

Fayetteville Policy and Procedure 710.2 Hazard Communication Program

PURPOSE

The purpose of the Hazard Communication Program (“HazCom Program”) is to educate and inform the University’s faculty, staff and students (“employees”) of the chemical substances that may be encountered in their daily operations. This program is in compliance with State of Arkansas Department of Labor Safety Code #12, Public Employees’ Chemical Right to Know Act, 12-(e) Hazard Communication Program.

The University is firmly committed to providing a safe and healthy work environment for each of its employees. It is recognized that some job-related procedures and other essential scholastic activities frequently require the use of chemicals which may have hazardous properties. When using these chemicals, it is important that faculty, staff and students are aware of the identity and hazardous properties of such chemicals, as well as what protective measures are available, since an informed person is more likely to be careful.

SCOPE

Persons Covered

The guidelines in this program apply to all University faculty, staff and students (“employees”) who may be exposed to hazardous chemicals under normal operating conditions or foreseeable emergencies. The regulation does not apply to any consumer product or hazardous substance where the employer can demonstrate it is used in the workplace in the same manner as normal consumer use, and which use results in a duration and frequency of exposure which is not greater than exposure experienced by consumers.

Teaching and Research Laboratory Exemption

This Program does not apply to teaching or research laboratories where small quantities of chemicals are used on a non-production basis. Instead, such laboratories must follow the campus Chemical Hygiene Plan, in accordance with Fayetteville Policies and Procedures 727.2, Toxic Substance Use on Campus.

Substances Covered

All substances located at the University which pose a physical or health hazard are included, except those specifically exempted by this program. Commonly exempt substances include, but are not limited to, hazardous wastes, consumer products, food, food additives, drugs, cosmetics and medical or veterinary products. A complete list can be found in the Occupational Safety and Health Administration (OSHA) standard (29 CFR 1910.1200(b)(6)).

RESPONSIBILITIES

Deans, Department Chairs and Directors:

- Ensure managers and supervisors understand their responsibilities to implement the HazCom Program within each work unit.
- Actively support the HazCom Program within individual units.
- Promote employees' compliance with HazCom Program requirements.

Managers & Supervisors:

- Implement the HazCom Program and ensure its procedures are followed.
- Contact Environmental Health and Safety (EH&S) to request Designated Trained Individual (DTI) training, technical assistance, and evaluate health and safety concerns within their department.
- Select a representative(s) to be a (DTI) for the work area.
- Ensure staff is aware of the HazCom Program and trained as required.

Designated Trained Individual (DTI):

- Acts as the work area HazCom coordinator.
- Contact EH&S to request DTI training, technical assistance, and evaluate health and safety concerns within their department.
- Conducts effective hazard communication training sessions in their area(s) of responsibilities and documents the training.
- Ensures Safety Data Sheets (SDS's) are in a central location and updated as required.
- Ensures all required documents and forms are maintained and readily available.
- Provides contractors with chemical hazard information for areas they work in.

Faculty, Staff and Students ("Employees"):

- Comply with provisions of the HazCom Program and any other safety recommendations from supervisors and/or EH&S regarding Hazard Communication.
- Conduct assigned tasks in a safe manner, wear appropriate personal protective equipment, and obtain training and/or information prior to using chemicals.

Departments Preparing Specifications for and/or overseeing Consultants, Contractors and Service Providers:

- Inform consultants, contractors and service providers of any hazardous chemicals located in the contracted work area and the precautionary measures to be taken to protect employees during normal operations and foreseeable emergencies.
- Inform contractors that they are required to maintain SDS's on-site for all hazardous materials that are brought onto University property.
- Ensure contractors have a hazard communication program that meets the requirements established in 29 CFR 1910.1200 (contractors are subject to OSHA – not State of Arkansas Public Employees' Chemical Right to Know Act).

Environmental Health & Safety:

- Provides training and/or training resources to DTI's upon request.
- Maintains records of DTI training.

- Serves as a University liaison for local, county, state, and federal agencies regarding occupational health and safety issues.
- Reviews and revises the Hazard Communication Program as necessary to comply with government regulations.

