review the SDSs for any chemicals in the area prior to conducting work in the area.

## G. PRODUCT LABELS AND OTHER FORMS OF WARNING

The purpose of product labeling is to provide workers with information about the potential hazards of the chemicals they use and to provide information needed to allow an employee to find the corresponding SDS. *Original container labels* are produced by the manufacturer or importer of the product and must include information about the manufacturer or importer, the product name, and appropriate hazard warnings. Per federal OSHA regulation, in alignment with the GHS, manufacturers' labels will also incorporate pictograms (visual representations of the hazards), hazard statements, signal words and precautionary statements, to enhance communication. Examples of the labeling format and the nine available pictograms and their meanings are located in [Appendix C](#). Any questions about the proper interpretations of these warnings should be referred to the departmental HazCom Coordinator, who will, in turn, refer them to EHS, as appropriate.

*Secondary Containers* into which chemicals have been transferred from an original labeled container must also be labeled by the employee conducting the transfer. This is required if the product will be used for more than one work shift, or by more than one employee within one shift. Secondary containers must be labeled with the **product name**, and the appropriate **hazard warnings**, written as words, pictures, symbols or a combination thereof. This can be done with either a pre-printed label or container supplied by the manufacturer or by physically writing this information directly on a container or blank label. Tags, signs, placards, process sheets, operating procedures or other such written materials may be used in lieu of labels.

Labels must be included on stationary processes containing hazardous chemicals and piping systems (except those used for conventional heating and cooling) that pass-through areas that are normally occupied, or where personnel may be exposed in the event of a leak or rupture. Specific stationary processes and piping systems that require labeling must be identified in [Appendix A](#).

No one shall intentionally deface or obscure container labels or hazard warnings on incoming containers of hazardous chemicals. If original container labels become illegible, secondary container labels must be attached. Supervisors of employees using hazardous chemicals are responsible for ensuring that labels are legible on all containers in their work area.

Labeling systems, such as the *Hazardous Materials Identification System* (HMIS) or the *National Fire Protection Agency* (NFPA) diamonds, may be used to complement, but not replace, OSHA labeling requirements. Additional training is required for these labeling systems. If additional labeling systems are used in the department, they must be identified in [Appendix A](#).

## H. TRAINING

All employees potentially exposed to hazardous chemicals in the workplace must be provided with training prescribed in the Hazard Communication Standard. It is the responsibility of the supervisor to provide job-specific chemical safety training and to ensure general training is completed through [HuskySMS](#) for new employees prior to any job assignment involving work with hazardous substances. The training is called Hazard Communication: Right to Understand and is available in two formats, an in-class presentation, and an online course. Registration for the in-class program, or launching the online course, is completed through HuskySMS. The training includes, as a minimum:

1. The provisions of the OSHA Hazard Communication Standard, including:
  - a. Requirements and elements of a written Hazard Communication Program;
  - b. Requirements for training;
  - c. The purpose, format, and information provided in SDSs and how to obtain them; and
  - d. Manufacturer labeling requirements, including information on pictograms, hazard statements and precautionary statements, and how labels relate to SDSs.
2. An overview of general toxicology, including methods to recognize hazards, hazard evaluation, and common methods to prevent and control employee exposure.

More specific information on certain hazardous chemicals or categories of materials used in the workplace is provided to employees by their department. Supervisors are responsible for ensuring employees are aware of:

- a. The location and availability of the written Departmental Hazard Communication Program, the chemical inventory, and the SDS collection;
- b. The nature and potential health and safety risks of hazardous substances to

- which employees are exposed in the course of their job duties;
- c. Proper handling procedures, including use of personal protective equipment, for hazardous materials to which employees are exposed in the course of their job duties;
- d. Appropriate emergency treatment for exposures and procedures for cleanup of leaks and spills; and
- e. The location of hazardous chemical containers and stationary processes present in their workplace.

Additionally, training must be provided to employees when new hazards are introduced into the work area, and before any changes in operation which may affect the hazard to which they may be exposed. EHS recommends re-training every 2 years, to review SDSs and labeling components.

