

CHEMICAL HAZARD COMMUNICATION PROGRAM FOR

General Policy

In accordance with the Washington Administrative Code 296-901-14010, Written Hazard Communication Program, this program has been developed and implemented by

The general purpose of this program is to ensure each employee is informed and trained on the Hazard Communication Standard, the location and hazardous properties of the chemicals used in the workplace, and the protective measures required.

The program applies to all locations where employees might be exposed to hazardous chemicals during normal working conditions or an emergency situation. The department administrator and/or designee with overall responsibility for implementation of the program is _____.

A copy of this program and all Safety Data Sheets (SDSs) will be available for employee review in _____.

Chemical Inventory List

A list of the hazardous chemicals used by the department will be maintained by:

The list will be updated immediately upon receipt of any new chemical. The identity of each chemical on the list must match the name on the container label and the name on the SDS. The chemical inventory list for the department appears at the end of this program.

Container Labeling

Proper labeling of all primary and secondary containers of hazardous materials in the work area will be verified by: _____.

Labels on containers from the manufacturer must include the following:

- Identity of the hazardous chemical(s);
- Signal Word;
- Hazard Statement(s);
- Pictogram(s);
- Precautionary Statement(s); and
- Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

All secondary containers must be labeled with, at a minimum, the chemical identity and the hazard information from the manufacturer's label.

For labeling assistance contact EHS, 372-7163.

Safety Data Sheets (SDSs)

A Safety Data Sheet is a written document describing a substance, its properties, physical and health hazards, entry route(s), permissible exposure limit, and any precautions or controls for safe use. The document also includes emergency first aid procedures; the date the SDS was prepared; and the name, address, and telephone number of the chemical manufacturer or importer. An SDS must be maintained in the workplace for each hazardous chemical used. The person responsible for maintaining Safety Data Sheets for the department is: _____.

An SDS must be provided by the manufacturer whenever new chemicals are procured, or when the information in the SDS changes. SDSs may also be obtained by contacting the manufacturer or supplier, searching the internet, by contacting Environmental Health and Safety or by following the procedures in the Safety Policies and Procedures Manual (S80.62.1). The supervisor or designee must review incoming SDSs for changes in safety and health information and convey any new information and training to affected employees.

SDSs are located _____ and are available to all employees for review during each work shift. If SDSs are not available, immediately contact your supervisor.

Safety data sheets are defined as an employee exposure record and therefore must be retained for 30 years. Refer to the section entitled "Employee Exposure Records" for additional information.

Employee Information And Training

Prior to starting work, employees must be provided training which includes:

- A summary of the Hazard Communication Standard;
- The purpose, location and availability of the written Hazard Communication Program, the list of hazardous chemicals, and associated Safety Data Sheets;
- A description of any operations in the work area where hazardous chemicals are used;
- The methods and observation techniques used to determine the presence of a hazardous chemical release. Detection methods may include monitoring devices, visual appearances or odor.
- The physical and health hazards of the chemicals in the work area, including the likely symptoms or effects of overexposure. The glossary at the end of this program lists some common physical and health hazard terms.

- How to read chemical labels and review SDSs to obtain appropriate hazard information. The glossary at the end of this program lists some common SDS terms;
- The emergency procedures to initiate in the event an employee is exposed to a hazardous chemical.

Training must be provided at the time of their initial assignment, and whenever a new hazard is to be introduced to the work area. _____ is responsible for conducting employee training.

If an employee has been exposed to a hazardous chemical refer to the "Chemical Exposure Incident Procedure" section of this program for instruction.

Chemical Spills

Employees can clean-up chemical spills ONLY when all of the following conditions are met:

- The chemical is known and the spill can be cleaned-up in ten minutes or less.
- Employees are trained to safely clean-up chemical spills.
- Employees can wear the same personal protective equipment that they wear during normal work activities.
- Appropriate clean-up supplies are readily accessible.
- The chemical does not have a Ceiling Limit listed in [WAC 296-841](#) and cannot create an Immediate Danger to Life and Health (IDLH) atmosphere. IDLH information can be found in the [NIOSH Pocket Guide to Chemical Hazards](#).
- Clean-up materials are disposed of per SPPM [5.66](#).

Employees cannot clean-up mercury spills; call EHS for assistance.

If any of the above conditions cannot be met, then immediately call EHS or 2-7234 and qualified emergency response personnel will respond to clean-up the spill.

Personal Protective Equipment (PPE)

Supervisors or designees are to perform hazard assessments of each work task to determine if hazards, including *chemical hazards*, are present, or are likely to be present, requiring the use of PPE (see SPPM S30). Where PPE is required, an assessment should be completed in accordance with Section 6.2 of the department's Accident Prevention Plan.