SAFETY DATA SHEETS (SDS's) AND HAZARDOUS CHEMICAL INVENTORY

Manufacturers, importers and distributors of chemical products must prepare and provide Safety Data Sheets in accordance with Appendices A and B of the OSHA Revised (2012) Hazard Communication Standard OSHA Appendices A and B should be consulted for assistance in developing, evaluating and/or interpreting SDS information. The University will rely on the chemical manufacturers, importers, and/or distributors to provide an accurate, complete, and current SDS for all procurements of chemicals and/or chemical mixtures.

SDS's must be obtained for all hazardous materials and chemicals when they are brought into the facility. SDS's (See Appendix A) and a Chemical Inventory (Use Appendix B) must be maintained together and made readily available to all employees. These must be organized alphabetically by chemical/product name. Methods for obtaining SDSs include contacting the manufacturer or supplier of the chemical directly (most SDS's are available via manufacturer's website) or contacting EH&S for assistance.

SDS's are considered to be a part of employee medical records and therefore must be maintained for at least 30 years from the date of last use. SDS for materials no longer used or stored should be kept in a separate "archived" SDS binder or electronically. These must also be organized alphabetically by chemical/product name.

LABELING

No hazardous chemicals will be accepted for use or used at the University or shipped to any other location unless appropriately labeled. Chemical manufacturers and distributors shall label each container of hazardous chemicals as required by 29 CFR 1910.1200. The University need not affix new labels to comply with Arkansas Department of Labor Safety Code #12, Public Employees' Chemical Right to Know Act if the container is labeled with at least the following information:

- Identity of the hazardous chemical(s).
- Appropriate hazard warnings.
- Name and address of the chemical manufacturer, importer, or distributor.

All labels and other forms of warning must be legible, in English, and prominently displayed on the container. Employees who read only other languages shall have the information in the material presented in their language.

In addition, the University recognizes the Globally Harmonized System of Classification (GHS) for identification of chemicals. GHS uses 9 pictograms, hazard class (e.g., flammable liquids, carcinogen) hazard category (e.g., 1 through 4), hazard statements (e.g., fatal if swallowed, causes skin irritation), and the signal words "Danger" or "Warning" to communicate hazard

information on product labels and safety data sheets in a logical and comprehensive way (See Appendix "C").

Prior to GHS adoption, the University promoted the National Fire Protection Association (NFPA) Hazard Warning Diamond labeling system. The NFPA Hazard Warning Diamond is based on the NFPA standard 704 rating system. This standard provides a readily recognized, easily understood system for identifying hazards and their severity using spatial, visual, and numerical methods to describe the relative hazards of a material. While this system is still used in the United States, it does not meet the GHS requirements. Therefore, the NFPA system can be used in addition to, but not in place of GHS labeling. The University still uses the NFPA labeling system primarily on laboratory/shop doors to assist first responders. A comparison between GHS hazard category and the NFPA 704 hazard ranking systems is found in Appendix "C". Referring to different systems can be confusing, but both hazardous classification systems may appear in SDSs and on other materials (e.g., labels) and understanding both classification systems is necessary to ensure protective actions are taken.

Existing labels on incoming containers of hazardous chemicals shall not be removed or defaced. Any container without a label should be reported immediately to the department or work area manager/supervisor.

In certain situations involving individual stationary process containers, the label may be replaced by a sign, placard, process sheet, batch ticket, or other means to convey the identity of the hazardous chemical and the appropriate hazard warnings. If these other forms of warning are used, they must be readily accessible to employees in their department or work area during each work shift.

If a hazardous chemical is transferred from the original container to another container, then the identity of the hazardous chemical and the appropriate hazard warnings shall be reproduced or otherwise placed on the container to which the hazardous chemical was transferred. However, a label need not be placed on portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer, unless the hazardous chemical is regulated under the Federal Insecticide, Fungicide, and Rodenticide Act, 7 United States Code § 136 et seq., or the Arkansas Pesticide Control Act, Arkansas Code Ann. § 2-16-401 et seq., in which case the chemical name or common name on the original container shall be reproduced on the container to which such hazardous chemical was transferred.

NON-ROUTINE TASKS AND UNLABELED PIPING

Whenever hazardous chemicals are to be used in a non-routine manner (a manner other than what it was intended) or when performing non-routine tasks associated to the operation (e.g., cleaning out vapor degreaser, repairing piping systems, etc.), the knowledgeable departmental manager or supervisor should be consulted for overall safety considerations prior to performing the operation(s).

