Hazardous Communication Program

**INTRODUCTION**The purpose of this program is to protect employees from hazardous chemicals. Additionally, this program is designed to assure that the University complies with Oregon Occupational Safety and Health rules 1910.1200 for Hazard Communication.

**SCOPE**Southern Oregon University is committed to preventing accidents and ensuring the safety and health of our community, employees, students and the environment. We will comply with all applicable federal and state health and safety rules and provide a safe, healthful environment for all our employees and students. This written hazard communication plan is available online for review by all employees and students at Southern Oregon University.

**RESPONSIBILITIES**

* **Departmental**– Departments will alert Environmental Health Safety (EHS) of new chemicals. Evaluation of chemicals for hazards they pose to personnel and the environment prior to bringing onto university property by EHS.
* **Employees**- Employees will be responsible for reading SDS information on chemicals prior to use. Employees will use chemicals only for their intended purpose. Employees will dispose of chemicals properly.
* **Environmental Health and Safety** - EHS will be responsible for administrating and managing the HACOM program and maintaining the Safety Data Sheet (SDS) files.
* **Supervisor**- Supervisors will be responsible for

Keeping Safety Data Sheets (previously known as Material Safety Data Sheets)

Safety Data Sheets are readily available to all employees during their work shifts. Employees can review Safety Data Sheets for all hazardous chemicals used at this workplace. Employees can access the SDS files on the SOU website under the EHS web page.

The Safety Data Sheets are updated and managed by EHS. If a Safety Data Sheet is not immediately available for a hazardous chemical, employees can obtain the required information by calling EHS.

Training employees about chemical hazards

Before they start their jobs or are exposed to new hazardous chemicals, employees must attend a hazard communication training that covers the following topics:

* An overview of the requirements in Oregon OSHA’s hazard communication rules.
* Hazardous chemicals present in their workplace.
* Any operations in their work area where hazardous chemicals are used.
* The location of the written hazard communication plan and where it may be reviewed.
* How to understand and use the information on labels and in Safety Data Sheets.
* Physical and health hazards of the chemicals in their work areas.
* Methods used to detect the presence or release of hazardous chemicals in the work area.
* Steps we have taken to prevent or reduce exposure to these chemicals.
* How employees can protect themselves from exposure to these hazardous chemicals through use of engineering controls/work practices and personal protective equipment.
* An explanation of any special labeling present in the workplace.
* Emergency procedures to follow if an employee is exposed to these chemicals.

EHS is responsible to ensure that employees receive this training. After attending the training, employees will sign a form verifying that they understand the above topics and how the topics are related to our hazard communication plan.

Informing employees who do special tasks

Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, their supervisors will inform them about the chemicals’ hazards. Their supervisors also will inform them about how to control exposure and what to do in an emergency. The employer will evaluate the hazards of these tasks and provide appropriate controls including Personal Protective Equipment all additional training as required.

Examples of special tasks that may expose employees to hazardous chemicals include the boiler cleaning.

Informing employees about hazardous chemicals in pipes

This workplace follows the labeling requirements in OAR 437-002-0378 concerning the labeling of pipes. Before working in areas where hazardous chemicals are transferred through unlabeled pipes or where pipes are insulated with asbestos-containing material, employees will contact Utilities Supervisor for the following information:

* The chemicals in the pipes.
* The physical or health hazards of the chemicals present.
* The safe work practices necessary to prevent exposure.

Informing contractors and other employers about our hazardous chemicals

If employees of other employer(s) may be exposed to hazardous chemicals at our workplace (for example, employees of a construction contractor working on-site) It is the responsibility of Utilities Supervisor to provide contractors and their employees with the following information:

* The identity of the chemicals, how to review our Safety Data Sheets, and an explanation of the container and pipe labeling system.
* Safe work practices to prevent exposure.

Project Manager will also obtain a Safety Data Sheet for any hazardous chemical a contractor brings into the workplace.