On-Site Contractors/Other WSU Departments

Whenever contractors or other WSU departments work within and around this department's facilities, _____ will inform those employees of any hazardous chemicals present in the workplace, the availability of the

department's SDSs and any required protective measures. Whenever contractor activities may expose department employees to hazardous chemicals, this person will request SDSs for chemicals used by contractors or other WSU departments.

Hazardous Non-Routine Tasks

Periodically, employees may be required to perform non-routine tasks involving hazardous chemicals. Prior to starting work on any non-routine task the supervisor or designee will conduct a PPE hazard assessment and provide affected employees with the following information and training:

- The specific hazards related to the non-routine tasks
- Protective measures required
- Steps the department is taking to reduce chemical hazards
- Emergency procedures

Chemical Exposure Incident Procedure

In the event an employee may have been overexposed (inhalation, ingestion or physical contact) to a hazardous chemical, after the necessary medical care has been provided, the supervisor must complete an "Incident Report" form (see SPPM S25.20). The following information should be included on the form: the specific chemical(s), the duration of the exposure, the type of exposure (inhalation, ingestion, skin contact), and personal protective equipment used. Environmental Health and Safety retains this form for 30 years as an employee exposure record.

Employee Exposure Records

The Washington Administrative Code defines SDSs as an employee exposure record, which must be preserved for 30 years. The SDSs for chemicals no longer used by the department will be retained and maintained.

Each department supervisor or designee will provide to their employees, at the time of initial employment and annually thereafter, the following information:

- The existence, location and availability of the inactive SDSs.
- The supervisor or designee is responsible for maintaining and providing access to the SDSs.
- The employee has the right to access the SDSs.

Chemical Hazard Communication Standard Summary

The Hazard Communication Standard is based on a simple concept - that employees have both the need and right to know the identities and hazards of the chemicals they are potentially exposed to when working. They also need to know what protective measures are required. This knowledge should reduce work-related injuries and illnesses caused by chemical exposure.

The Hazard Communication Standard establishes uniform requirements to assure that the hazards of all chemicals imported, produced or used in U.S. workplaces are evaluated. The hazard information and associated protective measures are to be transmitted to affected employers and potentially exposed employees.

Chemical manufacturers and importers must convey the hazard information they learn from the evaluations to employers by labels on containers, Safety Data Sheets (SDSs). All covered employers must have a hazard communication program to convey this information to their employees through container labeling, SDSs and training.

Glossary

Carcinogen: A substance or agent capable of causing or producing cancer.

Combustible Liquid: A liquid having a flashpoint at or above 100⁰ F and below 200⁰ F.

Corrosive: A chemical that causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the site of contact.

Flammable Liquid: A liquid having a flashpoint below 100⁰ F.

Flashpoint: The minimum temperature at which a material ignites when exposed to a source such as flame or spark.

Hazardous Chemical: Any chemical whose presence or use is a physical or a health hazard.

Health Hazard: A chemical for which there is significant evidence, based on at least one study conducted in accordance with established scientific principles, which acute or chronic health effects may occur in exposed employees.

Irritant: A chemical, which is not corrosive, that causes a reversible inflammatory effect on living tissue by a chemical action at the site of contact.

LEL, or LFL: Lower Explosive Limit, or Lower Flammable Limit, of a vapor or gas; the lowest concentration that will produce a flash of fire when an ignition source is present.

Mutagen: A substance or agent capable of altering the genetic material in a living cell.

Oxidizer: A chemical that initiates or promotes combustion in other materials, causing fire either by itself or through the release of oxygen or other gases.

PEL: Permissible Exposure Limit.

Physical Hazard: A chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas explosive, flammable, an oxidizer, pyrophoric or water-reactive.

ppm: Parts per million is the concentration of a gas or vapor in air - parts (by volume) of the gas or vapor in a million parts of air.

Pyrophoric: A chemical that will ignite spontaneously in air at a temperature of 130⁰ F or below.

Sensitizer: A chemical that causes a substantial proportion of exposed people or animals to develop an allergic reaction in normal tissue after repeated exposure to the chemical.

Specific Gravity: A chemical that is weighed against the weight of an equal volume of water. If a material cannot be dissolved and floats on water it has a specific gravity less than one. If the number is greater than one it will sink.

STEL: Short Term Exposure Limit

Teratogen: A substance or agent which can cause malformations in the fetus.

TLV: Threshold Limit Value

TWA: Time Weighted Average

UEL, or UFL: Upper Explosive Limit, or Upper Flammable Limit of a vapor or gas; the highest concentration that will produce a flash fire when an ignition source is present.

Vapor Density: The weight of a vapor or gas compared to the weight of an equal volume of air. Materials lighter than air have vapor densities less than 1.0. Materials heavier than air have vapor densities greater than 1.0.

Water-Reactive: A chemical that will react to water to release a gas that is either flammable or presents a health hazard.