

**THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
THE UNIVERSITY OF OKLAHOMA -TULSA**

HAZARD COMMUNICATION POLICY

The University of Oklahoma Health Sciences Center (OUHSC) and the University of Oklahoma - Tulsa (OU-Tulsa) and related facilities recognize that employees have a right and need to know the properties and potential safety and health hazards of substances to which they may be exposed in the course of performing their duties, and that such knowledge is essential for maintaining the general health and welfare of faculty, staff, and students and reducing the incidence and cost of occupational illness and injury.

It shall be the policy of the OUHSC and OU-Tulsa to provide employees with appropriate training and information on the safe handling and work practices associated with hazardous chemicals, materials, and conditions to which employees may be exposed in the work place. This shall be accomplished by complying with the State of Oklahoma Hazard Communication Standard (Title 40 O.S. ss 401-424), which is incorporated into this policy. Any amendments to this Standard will be considered to be incorporated into this Policy on the date they become effective. Implementation of this Policy shall be accomplished through the OUHSC/OU-Tulsa Hazard Communication Program.

Effective: May, 1990

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Revised: July 31, 2001

**The University of Oklahoma Health Sciences Center
The University of Oklahoma -Tulsa
Hazard Communication Program**

I. SCOPE

This program affects all persons who are employed by the University of Oklahoma Health Sciences Center and Tulsa campuses, the George Nigh Rehabilitation Institute, and related facilities (OUHSC/OU-Tulsa) and who may, during the course of their employment, be exposed to hazardous chemicals, materials and/or conditions.

II. DEFINITIONS

- A. Hazardous chemical means any chemical which is a physical hazard or a health hazard.
- B. Physical hazard means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive material, flammable material, an organic peroxide, an oxidizer, pyrophoric material, unstable (reactive), or water reactive.
- C. Health hazard means chemicals, which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic systems, and agents which damage the lungs, skin, eyes or mucous membranes.

III. EXCLUSIONS

- A. Any hazardous waste as such term is defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. 6901 et seq.), when subject to regulations issued under that Act by the Environmental Protection Agency;
- B. Any hazardous substance as such term is defined by the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA)(42 U.S.C. 9601 et seq.) when the hazardous substance is the focus of remedial or removal action being conducted under CERCLA in accordance with Environmental Protection Agency regulations;
- C. Tobacco or tobacco products;
- D. Wood or wood products, including lumber which will not be processed, where the chemical manufacturer or importer can establish that the only hazard they pose to employees is the potential for flammability or combustibility (wood or wood products which have been treated with a hazardous chemical covered by this standard, and wood which may be subsequently sawed or cut, generating dust, are not exempted);
- E. Articles, defined as manufactured items other than a fluid or particle which are formed to a specific shape or design during manufacture, which have end use function(s) dependent in whole or in part upon its shape or design during end use, and which under normal conditions of use do not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical and do not pose a physical hazard or health risk to employees;

- F. Food or alcoholic beverages which are sold, used, or prepared in a retail establishment (such as a grocery store, restaurant, or drinking place), and foods intended for personal consumption by employees while in the workplace;
- G. Any drug, as defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301et seq.), when it is in solid, final form for direct administration to the patient (e.g., tablets or pills); drugs which are packaged by the chemical manufacturer for sale to consumers in a retail establishment (e.g., over-the-counter drugs); and drugs intended for personal consumption by employees while in the workplace (e.g., first aid supplies);
- H. Cosmetics which are packaged for sale to consumers in a retail establishment, and cosmetics intended for personal consumption by employees while in the workplace;
- I. Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051et seq.) and Federal Hazardous Substances Act (15 U.S.C. 1261 et seq.) respectively, where the employer can show that it is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended;
- J. Nuisance particulates where the chemical manufacturer or importer can establish that they do not pose any physical or health hazard covered under this section;
- K. Ionizing and nonionizing radiation, except that ionizing radiation should be included in the placarding requirements of this standard; and
- L. Biological hazards.

