

PROCEDURE TITLE:	CHEMICAL HAZARD COMMUNICATION PROGRAM
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RELATED POLICY:	5.22
PAGE NO.:	1 OF 5
RESPONSIBLE ADMINISTRATOR:	EHS
EFFECTIVE DATE:	2/22/2023
NEXT REVIEW DATE:	02/2026
APPROVED BY:	PRESIDENT

1.0 PURPOSE

- 1.1 The Chemical Hazard Communication Program (CHCP) is a written program that ensures compliance with the applicable federal standard, maintains the health and safety of employees of SSU, and creates guidelines to follow for implementation and maintenance of a chemical hazard communication program.
- 1.2 The CHCP ensures the communication of necessary information to employees regarding substances in the workplace, pursuant to OSHA's Hazard Communication Standard, 29 CFR 1910.1200 as adopted by the Ohio Public Employees Risk Reduction Program (PERRP).

2.0 RESPONSIBILITIES

- 2.1 The Office of Environmental Health & Safety is responsible to:
 - 2.1.1 Develop and distribute a written Chemical Hazard Communication Program.
 - 2.1.2 Provide ongoing and current information about chemical hazards to administrators, supervisors, and employees relevant to chemicals to which exposure could be possible.
 - 2.1.3 Provide general training about chemicals and potential hazards to all employees who may reasonably be expected to encounter hazardous chemicals in the course of normal job duties and create a record of employee participation.
 - 2.1.4 Maintain a central resource file of Safety Data Sheets (SDSs) for known hazardous chemicals used in SSU workplaces.
 - 2.1.5 Assist supervisors in accessing SDSs from chemical manufacturers and distributors.
 - 2.1.6 Provide technical guidance to personnel at all levels of responsibility concerning the CHCP, hazard evaluation, hazard control or hazardous chemical information.

- 2.1.7 Periodically review the CHCP and revise as necessary.
- 2.2 Department Heads (Deans, Directors, Chairpersons, Managers, Supervisors, etc.) are responsible to:
 - 2.2.1 Ensure that all employees who work with hazardous chemicals as part of their normally assigned job duties attend training provided by the Office of Environmental Health & Safety and maintain written records of this training.
 - 2.2.2 Ensure that employees who request such training, regardless of hazardous chemicals used in normal job duties, are provided an opportunity to attend.
 - 2.2.3 Ensure that employees are aware of the hazards or potential hazards associated with the chemicals in the employees' work areas.
 - 2.2.4 Work with the Office of Environmental Health & Safety, ensure the Department Chemical Inventory List (ref: Section 4.1) is reviewed annually and submit revisions to the Office of Environment Health & Safety within 30 days of such review.
 - 2.2.5 Upon receipt of a new chemical or potentially hazardous substance, ensure the substance is added to the departmental chemical inventory list (CIL) within 30 days of receipt and provide a copy to the Office of Environmental Health & Safety.
 - 2.2.6 In collaboration with the Office of Environmental Health & Safety, develop and implement standard operating procedures (SOPs) and engineering controls to promote safe practices in the workplace and to protect employees.
 - 2.2.7 Report any problem associated with implementation of the CHCP in the work area to the Office of Environmental Health & Safety.
 - 2.2.8 Ensure that hazardous chemicals used in the workplace are labeled correctly.
 - 2.2.9 Ensure that all employees who are required to perform non-routine tasks are informed of the associated hazards and provided with chemical information before being required to perform such tasks.
 - 2.2.10 Ensure that employees are able to locate an SDS.
- 2.3 Employees are required to:
 - 2.3.1 Perform their work in the safest manner possible. Follow all SOPs developed by Shawnee State University.

- 2.3.2 Comply with all applicable provisions of the Chemical Hazard Communication Program and:
 - 2.3.2.1 Attend required CHCP training.
 - 2.3.2.2 Do not remove or deface labels on containers, and ensure that damaged labels are replaced or repaired. Ask for further information about chemicals or procedures not fully understood.
 - 2.3.2.3 Report new chemicals/products discovered in the work place to the supervisor and request updates to the Chemical Inventory List and that an SDS be acquired.
 - 2.3.2.4 Report any existing health or safety hazard to their supervisor and the Office of Environmental Health & Safety.
 - 2.3.2.5 Be familiar with SDS requesting procedures.
- 2.3.3 Should an employee not comply with precautionary measures to avoid exposure to chemicals, disciplinary action may be taken and they will be subject to discipline in accordance with the applicable University policy or collectively bargained agreement.