Non-Routine Tasks

Before any non-routine task is performed that might involve exposure to hazardous chemicals, the employee's manager or supervisor must carefully review all potential hazards of the task with the employee, and must prescribe appropriate work practice procedures (Follow the instructions on and use Appendix D). The non-routine hazard information provided to employees will include (as applicable):

- Specific chemical hazards.
- Personal protection and safety measures the employee can take to lessen risks of performing the task.
- Measures that have been taken to eliminate or control the hazard, may include, but are not limited to;
 - Air monitoring
 - Ventilation requirements
 - Use of respirators
 - Use of attendants to observe procedures
 - Emergency procedures

Unlabeled Piping

Employees and contractors who work on unlabeled pipes must be informed of hazardous substances that may be present (Appendix D). Managers or supervisors must inform workers of the following prior to starting work:

- Identity of any suspected or known hazardous substances in the pipe
- Potential hazards of the substance(s)
- Appropriate safety precautions to take

INFORMATION AND TRAINING

Designated Trained Individual (DTI) Training

The University uses a “train the trainer” approach to achieve HazCom compliance. Individuals designated from the work areas shall be known as designated trained individuals or DTI’s. DTI training is provided by EH&S and covers the Hazard Communication Program and its procedures for program implementation and maintenance. These implementations must be documented by completing the Hazard Communication Program Implementation Form (See Appendix E).

This document (titled “University of Arkansas Hazard Communication Program”) along with the attached Appendices and completed Appendix B constitutes the work area’s “Written Hazard Communication Program”. DTI’s will receive certification from EH&S upon completion of their training.

Employee Information and Training

DTI’s can present training in a classroom setting using electronic media, lectures, EH&S’s Hazard Communication Online Training, or it can be an informal on-the-job discussion of the required training information. In any setting, the training must include the specific hazards in the

work area and be documented with the Hazard Communication Training Attendance Record Form (Appendix F) and maintained for no less than 30 years. DTI's will provide employees with information and training on hazardous chemicals in their work area.

1. Information. Employees shall be informed of:
 - i. The requirements of these regulations and Ark. Code Ann. § 8-7-1001 et seq.;
 - ii. Any operations in their work area where hazardous chemicals are present;
 - iii. The location and availability of any written hazard communication program, including list(s) of hazardous chemicals; and,
 - iv. The location and availability of the material safety data sheets.

2. The contents of Hazard Communication training must be documented in the Written Hazard Communication Program and shall include at least:
 - i. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
 - ii. The physical and health hazards of the chemicals in the work area;
 - iii. The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used;
 - iv. The details of the hazard communication program developed by the employer, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information;
 - v. General safety instructions on the handling, cleanup, and disposal of the hazardous chemicals in the workplace; and
 - vi. Training on the specific hazardous chemicals an employee will be encountering in his/her routine employment.

3. Frequency of training.
 - i. New or newly assigned employees shall be provided training before working in a work area containing hazardous chemicals. Additional instruction or training will be provided whenever a new hazard is introduced into their work area or whenever new and significant information is received by the University concerning the hazards of a chemical.
 - ii. Refresher training will be provided to existing employees at least annually.

4. Records. The University will keep a record of the dates of training sessions given to its employees, together with the name(s) of those employees who attended such sessions.

5. Exemption from training. The University is not required to provide the training mandated by regulation 12-(h)(2)-(3) to toxicologists, chemists, and industrial hygienists. The University may apply to the Director of the Arkansas Department of Labor for a training exemption for other employees with specialized expertise relating to hazardous chemicals. Application for such an exemption will be on a form approved and provided by the Director.

APPENDIX A

SAFETY DATA SHEETS

OSHA's Hazard Communication Standard (2012) requires chemical manufacturers and suppliers to provide Safety Data Sheets (also known as Material Safety Data Sheets or MSDSs) to communicate the hazards of chemical products. Hazard information found in Safety Data Sheets is placed in the following sixteen sections and each section must contain the following content:

Section 1: Identification identifies the chemical for which the safety data sheet is written as well as the recommended uses for the chemical. It also provides the contact information of the manufacturer or distributor. Remember, the name on the label will match the name on the safety data sheet.