#### **I. NON-ROUTINE TASKS**

Special hazards which employees may encounter when performing non-routine duties in the course of their work will be discussed with the employee before the job begins. It is the responsibility of the supervisor to ensure that employees receive the necessary specialized training. Information will be provided on safe handling, personal protective equipment, appropriate exposure monitoring, and other possible control measures. Assistance in evaluating the hazards of non-routine tasks and determining the appropriate precautions and protective measures is available from EHS. Written standard operating procedures will be attached to this department's written Hazard Communication Program.

### **VIII. EMERGENCY PROCEDURES AND EQUIPMENT**

Emergencies are incidents that pose an actual or potential threat to people and/or the environment. They include events such as, but not limited to, equipment failure, explosions, fires, spills, rupture of containers, or failure of control equipment that results in an uncontrolled release into the work environment. [Appendix D](#) provides a synopsis of the emergency procedures, should HazCom Coordinators wish to post them.

#### **A. MAJOR CHEMICAL SPILLS OR RELEASES**

Spills refer to the release of chemicals, wastes, oils, or other potentially dangerous materials into the air, water, or workplace. Spills may include incidents where a person is impaired, injured, or contaminated. Spills must not be cleaned up without the

assistance of trained emergency responders (i.e., UCFD, the local Fire Department, or other emergency response vendor). The UConn Fire Department (UCFD) is the first responder at the Storrs and Depot campuses and must be contacted immediately after an emergency occurs. Personnel working at regional campuses must contact local fire departments (i.e., 911 or 8-911 [Avery Point Campus Landline]). No individual is allowed to use a fire extinguisher without appropriate training. All emergencies must be reported to the supervisor or manager and EHS. The following procedure must be followed if an emergency occurs:

1. RELOCATE everyone in the immediate work area to a safe location.
2. ALERT- Dial 911. Follow the directions of the dispatcher. The person that dials 911 must meet UCFD upon arrival to provide further information about the emergency.
3. CONFINE- If it can be done safely, close doors to confine the area where the emergency occurred and prevent reentry by other personnel.
4. EVACUATE the building through the nearest exit. Do not run. Do not use elevators.
5. REPORT to your designated meeting site.
6. REENTER once emergency personnel have cleared the area.

## **B. INCIDENTAL RELEASES**

Incidental releases are small spills that can be safely dealt with by staff or shop personnel. Incidental releases must present little to no risk of exposure to individuals or the environment and can be safely controlled at the time of release. If an incidental release occurs, the following steps must be followed:

1. Evacuate everyone in the space and prevent reentry by other personnel.
2. Contact the Supervisor or Manager prior to cleaning up any small spill. Dial 911 if the Supervisor/Manager is not available and follow the major spill or release procedure above.
3. Ensure the risk of exposure is minimal with the Supervisor/Manager. If a danger or risk of exposure exists, follow the major spill or release emergency procedure.
4. Avoid contact with contaminated areas. If the spill is in a nonventilated area, relocate, dial 911, and follow the major spill or release emergency procedure above.

5. If safe, turn off ignition sources and compressed gases. If not, evacuate the space, call 911, and follow the major spill or release emergency procedure above.
6. Put on appropriate personal protective equipment indicated in the safety data sheet. Work with another person to clean up the spill. Do not clean up a spill alone.
7. Use the appropriate spill kit to control the source and confine the spill to a small area.
8. Place spill debris in an appropriate container, tightly seal or close container, and properly label the waste.
9. Place the waste in the satellite accumulation area and contact EHS for a waste pickup.
10. Report the spill to EHS.
11. Restock supplies that were used to clean up the spill.

### **C. SAFETY SHOWERS AND EYEWASH STATIONS**

Properly functioning eyewash stations and safety showers are required to be present for immediate emergency use when corrosive materials are used or stored. They must meet the following requirements:

- They must be within 10 seconds walking time from locations where corrosives are used or stored.
- Eyewashes and safety showers must be located on the same level as the hazard and the path of travel must be free of obstructions.
- The water temperature in both eyewash stations and safety showers must range between 60°F (16°C) and 100°F (38°C).
- They must meet ANSI standard Z358.1 for the proper design, certification, performance, installation, use, and maintenance of eyewash stations and safety showers.
- Drench hose units may supplement but may not be used in place of eyewashes and safety showers.