IV. **LABORATORIES**

- A. All OUHSC/OU-Tulsa laboratories must comply with this Hazard Communication Policy and Program; however, in instances where hazardous substances, i.e., chemical intermediates, are being developed and used exclusively in OUHSC/OU-Tulsa laboratories, material safety data sheets (MSDSs) are not required.
 - B. Laboratory personnel must adhere to all applicable occupational and environmental health regulations including, but not limited to, the OSHA Occupational Exposure to Hazardous Chemicals in Laboratories Standard (29 CFR 1910.1450) and the Bloodborne Pathogen Standard (29 CFR 1910.1030).
 - C. Laboratories that ship hazardous chemicals developed by that laboratory to another employer are considered to be either a chemical manufacturer or a distributor under the Oklahoma Hazard Communication rule, and thus must ensure that:
 - 1. a hazard determination following the procedures in 29 CFR 1910.1200(d)(1) - (6) has been performed;
 - 2. an MSDS is provided which complies with the requirements of 29 CFR 1910.1200(g)(1)-(6); and
 - 3. any containers of hazardous chemicals leaving the laboratory are labeled with:
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- a. identity of the hazardous chemical(s);
- b. appropriate hazard warnings; and
- c. name and address of OUHSC as the chemical manufacturer.

V. **RESPONSIBILITY**

- A. The Senior Vice President and Provost for OUHSC and the President of OU-Tulsa are responsible for:
 1. assuring compliance of their respective campus with the State of Oklahoma Hazard Communication Standard and enforcing this *Hazard Communication Policy and Program*, and
 2. providing continuing support for institutional safety and health.
 - B. The Environmental Health and Safety Office (EHSO) is responsible for:
 1. coordinating the development of policies and programs for the OUHSC/OU-Tulsa campuses to attain institutional compliance with environmental and occupational health and safety rules and regulations;
 2. auditing campus compliance and reporting compliance status to the appropriate administrative head;
 3. communicating with faculty, staff, students, contractors, vendors, and regulatory agencies on institutional compliance matters;
 4. conducting initial and refresher training, documenting such training, maintaining program training files and assisting with departmental training programs;
 5. providing technical assistance to personnel and departments;
 6. providing MSDSs resources as requested by departments for training, employee right-to-know requests, and other institutional purposes;
 7. developing and maintaining a computer database for a master chemical inventory which will identify, by location, all hazardous chemicals present;
 8. updating the master chemical inventory list annually;
 9. maintaining and storing employee exposure data for at least forty (40) years;
 10. providing information to the Campus Police and Public Safety Office/Campus Security and local fire departments; and
 11. ensuring asbestos notices and labeling are posted as required by this Program.
 - C. Deans and Administrative Heads are responsible for:
 1. complying with and enforcing the OUHSC/OU-Tulsa Hazard Communication Policy and Program for their respective areas;
 2. designating coordinators within their respective areas to be responsible for Hazard Communication Policy and Program compliance (such coordinators may be
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- designated for an entire college or administrative division and/or for a department or specific area); and
3. providing a list of these designated coordinators and the corresponding department(s) and/or work area(s) for which they are responsible to the EHSO. A list of these designated coordinators may be found in Appendix B of the OUHSC/OU-Tulsa *Comprehensive Safety and Health Program*.
- D. Designated coordinators are responsible for complying with the following for all employees and work areas to which they have been assigned:
1. complying with and enforcing the OUHSC/OU-Tulsa *Hazard Communication Policy and Program*;
 2. assuring that chemical inventory lists for all hazardous chemicals present are completed and maintained;
 3. assuring the availability and maintenance of relevant MSDSs for all hazardous chemicals present and forwarding copies of MSDSs obtained directly from vendors to the EHSO;
 4. assuring the availability, accuracy, and placement of all required labels, signs or placards;
 5. assuring that all employees receive appropriate training as required by this Policy and Program and other Oklahoma State Department of Labor occupational safety and health regulations;
 6. reporting any known potentially hazardous exposure to employees, taking appropriate action to ensure employees receive appropriate medical attention, and ensuring that appropriate documentation is completed and forwarded as described in Section VII;
 7. assuring that employee job descriptions include statements requiring that the employee perform his/her duties in a safe and healthful manner;
 8. assuring that performance reviews of employees include an evaluation of employee behavior toward safety; and
 9. assuring that appropriate disciplinary action is taken when any employee does not comply with precautionary safety measures.
- E. Each employee is responsible for:
1. complying with the OUHSC/OU-Tulsa *Hazard Communication Policy and Program*;
 2. attending Hazard Communication training sessions annually and other training as required;
 3. performing his/her job in accordance with safety precautions communicated to them during training sessions and other educational programs; and
 4. notifying his/her supervisor immediately in the event of exposure to any potentially
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hazardous chemical or agent.