Section 2: Hazard(s) identification provides a summary of the hazards associated with the chemical and lists precautionary statements that - if followed - will assist in avoiding those hazards. The information in this section is exactly the same as the information placed on the label which we discussed previously.

Section 3: Composition information on ingredients identifies the substance, or ingredients if a mixture, contained in the product. If a chemical ingredient is not listed because a trade secret is claimed, it will be noted.

Section 4: First-aid measures describes the initial care that should be given by untrained responders to an individual who has been exposed to the chemical.

Section 5: Fire-fighting measures lists suitable extinguishing techniques and equipment as well as specific hazards that might develop from the chemical during a fire.

Section 6: Accidental release measures lists emergency procedures including recommendations on appropriate response to spills, leaks, or other releases.

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

Section 8: Exposure controls/personal protection lists the exposure limits for the chemical, appropriate engineering controls and recommendations for personal protective equipment.

Section 9: Physical and chemical properties lists the physical and chemical properties associated with the chemical including its appearance and physical state, odor, pH, melting or boiling point, flash point, evaporation rate and upper and lower flammability limits.

Section 10: Stability and reactivity lists chemical stability information and possible hazardous reactions.

Section 11: Toxicological information lists health effects information including the likely routes of exposure, a description of the immediate and long-term effects of exposure, the symptoms of exposure and numerical measures of acute toxicity. It will also note if the substance has been identified as a known or potential carcinogen or is a reproductive toxin.

Sections 12 – 16 are unrelated to workplace health and safety: Ecological information, Disposal consideration, Transport information, Regulatory information, other information, and includes the date of preparation or last revision.

SDSs from the manufacturer of each hazardous substance used/encountered in the workplace must be made available to the employee. The manufacturer's SDS will be placed in a binder and located in a designated area (See Appendix E).

In compliance with § 12-(g) of the State of Arkansas Department of Labor Safety Code #12:

1. The University will have a safety data sheet for each hazardous chemical that it uses, and will obtain or develop a safety data sheet for each hazardous chemical it reproduces or generates.
2. Each material safety data sheet will be in English and, in addition to OSHA's Hazard Communication Standard (2012), will contain at least the following information:
 - i. The identity used on the label, and, except as provided for in regulation 12-(i) on trade secrets:
 - A. If the hazardous chemical is a single substance, its chemical and common name(s);
 - B. If the hazardous chemical is a mixture which has been tested as a whole to determine its hazards, the chemical and common name(s) of the ingredients which contribute to these known hazards, and the common name(s) of the mixture itself; or,
 - C. If the hazardous chemical is a mixture which has not been tested as a whole: (1) The chemical and common name(s) of all ingredients which have been determined to be health hazards, and which comprise 1% or greater of the composition, except that chemicals identified as carcinogens under regulation 12-(d)(4) shall be listed in the concentrations are 0.1% or greater; and, (2) The chemical and common name(s) of all ingredients which have been determined to be health hazards, and which comprise less than 1% (0.1% for carcinogens) of the mixture, if there is evidence that the ingredient(s) could be released from the mixture in concentrations which would exceed an established OSHA permissible exposure limit or ACGIH Threshold Limit Value, or could present a health hazard to employees; and, (3) The chemical and common name(s) of all ingredients which have been determined to present a physical hazard when present in the mixture;
 - ii. Physical and chemical characteristics of the hazardous chemical (such as vapor pressure, flash point);
 - iii. The physical hazards of the hazardous chemical, including the potential for fire, explosion, and reactivity;
 - iv. The health hazards of the hazardous chemical, including signs and symptoms of exposure, and any medical conditions which are generally recognized as being aggravated by exposure to the chemical;
 - v. The primary route(s) of entry;

