



**Southeast**  
Missouri State University

HAZARD COMMUNICATION PROGRAM

FOR

FACILITIES MANAGEMENT DEPARTMENT  
SOUTHEAST MISSOURI STATE UNIVERSITY  
CAPE GIRARDEAU, MISSOURI

*Prepared by*

SOUTHEAST MISSOURI STATE UNIVERSITY  
ENVIRONMENTAL HEALTH AND SAFETY

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## **1.0 General**

The following hazard communication program has been established for the Facilities Management Department of Southeast Missouri State University. This program will be available for review by all employees.

The Hazard Communication Program is intended to ensure that:

- All hazardous chemicals are properly identified and labeled before entering the workplace;
- Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) for hazardous chemicals are maintained in the workplace and are readily available to the employees working with those chemicals;
- Employees working with hazardous chemicals are properly trained on the hazards of these chemicals, how to work safely with them, and what special equipment, if any is required.

## **2.0 Hazard Classification**

Chemical manufacturers or importers shall evaluate chemicals they produced or import to classify the chemicals in accordance with the revised Hazard Communication Standard.

Effective June 1, 2015 – For each chemical, the chemical manufacturer or importer shall determine the hazard classes, and where appropriate, the category of each class that apply to the chemical being classified. This information will be placed in the MSDS/SDS and on the product label.

Southeast Missouri State University Facilities Management Department will rely on MSDS/SDSs obtained from product suppliers to determine which chemicals are classified as hazardous for employees.

## **3.0 Labeling**

- 3.1 Warehouse Worker Journeyman will be responsible for seeing that all containers entering the workplace from a manufacturer, importer or distributor are properly labeled.

3.2 All Labels shall be checked for:

Current requirements:	Requirements effective June 1, 2015
<ol style="list-style-type: none"><li>1. Identity of material.</li><li>2. Appropriate hazard warning of the material.</li><li>3. Name and address of the responsible party. (Only if the container is received from the manufacturer, distributor, or importer.)</li></ol>	<ol style="list-style-type: none"><li>1. Product identifier;</li><li>2. Signal word;</li><li>3. Hazard statement(s);</li><li>4. Pictogram(s);</li><li>5. Precautionary statement(s); and,</li><li>6. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.</li></ol>

3.3 Each employee shall be responsible for ensuring that all secondary containers used in their work area are labeled with the appropriate product identifier and provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Transfer containers need not be labeled if hazardous materials are transferred into them and are immediately used by the employee conducting the transfer.

The employer shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with either:

The information specified for labels on shipped containers; OR, product identifier and words, pictures, symbols, or combination thereof, which provide a least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

#### 4.0 Material Safety Data Sheets/Safety Data Sheets

4.1 **Changes to MSDS/SDS format effective June 1, 2015** – Chemical manufacturers or importers shall ensure that MSDS/SDSs for their products include the following Sections in order:

Section 1: Identification of the substance or mixture and of the supplier;  
Section 2: Hazard(s) identification;  
Section 3: Composition/information on ingredients;  
Section 4: First aid measures;  
Section 5: Fire-fighting measures;  
Section 6: Accidental release measures;  
Section 7: Handling and storage;  
Section 8: Exposure control/personal protection;  
Section 9: Physical and chemical properties;  
Section 10: Stability and reactivity;  
Section 11: Toxicological information;  
Section 12: Ecological information;  
Section 13: Disposal information;  
Section 14: Transport information;  
Section 15: Regulatory information;  
Section 16: Other information, including information on preparation or last revision of SDS.

4.2 The Safety Specialist will be responsible for compiling and maintaining the master MSDS/SDS file. The MSDS file will be kept on the bookshelves in the lunch room of the Facilities Management Service Center. The SDS file will be kept in the waiting area on the second floor of the Facilities Management Service Center.

4.3 MSDS/SDSs will be available for review to all employees during each work shift. Additional copies will be available upon request to the Safety Specialist.

4.4 If a required MSDS/SDS is not received, Business Manager shall contact the supplier, in writing, to request the MSDS/SDS. If a MSDS/SDS is not received after two such requests, Business Manager shall contact the Safety Specialist at (573) 651-2581, for assistance in obtaining the MSDS/SDS.

## **5.0 Employee Information and Training**

5.1 The Safety Specialist shall coordinate and maintain records of employee hazard communication training, including attendance rosters.

5.2 Before their initial work assignment, each new employee will receive hazard communication training. This will include the following information and training:

Information:

- The requirements of the Hazard Communication Standard

- Location and availability of the written hazard communications program and MSDS/SDS.

Training:

- Routes of occupational exposure
- Physical and health hazards that can occur
- Labeling systems used
- Information on MSDS/SDS
- How employees can obtain and use hazard information

## **6.0 Outside Contractors**

The Environmental Health and Safety Office shall be informed by the appropriate Project Manager/Supervisor whenever outside contractors will be in an area where hazardous chemicals are present. The contractor shall be advised by the Project Manager/Supervisor of those hazards and given information so that the contractor may train its employees.

Outside contractors using hazardous chemicals or products shall have MSDS/SDSs available on site prior to the start of work.

The MSDS/SDSs shall be provided to the EHS Office as requested. The Project Manager/Supervisor will ensure that this data is provided.