VI. CHEMICAL INVENTORY LIST

- A. All designated coordinators should ensure that an inventory is prepared for each workplace in their assigned departments or work areas in which hazardous materials are used or stored.
1. This inventory should be completed using a *Hazard Communication Inventory* form (see Appendix A) or equivalent, or the EHSO recommended software. A copy should be maintained in the individual work area for employee access and the original should be forwarded to the EHSO.
 2. All new hazardous substances introduced into the assigned departments or work areas should be added to the *Hazard Communication Inventory* form or equivalent within fifteen (15) days after receipt of the new material, and a copy of the updated information should be forwarded to the EHSO.
 3. The inventory list should be updated and revised at least annually. The EHSO will, from individual workplace inventories, compile and maintain a master chemical inventory list containing the common and trade names of hazardous substances chemicals present on the OUHSC/OU-Tulsa campuses. The master list shall be updated at least annually. Records for previous years should not be deleted and will be maintained by the EHSO.

VII. RECORD OF EXPOSURE

- A. If an employee receives a potentially hazardous exposure or develops signs or symptoms of overexposure to a hazardous substance, the employee should notify his/her supervisor immediately. If a supervisor or designated coordinator becomes aware that an employee has received a potentially hazardous exposure to any hazardous substance, agent, or condition, the supervisor or designated coordinator should immediately notify the employee of the exposure and take such steps as may be necessary to provide medical evaluation, monitoring, treatment, and documentation of such exposure.
- B. The following facilities are recommended for any occupational injury or exposure because they have the expertise and training to address such incidents, however, employees may choose any health care professional they wish.
1. **Tulsa Campuses**
MEC WorkMed
9330 E. 41st Street
Tulsa, OK
(918) 627-4646
Hours: 8:00 a.m. - 11:00 p.m. Monday through Saturday, 1:00 p.m.- 9:00 p.m. Sunday

St. John Medical Center Emergency Room
1923 S. Utica
Tulsa, OK
(918) 744-2191
Hours: 11:00 p.m. - 8:00 a.m. Monday through Sunday

2. **Oklahoma City Campus**

Employee Health
Family Medicine Center (Green Clinic)
900 NE 10th
Oklahoma City, OK
405/271-3100
Hours: 8:00 a.m. - 4:30 p.m. Monday through Friday

Saints Occupational Health Network
4901 W. Reno
Oklahoma City, OK
405/946-4990
Hours: 7:00 a.m. - 5:00 p.m. Monday through Friday

Presbyterian Hospital Emergency Room
700 NE 13th Street
Oklahoma City, OK
405/271-4064
Hours: 5:00 p.m. - 8:00 a.m. Monday through Friday and weekends

Bone & Joint Hospital
1110 Dewey
Oklahoma City, OK
405/552-9140
Hours: 5:00 p.m. - 8:00 a.m. Monday through Friday and weekends

3. **Enid Employees**

Urgent Care Plus
1805 W. Owen K. Garriott Road
Enid, OK
405/233-9012

4. **Lawton Employees**

AM-PM Clinic
4411 West Gore Blvd
Lawton, OK
580/355-0575

Prompt Care Center
412 SW Summit
Lawton, OK
580/357-9685

5. **George Nigh Rehabilitation Institute**

After notifying their supervisor, employees should notify the facility risk manager who will refer them to the nearest emergency room.