Department or shop personnel are responsible for identifying locations of eyewash stations, safety showers, and other emergency equipment prior to work. Eyewash stations must be tested weekly by shop or department personnel to ensure proper function. Eyewash stations and safety showers are inspected annually by a contracted vendor through Facilities Operations. If one has not been tested within the last year or



one is not working properly, supervisory personnel must initiate a work order with Facilities Operations to assess and/or repair the equipment.

## **IX. ANNUAL PROGRAM REVIEW**

The supervisor or HazCom Coordinator must at least annually conduct a periodic review of the Hazard Communication Program. [Appendix E](#) must be utilized for this review. The Hazardous Chemical Inventory must be reviewed and updated, with any previous versions filed in an archival file as a record of employee exposure. SDSs must be reviewed and updated. Containers must be examined for proper labeling. [Appendix A](#), Department-specific Hazard Communication Program Details, must be reviewed for any necessary modifications. Emergency procedures must be reviewed and modified, as necessary. Employee education and training must be reviewed, and employees registered for training, as necessary. The form in [Appendix E](#) must be signed and dated and maintained with the Hazard Communication Program. Only the latest version of the periodic review must be maintained with the written program.

## **X. OUTSIDE CONTRACTORS**

Contractors using hazardous chemicals on UConn Campuses must do so in accordance with the University of Connecticut [Contractor EHS Manual](#).

1. Each University department securing the services of an outside contractor will notify the contractor of the hazards in the work environment and, upon request, provide a copy of this written Hazard Communication Program, the hazardous chemical inventory, and the SDSs on file for any work in an area where hazardous chemicals are used or stored.
2. Per the OSHA Hazard Communication Standard and the [Contractor EHS Manual](#), the contractor is expected to inform and provide the affected department with a hazardous chemical inventory and SDSs of the materials to be used in the course of their work at the University of Connecticut. The contractor must also provide information on the location of chemical use and storage to the affected department. The contractor is responsible for the removal of all unused portions of the chemicals and their waste products from the University.

## **XI. ADDITIONAL INFORMATION**

Further information on the [OSHA Hazard Communication Standard](#), this written program, and the hazardous chemical listing, labeling and SDS requirements is available by contacting Environmental Health and Safety at [ehs@uconn.edu](mailto:ehs@uconn.edu) or 860-486-3613.

APPENDIX A. Department Specific Hazard Communication Program Details

APPENDIX B. Hazardous Chemical Inventory

APPENDIX C. OSHA Quick Cards for Labels, Pictograms, and Safety Data Sheets

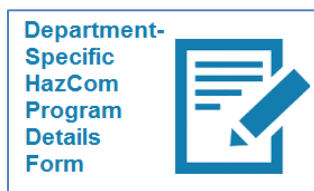
APPENDIX D. Emergency Procedures

APPENDIX E. Hazard Communication Program Review

## Appendix A. Department-Specific Hazard Communication Program Details Form

According to OSHA, employers shall develop, implement, and maintain at the workplace, a written hazard communication program which describes how labeling and other forms of warning, safety data sheets, and employee information and training will be met. At the University of Connecticut, each department affected by the OSHA standard and this program must complete the attached form which identifies the department, the HazCom Coordinator, and other responsible parties, as well as how specific components of this program will be satisfied. If a department has several locations where employees report to during a shift, rather than a central departmental office, then each location must provide and maintain a separate written program. The HazCom Coordinator is responsible for completing this form, keeping it up-to-date, and appending it to the Hazard Communication Written Program.

Complete the following form to provide the Department-Specific HazCom Program Details:



## Department-Specific Hazard Communication Program Details Form

<b>Department/Unit/Location:</b> Heating Plant	<b>Date of Preparation:</b> 10/12/23
<b>Hazard Communication (HazCom) Coordinator</b>	
Name: John Doe	Phone Number: 860-555-5555
<b>Location of Written Program, Hazardous Chemical Inventory and Safety Data Sheets:</b> In labeled binder on shelf below time clock	
<b>Person maintaining the Hazardous Chemical Inventory (if other than the HazCom Coordinator)</b>	
Name: Jane Smith	Phone Number: 860-555-5556
<b>Supervisor responsible for ensuring labels are in place (if other than the HazCom Coordinator)</b>	
Name: Bob Jones	Phone Number: 860-555-5557
<b>Labeling system in use for secondary containers, original containers missing labels, piping systems, and stationary processes (if other than what's described in this written program):</b> NFPA diamond on ammonia tank	
<b>Stationary Processes and piping systems (other than those for heating and cooling) requiring labeling:</b> Ammonia tank and associated piping. Parts washer in tool crib	
<b>Person responsible for arranging general HazCom training with EHS</b>	
Name: John Doe	Phone Number: 860-555-5555
<b>Supervisor or designee providing site-specific hazard training</b>	
Name: John Doe	Phone Number: 860-555-5555
<b>If SDSs are maintained in an electronic format, procedures in place to access SDSs, during normal activities and recognized emergencies:</b> Backup generator during power outages	