- vi. The OSHA permissible exposure limit, ACGIH Threshold Limit Value, and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the material safety data sheet, where available;
 - vii. Whether the hazard chemical is listed in the National Toxicology Program (NTP) Annual Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions), or by OSHA;
 - viii. Any generally applicable precautions for safe handling and use which are known to the chemical manufacturer, importer or employer preparing the material safety data sheet, including appropriate hygienic practices, protective measures during repair and maintenance of contaminated equipment, and procedures for clean-up of spills and leaks;
 - ix. Any generally applicable control measures which are known to the chemical manufacturer, importer or employer preparing the material safety data sheet, such as appropriate engineering controls, work practices, or personal protective equipment;
 - x. Emergency and first aid procedures;
 - xi. The date of preparation of the material safety data sheet or the last change to it; and,
 - xii. The name, address and telephone number of the chemical manufacturer, importer, employer or other responsible party preparing or distributing the material safety data sheet, who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.
3. If no relevant information is found for any given category on the material safety data sheet, the chemical manufacturer or employer preparing the material safety data sheet shall mark it to indicate that no applicable information was found.
 4. Where complex mixtures have similar hazards and contents (i.e., the chemical ingredients are essentially the same, but the specific composition varies from mixture to mixture), the chemical manufacturer, importer or employer may prepare one material safety data sheet to apply to all of these similar mixtures.
 5. When preparing a safety data sheet, the University shall ensure that the information recorded accurately reflects the scientific evidence used in making the hazard determination. If the University has prepared a material safety data sheet and then becomes newly aware of any significant information regarding the hazards of a chemical, or ways to protect against the hazards, this new information shall be added to the material safety data sheet within three months. If the chemical is not currently being produced or imported the chemical manufacturer or importer shall add the information to the material safety data sheet before the chemical is introduced into the workplace again.
 6. Chemical manufacturers shall ensure that distributors and the University is provided an appropriate material safety data sheet with their initial shipment, and with the first shipment after a material safety data sheet is updated. The chemical manufacturer shall either provide material safety data sheets with the shipped containers or send them to the University prior to or at the time of the shipment. If a material safety data sheet is not

provided with the shipment that has been labeled as a hazardous chemical, the University shall request one in writing from the chemical manufacturer or distributor within five (5) business days.

7. The University will maintain copies of the required material safety data sheets for each hazardous chemical in the workplace, and shall ensure that they are readily accessible during each work shift to employees and their designated representatives.
8. Where employees must travel between workplaces during a workshift, i.e., their work is carried out at more than one geographical location, the material safety data sheets may be kept at a central location at the primary workplace facility. In this situation, the University will ensure that employees can immediately obtain the required information in an emergency. While material safety data sheets may be maintained at a central location in the primary workplace facility, a representative of the University will be available at the central location to respond to requests for emergency information via telephone or other means.
9. Material safety data sheets may be kept in any form, including operating procedures, and may be designed to cover groups of hazardous chemicals in a work area where it may be more appropriate to address the hazards of a process rather than individual hazardous chemicals. However, the University will ensure that in all cases the required information is provided for each hazardous chemical, and is readily accessible during each work shift to employees when they are in their work area(s).
10. Material safety data sheets shall also be made readily available, upon request, to employees, their designated representatives and the Director of the Arkansas Department of Labor, or his or her designee.
11. If a SDS for a hazardous chemical is not readily available upon request, an employee or his designated representative may submit a written request for the SDS to the University. The University, within three (3) business days, either will furnish a copy of the requested SDS to the requester or, if the requested SDS is not in the University's possession, will demonstrate to the requester that the University has made an effort to obtain the SDS from the distributor, manufacturer, or other source.
 - i. If after two (2) weeks from receipt of the request the University has not furnished the requester with the requested SDS, the University will not require the employee to work with the hazardous chemical for which the SDS was requested until the SDS is furnished, unless:
 - A. The manufacturer of the substance for which the SDS was requested furnishes a written statement that the substance is not a hazardous chemical as defined in Ark. Code Ann. § 8-7-1003; or
 - B. The University can demonstrate to the employee that the SDS cannot be obtained through no fault of the University; or
 - C. The University can demonstrate to the employee that the SDS will be furnished by a date specified by the employer within one (1) additional week, provided that the employee shall not be required to work with the hazardous chemical if the SDS is not furnished by the date specified.
 - ii. If an employee declines to work with a hazardous chemical as authorized by this regulation, he shall not be penalized. Reassignment of an employee to other

work, at equal pay and benefits, shall not be considered a penalty under this regulation.

