



Angelo State University
Operating Policy and Procedure

OP 34.02: Hazard Communications Act

ORIGIN

DATE: September 1, 2007

LAST

REVIEW: November 14, 2011

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to assign responsibilities for compliance with the Hazard Communication Act.

REVIEW: This OP will be reviewed in July of odd-numbered years by the director of environmental health, safety, and risk management (EHS&RM) with recommended revisions forwarded through the vice presidents to the president by August 15 of the same year.

POLICY/PROCEDURE

1. Hazardous Chemicals Identified

This OP will apply to those chemicals defined by OSHA as hazardous.

2. Responsibilities and Duties

a. Environmental Health and Safety

- (1) Monitor the university program for compliance;
- (2) Provide orientation on the requirements of the Hazard Communication Act and how it should be implemented in departmental work areas;
- (3) Obtain *Material Safety Data Sheets* (MSDS) for requesting departments;
- (4) Provide the San Angelo fire chief and University Police Department (UPD) with names and telephone numbers of Angelo State University employees to be contacted in chemical emergencies.

b. **Administrators, Deans, Department Heads, and ADSO's**

- (1) Identify hazardous chemicals being used, stored, or handled in the department;
- (2) Obtain MSDS on all hazardous chemicals;

- (3) Provide notice to employees of the Texas Hazard Communication Act, its provisions, and their rights under the act;
- (4) Provide, maintain, and make available to all employees potentially exposed to chemicals MSDS on chemicals in the workplace. (MSDS shall be readily available, upon request, for review by employees or designated representatives);
- (5) Provide information and training on safe use of chemicals in the workplace. All new employees will be trained in safe use of chemicals before they are exposed to them. Employees will also be trained in the safe use of all new chemicals before they are used;
- (6) Assure proper labeling of chemicals in the workplace;
- (7) Provide safety clothing and/or equipment, if warranted;
- (8) Maintain chemical inventories and training for a period of 30 years, and
- (9) Develop and implement a written hazard communication program that will be made available to employees or their designated representative upon request. A copy is to be made available to the Office of Environmental Health and Safety. Contact Environmental Health, Safety, and Risk Management (EHS&RM) for assistance.