## Appendix B. Hazardous Chemical Inventory

Complete the following form for the hazardous chemical inventory:



Please print legibly. When new chemical products are added to the list, note the date in the "Date Added" column. When chemical products are no longer present, note the date in the "Date Deleted" column.

### TERMS



**CHEMICAL IDENTITY/PRODUCT TRADENAME** - the name identified on the container label which is cross-referenced to a corresponding Safety Data Sheet (SDS).

**DATE ADDED** – the date a new material is introduced into the workplace and added to the Hazardous Chemical Inventory list.

**DATE DELETED** – the date a material that is no longer used is removed from the workplace and noted as deleted from the Hazardous Chemical Inventory list.












## Appendix C. OSHA Sample Label

<b>SAMPLE LABEL</b>	
<p style="text-align: center; color: #0070C0;"><b>PRODUCT IDENTIFIER</b></p> <p><b>CODE</b> _____</p> <p><b>Product Name</b> _____</p> <p style="text-align: center; color: #0070C0;"><b>SUPPLIER IDENTIFICATION</b></p> <p><b>Company Name</b> _____</p> <p><b>Street Address</b> _____</p> <p><b>City</b> _____ <b>State</b> _____</p> <p><b>Postal Code</b> _____ <b>Country</b> _____</p> <p><b>Emergency Phone Number</b> _____</p> <p style="text-align: center; color: #0070C0;"><b>PRECAUTIONARY STATEMENTS</b></p> <p>Keep container tightly closed. Store in cool, well ventilated place that is locked.</p> <p>Keep away from heat/sparks/open flame. No smoking.</p> <p>Only use non-sparking tools.</p> <p>Use explosion-proof electrical equipment.</p> <p>Take precautionary measure against static discharge.</p> <p>Ground and bond container and receiving equipment.</p> <p>Do not breathe vapors.</p> <p>Wear Protective gloves.</p> <p>Do not eat, drink or smoke when using this product.</p> <p>Wash hands thoroughly after handling.</p> <p>Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p><b>In Case of Fire:</b> use dry chemical (BC) or Carbon dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.</p> <p><b>First Aid</b></p> <p>If exposed call Poison Center.</p> <p>If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	<p style="text-align: center; color: #0070C0;"><b>HAZARD PICTOGRAMS</b></p> <div style="text-align: center;">   </div> <p style="text-align: center; color: #0070C0;"><b>SIGNAL WORD</b></p> <p style="text-align: center; font-weight: bold;">Danger</p> <p style="text-align: center; color: #0070C0;"><b>HAZARD STATEMENT</b></p> <p><b>Highly flammable liquid and vapor.</b></p> <p><b>May cause liver and kidney damage.</b></p> <p style="text-align: center; color: #0070C0;"><b>SUPPLEMENTAL INFORMATION</b></p> <p><b>Directions for use</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Fill weight: _____ Lot Number _____</p> <p>Gross weight: _____ Fill Date: _____</p> <p>Expiration Date: _____</p>

## Appendix C. OSHA GHS Pictograms

### HCS Pictograms and Hazards

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>■ Carcinogen</li> <li>■ Mutagenicity</li> <li>■ Reproductive Toxicity</li> <li>■ Respiratory Sensitizer</li> <li>■ Target Organ Toxicity</li> <li>■ Aspiration Toxicity</li> </ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>■ Flammables</li> <li>■ Pyrophorics</li> <li>■ Self-Heating</li> <li>■ Emits Flammable Gas</li> <li>■ Self-Reactives</li> <li>■ Organic Peroxides</li> </ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>■ Irritant (skin and eye)</li> <li>■ Skin Sensitizer</li> <li>■ Acute Toxicity</li> <li>■ Narcotic Effects</li> <li>■ Respiratory Tract Irritant</li> <li>■ Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>■ Gases Under Pressure</li> </ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>■ Skin Corrosion/Burns</li> <li>■ Eye Damage</li> <li>■ Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>■ Explosives</li> <li>■ Self-Reactives</li> <li>■ Organic Peroxides</li> </ul>
<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>■ Oxidizers</li> </ul>	<p><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>■ Aquatic Toxicity</li> </ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>■ Acute Toxicity (fatal or toxic)</li> </ul>