APPENDIX B
WORKPLACE CHEMICAL INVENTORY

Work Area/Department _____

Date Updated _____







Building	Room/Location	Chemical/Product	CAS #	Manufacturer

APPENDIX C

GHS and NFPA CLASSIFICATION SYSTEMS

The core of the GHS hazard classification system are 9 pictograms used to visually convey the type of hazard. The information below was taken from OSHA website at: http://www.osha.gov/Publications/HazComm_QuickCard_Pictogram.html

HCS Pictograms and Hazards

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

 <ul style="list-style-type: none"> ▪ Oxidizers 	 <ul style="list-style-type: none"> ▪ Aquatic Toxicity 	 <ul style="list-style-type: none"> ▪ Acute Toxicity (fatal or toxic)
---	--	---

In addition to the above pictograms, GHS describes the nature and severity of a chemical hazard by hazard class and hazard category:

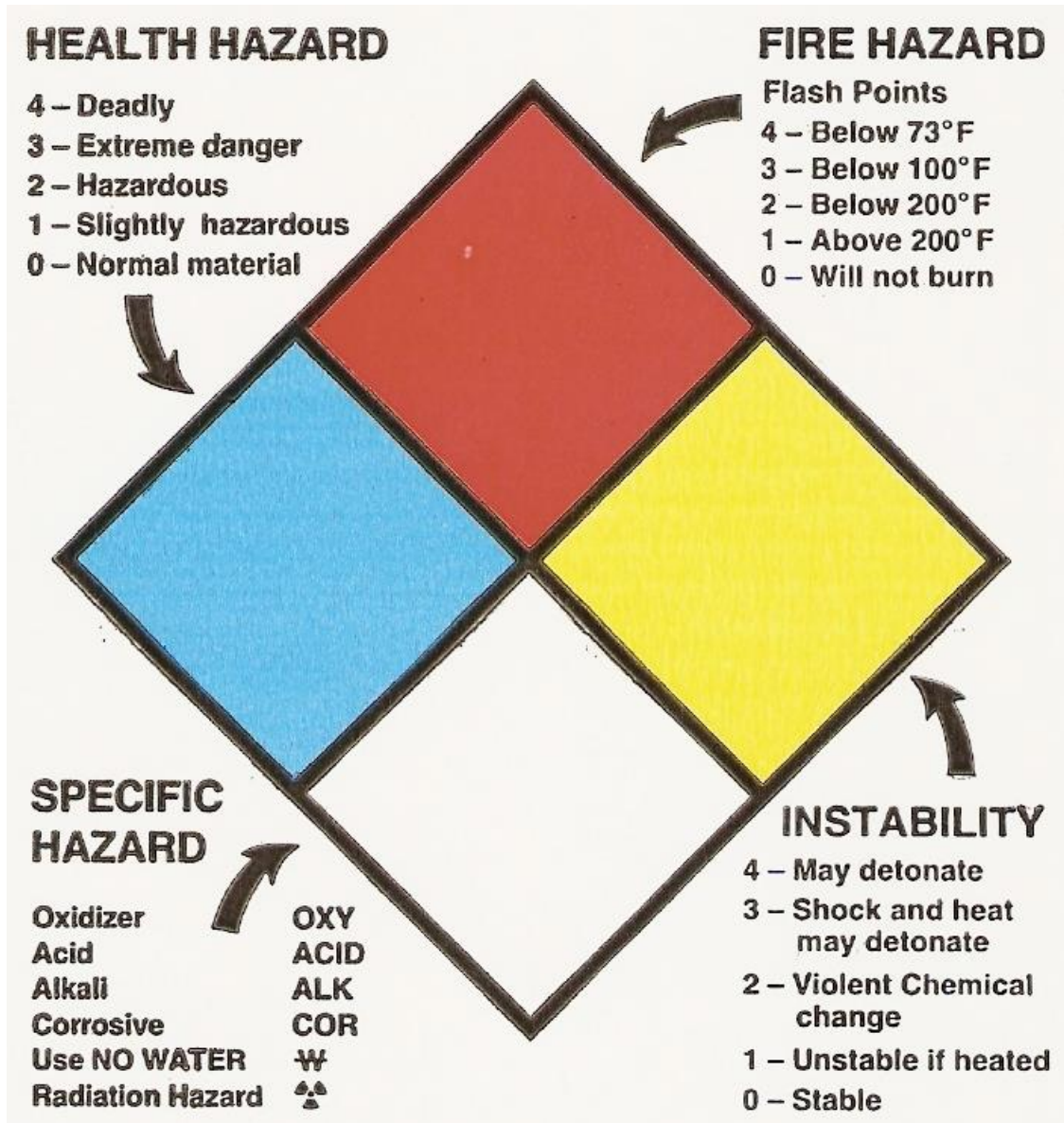
- GHS hazard class represents the nature of a chemical hazard (e.g., flammable liquids, carcinogen)
- GHS hazard category is the division of criteria within each hazard class. For example, hazard class flammable liquids can be divided into 4 categories among which flammable liquids category 1 represents the most severe hazard.

