
HAZARD COMMUNICATION PROGRAM

May 2020

Hazard Communication Program

I. Purpose and Scope

(UNC) Hazard Communication Program (HAZCOM) has been developed to comply with the Occupational Safety and Health Administration (OSHA), 29CFR 1910.1200 Hazard Communication Standard. This program requires that employees have the right-to-know information about the properties and the right-to-understand potential physical and health hazards of chemicals that they may be potentially exposed to in the course of their employment or study.

Individuals engaged in laboratory use of hazardous chemicals in a laboratory should also refer to the Chemical Hygiene Plan.

The principles behind the Hazard Communication Program are that all employees have the right-to-know the hazards of the chemicals they use or that are present in their work area and the right-to-understand how to protect themselves. Complying with the requirements of Hazard Communication and ensuring employees are informed about their chemical information.

II. Responsibilities

The following departments and personnel shall be responsible for implementing this program and its policies.

A. Environmental Health & Safety Department

The Environmental Health & Safety (EHS)

of the

program:

- Develop, maintain, periodically review, update and manage the written Hazard Communication Program (HAZCOM).
- Provide guidance and technical assistance to dep

- Train the employees regarding these hazards and guidelines.
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UNC employees who oversee outside servicing personnel (i.e. contractors) are responsible for ensuring that the contractor provides the University with the following information:

- The contractor shall provide a specific location for SDS s of hazardous materials to be used on campus.
- The contractor
- The contractor is responsible for training his/her employees in all aspects of the UNC Hazard Communication Program (or comparable program) including all hazardous chemicals and materials that they may be exposed to while working at the University.
- Outside services must follow all labeling procedures (See Section IV).
- The contractor shall provide an SDS and any other potential hazardous information regarding hazardous chemicals that will be used in a University building and provide a specific location for SDS.

III. Hazard Identification and Evaluation

The Hazard Communication Program requirements are applicable to chemicals and materials utilized in the work area if they present a physical or health hazard. All chemicals utilized in the work area must be evaluated to determine whether they present a physical or health hazard.

The manufacturer issued Safety Data Sheet (SDS), is the proper document to questions regarding the hazards of chemicals.

A chemical with a physical hazard means that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, unstable (reactive), water reactive or other physical hazards. A chemical with a health hazard means a chemical in which statistically significant evidence indicates acute or chronic health effects may occur in exposed employees.

A. Chemical Inventory

The University and regulatory standards require that a list of chemicals in the workplace be maintained as part of this program. The list serves as an inventory of Safety Data Sheets that must be maintained. Each department shall establish a procedure or process for ensuring that new chemicals are promptly and accurately added to the chemical inventory list

B. Safety Data Sheets

Safety Data Sheets (SDS) are the most convenient and widely accepted method for communicating the hazards of a chemical to an employee. An SDS is a precautionary steps and first aid measures; produced by the manufacturer of the chemical. These documents provide the supervisor and employees with the necessary information to use chemicals safely and to respond to with chemical spills and releases. Format for the SDS must contain the following data:

1. Product Identification
2. Hazard Identifications
3. Composition
4. First Aid Measures
5. Fire Fighting Measures
6. Accidental Release Measures

IV. Labeling

All hazardous chemicals and materials used in the workplace must be labeled properly. Hazardous chemicals and materials that are shipped in and used in their original container are often labeled by the manufacturer or distributor.

Hazardous materials and chemicals which are placed into secondary containers for distribution and use around the workplace must meet various labeling requirements. Specifically, the label on all of secondary containers must state:

- The identity of the product or the ingredients of a mixture that will allow SDSs to be obtained when needed
- Information regarding the hazards of the chemical or material that includes: Health hazard; Reactivity hazard; Fire hazard; and, Required Personal Protective Equipment (PPE)
- Any other necessary physical or health hazards not covered above

The Hazardous Material Information System (HMIS) label shall be used for all secondary containers. It is presented below. Other labeling systems, such as NFPA, may be used provided that employees are properly trained in their use.

HMIS Label

NFPA Chemical Hazard Label

Each of the colored areas has a box in which the degree of hazard can be written. The degree of hazard is given by these numbers:


A definition of each degree of hazard category is listed below:



The NFPA Chemical Hazard label white diamond provides special symbols that may include:

 Water Reactive

Ox Oxidizing Agent


 Radioactive

 Poison

The HMIS label, Protective Equipment (white section), may include the following:

<u>HMIS Letter</u>	<u>Required Protective Equipment</u>
A	Safety Glasses
B	Safety Glasses, Gloves
C	Safety Glasses, Gloves, Protective Apron
D	Face Shield, Gloves, Protective Apron
E	Safety Glasses, Gloves, Dust Respirator
F	Safety Glasses, Gloves, Protective Apron, Dust Respirator
G	Safety Glasses, Gloves, Vapor Respirator
H	Splash Goggles, Gloves, Protective Apron, Vapor Respirator
I	Safety Glasses, Gloves, Dust and Vapor Respirator
J	Splash Goggles, Gloves, Protective Apron, Dust and Vapor Respirator
K	Air Line Mask or Hood, Gloves, Full Suit, Boots
L Z	Site-specific label. Ask supervisor for handling instructions

Global Harmonization

This new implementation was devised to provide labeling elements called , that would be universal for all employees worldwide. These classification pictures will now be on all primary labels of chemicals coming from a manufacturer. These pictograms can be used singular or in unison with one another.

HCS Pictograms and Hazards

Health Hazard

Flame

Hazardous chemicals shall be separated from eating and drinking areas, in order to prevent possible ingestion of chemicals. No employee, student or visitor shall be allowed to consume or store food or beverages in any area exposed to hazardous chemicals.

Additionally, no food or beverage will be stored in a refrigerator or freezer where chemicals, biohazards, radioactive or other hazardous processes are stored. Food or beverages must not be placed in a microwave oven or other heating device that is used to conduct hazardous processes.

Refrigerators, freezers and microwaves used for the storage or processing of hazardous, toxic, biohazard or radioactive products shall be labeled with wording cted. Words such as

In case of a spill or release immediately contact UNC Police Department (UNCPD) at 351-2245. UNCPD will then determine the next steps to take.

The University Hazardous Materials Incidents Emergency Response Plan is maintained by the EHS department. This plan supports spill response and emergency situations related to the Hazard Communication Program.

**UNIVERSITY OF NORTHERN COLORADO
HAZARD COMMUNICATION TRAINING FORM**

Hazard Communication Program and General Chemical Safety	
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Review copy of written UNC Hazard
Communication Program (available on the
EHS website).