## Appendix C. Safety Data Sheets

### Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

**Section 1, Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

**Section 2, Hazard(s) identification** includes all hazards regarding the chemical; required label elements.

**Section 3, Composition/information on ingredients** includes information on chemical ingredients; trade secret claims.

**Section 4, First-aid measures** includes important symptoms/ effects, acute, delayed; required treatment.

**Section 5, Fire-fighting measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.

**Section 6, Accidental release measures** lists emergency procedures; protective equipment; proper methods of containment and cleanup.

**Section 7, Handling and storage** lists precautions for safe handling and storage, including incompatibilities.

**Section 8, Exposure controls/personal protection** lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

**Section 9, Physical and chemical properties** lists the chemical's characteristics.

**Section 10, Stability and reactivity** lists chemical stability and possibility of hazardous reactions.

**Section 11, Toxicological information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information\*

Section 13, Disposal considerations\*

Section 14, Transport information\*

Section 15, Regulatory information\*

**Section 16, Other information**, includes the date of preparation or last revision.

\*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 (29 CFR 1910.1200(g)(2)).

**Employers must ensure that SDSs are readily accessible to employees.**  
See Appendix D of 1910.1200 for a detailed description of SDS contents.

## Appendix D. Emergency Procedures

### Major Chemical Spills or Releases

- Relocate everyone in the immediate work area to a safe location.
- **Alert 911**; the dispatcher will need to know:
  - A spill/release has occurred.
  - The type/quantity of material involved.
  - The exact location of the incident (building, room, etc.)
- Confine – If can be done safely, close doors to confine area of release.
- Evacuate the building through the nearest exit; report to designated meeting site.
- **Do NOT re-enter the area** for any reason until emergency response personnel arrive and have cleared the area. Provide the SDS to emergency response personnel upon request.
- Report any information that you may have regarding the incident to the appropriate authorities.

### Minor Incidental Releases

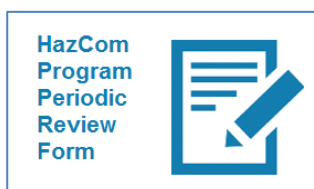
(i.e., small spills able to be controlled at the time of release by employees in the immediate area)

- **Alert others** in the affected area, evacuate, and **notify the supervisor**.
- Call **911** if it is an emergency or immediate medical attention is required.
- If safe, turn off ignition sources.
- Avoid contact with contaminated areas.
- Do not clean up spills alone.
- Work with a coworker and use appropriate controls, work practices, and personal protective equipment to **clean up** the spill.
- Collect the waste and any contaminated materials in a sealed bag or closed container; label the waste and place the container in the satellite accumulation area.
- Contact EHS for a waste pickup.
- Notify EHS of the spill.

## Appendix E. Hazard Communication Program Periodic Review

Reviews must be conducted *at least annually* by the HazCom Coordinator or supervisor.

Complete the following form for the Hazard Communication Program Periodic Review:



Hazard Communication Program Periodic Review	
Department/Unit/Location: Heating Plant	
Reviewer Name: Jane Smith	Date Review Completed: 3/24/2024
<input checked="" type="checkbox"/>	Hazard list reviewed and updated
<input checked="" type="checkbox"/>	SDS reviewed and updated
<input checked="" type="checkbox"/>	Containers inspected for proper labeling
<input checked="" type="checkbox"/>	Written program reviewed and Appendix A modified if necessary
<input checked="" type="checkbox"/>	Employees informed of any new hazards introduced
<input checked="" type="checkbox"/>	Emergency procedures reviewed and modified if necessary
<input checked="" type="checkbox"/>	New employees scheduled for training
<input checked="" type="checkbox"/>	Employees who need refresher training identified and scheduled for training