These classifications then inform the determination of signal words (either “Danger” or “Warning”) and precautionary statements (e.g., do not allow contact with water)

A full description of the GHS classification system may be found at the following site:

<https://www.osha.gov/dsg/hazcom/ghsguideoct05.pdf>

NFPA Hazard Classification



GHS and NFPA Hazard Ranking Comparison

GHS	NFPA
1-4 Hazard Range	0-4 Hazard Range
1 = Most Severe Hazard	0 = least Hazardous
4 = Least Severe Hazard	4 = Most Hazardous

APPENDIX D
NON-ROUTINE OPERATION(S) AND/OR UNLABELED PIPING

This form is used to document non-routine operation(s) or tasks associated with unlabeled piping where there exists potential exposure to hazardous chemicals that your employees do not normally use or work around. Use this form to identify the hazards, and the control measures needed to protect the employees and then to train your employees about the hazards and procedures they need to follow. Add the chemicals to the workplace chemical inventory and make available the MSDS or SDS for each hazardous chemical or product listed. Note if there are no non-routine operations or unlabeled piping associated with your workplace enter "NONE" in the "location of operation" and sign and date the form and keep as part of the written HAZCOM program.

Location(s) of operation:

PI/Supervisor:

Signature:

Date signed:

Describe the non-routine operation or task to include any key steps/actions where exposures are possible.

Chemical	Summary of Hazards	PPE Needed	Administrative/Engineering Controls

APPENDIX E

UNIVERSITY OF ARKANSAS

HAZARD COMMUNICATION PROGRAM IMPLEMENTATION

Work Area and /or Location: _____

Prepared by: _____ Date: _____

It is the policy of the University of Arkansas to ensure the chemical hazards are identified within each work area and that chemical hazard information is made available to all personnel who may be exposed.

The University of Arkansas' written Hazard Communication Program Plan, specific SDSs and chemical inventory for this work area are located:

The Designated Trained Individual (DTI) for this work area is:

The DTI is responsible for ensuring all aspects of the University of Arkansas' Hazard Communication Program are implemented in this work area. The DTI will ensure all hazardous chemicals are properly labeled, maintain the workplace chemical inventory, and provide SDSs to ensure all employees in the work area are informed of the chemical hazards present and the appropriate actions needed to provide the appropriate level of protection. In addition, the DTI will ensure all employees in the work area are appropriately trained on an initial and annual basis.

APPENDIX F

WORK AREA HAZARD COMMUNICATION TRAINING ATTENDANCE RECORD

Trainer (Full Name) _____

Work Area: _____

DTI: _____

Training Location: _____ Date: _____ Duration:

I certify the employees below have been trained according to the guidelines in the University of Arkansas' Hazard Communication Program. Among other things, this training specifically covered the following:

- Methods and observations (e.g. air monitoring devices, visual appearance, or odor) that may be used to detect the presence or release of a hazardous material in the work area.
- Physical and health hazards of the chemicals present in the work area.
- Measures (e.g. appropriate work practices, emergency procedures, and personal protective equipment (PPE)) employees can take to protect themselves from these hazards.
- Operations where hazardous materials are present and non-routine operations and unlabeled pipes where hazardous chemicals may be encountered.
- Emergency procedures to follow and any special handling provisions.
- Contents and location of the hazardous chemical inventory and manufacturer specific SDS are located
- Explanation of the labeling systems (to include pictograms, signal words, hazard statements, precautionary statements and hazard class and category)
- How employees can use the hazard information from chemical labels and SDS to ensure appropriate protection from exposures