

WRITTEN HAZARD COMMUNICATION PROGRAM
FOR ALL ENTITIES OF USC Upstate

General Information:

In order to comply with the South Carolina Occupational Safety and Health standard on hazard communication, Sub article 6, Section 1910.1200, the following written Hazard Communication Program has been established for **University of South Carolina Upstate**. All divisions and sections of the University are included within the program. The written program will be available in for review by any interested employee.

University Departments will meet the requirements of this regulation as follows:

1. Container Labeling:

Manager will verify that all containers received for use will:

- a. Be clearly labeled as to the contents
- b. Note the appropriate hazard warning
- c. List the name and address of the manufacturer

Manager at each work site will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with our company's own labels which have a block for identity and blocks for the hazard warning. For help with labeling contact the safety/health officer who is **Mike Bruce / Risk Manager**

2. Material Safety Data Sheets (MSDS)

Copies of the MSDSs for all hazardous chemicals to which employees of this department may be exposed will be in Facilities Office.

MSDSs will be available to all employees in their work area for review during each work shift. If MSDSs are not immediately available or new chemicals in use do not have an MSDS, please immediately contact Manager.

3. Employee Training and Information:

Prior to starting work each new employee of will attend a safety and health orientation and will receive information and training on the following:

Written Hazard Communication Program (cont'd)

- a. An overview of the requirements contained in the Hazard Communication standard, Section 1910.1200.
- b. Chemicals present in the workplace operations.
- c. Location and availability of our written hazard communication program.
- d. Physical and health effects of the hazardous chemicals.
- e. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- f. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- g. Steps the company has taken to lessen or prevent exposure to these chemicals.
- h. Safety emergency procedures to follow if they are exposed to these chemicals.
- i. How to read labels and review MSDSs to obtain appropriate hazard information.

After attending the training class, each employee will sign a form to verify that they attended the training, received our written materials, and understood this company's policies on hazard communication.

Prior to a new hazardous chemical being introduced into any section of this company, each employee of that section will be given information as outlined above. Manager is responsible for ensuring that MSDSs on the new chemical(s) are available.

4. List of Hazardous Chemicals

The following is a list of all known hazardous chemicals used by employees of **USC Upstate**. Further information on each noted chemical can be obtained by reviewing MSDSs located in Facilities Management office.

<u>HAZARDOUS CHEMICALS</u>	<u>WORK PROCESS WHERE USED</u>
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: The hazard communication standard only requires a list of all hazardous chemicals; however, it is felt that identifying the location and possible processes will aid the employer in carrying out the full program.

Written Hazard Communication Program (cont'd)

5. Hazardous Non-routine Tasks

Occasionally, employees are required to perform hazardous non-routine tasks. Prior to starting work on such given projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- a. Specific chemical hazards
- b. protective/safety measures the employee can take
- c. Measures the department has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by employees of this company are:

<u>TASK</u>	<u>HAZARDOUS CHEMICAL</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. Chemicals in Unlabeled Pipes

Work activities are often performed by employees in areas where chemicals are transferred through unlabeled pipes.

Prior to starting work in these areas, the employee must contact Manager for information regarding:

- a. The chemicals in the pipes
- b. Potential hazards
- c. Safety precautions which should be taken

7. Informing Contractors

It is the responsibility of Manager to provide contractors (with employees) the following information:

- a. MSDSs for hazardous chemicals to which they may be exposed while on the work site.
- b. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
- c. The labeling system used in the work place.

To:

Dear Sir or Madam:

Re: Request for Material Safety Data Sheet(s)

The OSHA Hazard Communication Standard requires our company to maintain at each Job site a Material Safety Data Sheet (MSDS) for products that contain hazardous chemicals as defined by that law.

We recently purchased from you the following product(s) for which an MSDS has not been received:

1. _____
2. _____
3. _____
4. _____
5. _____

Please furnish us a copy of the applicable MSDS for the above item(s) as soon as possible. If an MSDS is not applicable to a listed item, please so note on this letter and return to us for our records.

Thank you for your immediate response.

Sincerely yours,