2.4 Contractors

- 2.4.1 Contractors shall submit copies of SDSs for hazardous chemicals brought onto University property to the Office of Environmental Health & Safety.
- 2.4.2 Contractors are required to adhere to the University's Chemical Hazard Communication Program at all times when performing work on Shawnee State property (owned or managed).
- 2.4.3 Non-compliance on the part of Contractors may result in the discontinuation of the contract with the University.

3.0 INVENTORY AND LABELING REQUIREMENTS

- 3.1 No department or employee shall use, store, or allow any other person to use or store, any hazardous substance in a University building or facility if the container does not meet the labeling requirements outlined in OSHA Standard 1910.1200 (f)(1), which requires:
 - (a) the identity of the chemical
 - (b) appropriate hazard warnings, and
 - (c) the name and address of the manufacturer or other responsible party.

Further, the label should be legible, permanently displayed, and written in English.

- 3.1.1 Shawnee State University recognizes the Globally Harmonized System (GHS) form of labeling as adopted by OSHA March 26, 2012.
- 3.2 At the time of purchase, Procurement Services will require all vendors or suppliers of substances covered under OSHA Standard 1910.1200 to meet the University's established labeling requirements.
- 3.3 The Receiving Department will ensure that all hazardous substances entering the University through the department are properly labeled and accompanied with an SDS.
- 3.4 The existing label on a container entering the workplace from a supplier shall not be removed, altered or defaced. In the event that a chemical container's original label must be replaced, the new label shall contain the same information as the original. Only labels, ink and markings that are not soluble in the liquid content of the container shall be used.

4.0 DEPARTMENT CHEMICAL INVENTORY LIST

- 4.1 All University department heads will ensure that a department chemical inventory list is maintained. This list will be made available to the Office of Environmental Health & Safety within 30 days of such request. This list must indicate:
 - 4.1.1 Chemical name (alphabetized).
 - 4.1.2 Trade name (if applicable).
 - 4.1.3 Manufacturer name, address, and phone number.
 - 4.1.4 Work area location (lab or room number).

5.0 SAFETY DATA SHEET (SDS)

- 5.1 A Safety Data Sheet (SDS) is an information sheet prepared by the manufacturer or distributor of any chemical mixture that contains a hazardous chemical of 1% or more of its content (or 0.1% if the hazardous chemical is carcinogenic).
- 5.2 SDSs must be supplied by the manufacturer or distributor of each chemical upon initial shipment to the University. The University must retain a copy of the SDS for each hazardous chemical listed on the University's Chemical Inventory List.
- 5.3 The Office of Environmental Health & Safety is responsible to retain the original SDS received by the University.
- 5.4 A searchable SDS database can be accessed at the following link:
<https://www.shawnee.edu/about-us/administrative-offices/risk-management-safety/environmental-health-safety#msds>

- 5.5 Upon delivery of a chemical substance to campus, University Receiving will distribute a copy of any new SDS to the department that initiated the related purchase order and forward the original to the Office of Environmental Health & Safety.
- 5.6 SDSs will be available to employees whenever requested, 24 hours a day, 7 days a week.

6.0 EMPLOYEE CHEMICAL EXPOSURE

- 6.1 Exposure means that an employee may have been subjected to a hazardous chemical in the course of employment through any route of entry (i.e., inhalation, ingestion, absorption, or injection).
- 6.2 If such exposure has resulted in obvious distress by the employee requiring emergency support, the supervisor or the employee should immediately dial 911 to secure an ambulance.
- 6.3 In all instances of possible chemical exposure, the Department of Public Safety at ext. 3232 and the Office of Environmental Health & Safety at ext. 3310 should be contacted immediately.
- 6.4 After the appropriate safety and health precautions have been taken, it is the responsibility of the employee's supervisor to complete an incident report as directed by the Department of Public Safety.

7.0 TRAINING

- 7.1 The Office of Environmental Health & Safety is responsible to offer training regarding the identification of chemical hazards, proper handling of chemicals, how to access and read Safety Data Sheets, how to report exposure, etc.
- 7.2 Employees whose positions may expose them to hazardous chemicals in their work area are required to complete training offered by the University related to chemical hazards within thirty (30) days of initial hire or assignment.
- 7.3 The Office of Environmental Health & Safety will provide all employees, including but not limited to student employees, part-time and full-time faculty, staff and administrators with information and training about hazardous chemicals in their work area periodically and as needed.

History

Effective: 07/11/2014

Revised: 02/22/2023