6. **All Other Locations**

After notifying their supervisor, employees should report to the nearest emergency room and follow-up by telephone with Human Resources at 405/271-2189 for Oklahoma City area employees or (918/660-3193 for Tulsa area employees to obtain the appropriate treatment protocol(s).

- C. The employee's supervisor should complete and sign a *Form 2, Employer's First Notice of Injury and Supervisor's Report of an Occupational Injury or Illness* form. The employee should complete an *Employee's Report of Injury/Exposure On-The-Job* form. All forms should be FAXed to Claims & Risk Services, Inc. (FAX number 405/751-0951) within 24 hours of the incident. Claims & Risk Services, Inc. shall then forward copies of the *Supervisor's Report of an Occupational Injury or Illness* and the *Employee's Report of Injury/Exposure On-The-Job* forms to the EHSO.
- D. *Supervisor's Report of an Occupational Injury or Illness* and *Employee's Report of Injury/Exposure On-The-Job* records should be maintained and stored for forty (40) years by the EHSO.

VIII. MATERIAL SAFETY DATA SHEETS (MSDSs)

- A. The EHSO should acquire and maintain MSDSs and MSDS resources to be made available to the campus community.
- B. Each designated coordinator should maintain an MSDS for each hazardous chemical identified on the inventory lists for their area, and should ensure that they are readily accessible during each work shift to employees when they are in their work area(s). (Electronic access, microfiche, and other alternatives to maintaining paper copies of the material safety data sheets are permitted as long as no barriers to immediate employee access in each workplace are created by such options.)
 - 1. Where employees must travel between workplaces during a workshift, i.e., their work is carried out at more than one geographical location, the MSDSs may be kept at the primary workplace facility. In this situation, the designated coordinator should ensure that employees can obtain the required information in an emergency.
 - 2. When any new hazardous chemical is to be introduced into the workplace, the MSDS sheets should be on file prior to beginning use of the chemical.
- C. Departments obtaining MSDSs directly from vendors should ensure that the EHSO receives a copy.

IX. ACCESS TO WRITTEN RECORDS: AVAILABILITY

- A. Upon request by an affected employee or the employee's designated representative, the designated coordinator should assure access to copies of the chemical inventory list for the employee's work area and associated MSDSs, and should ensure they are readily accessible in a reasonable time, place and manner, and in no event later than one (1) working day after the request for access is made. The EHSO may be contacted for assistance in this matter.
- B. Whenever any affected employee or employee's designated representative requests a copy of the chemical inventory list for the employee's work area or associated MSDSs, the designated coordinator should, within fifteen (15) days assure that either a copy or a mechanical means to copy is provided. In case of a medical emergency, the information

should be provided immediately. The EHSO may be contacted for assistance in this matter.

- C. If any employee has requested information pursuant to this section of this policy, and has not received the information within the specified time period, the employee may then refuse to work with the substances or at the location for which the request was made. A supervisor may not discharge or initiate any adverse personnel action against any employee because the employee has exercised his/her right under this provision.
- D. A supervisor may not request or require any employee to waive any rights under this policy and, in any event, if such waivers are executed they shall be null and void.

X. LABELING

- A. All containers of hazardous chemicals provided to and used on any OUHSC campus must bear appropriate labels as described in this section.
- B. All chemical containers should be labeled in accordance with the federal Hazard Communication Standard (29 CFR 1910.1200) at the time of receipt.
- C. Designated coordinators should ensure that every hazardous chemical container in their assigned departments or work areas bears a label indicating the chemical or product name, including the identity of the hazardous chemicals contained therein and an appropriate hazard warning.
 - 1. The EHSO may be contacted for assistance with such information.
 - 2. Research laboratories may use identification systems which provide content and hazard information to laboratory personnel in any manner understandable to all persons potentially exposed to the chemical.
- D. Labels required by this section should not be defaced or removed.
- E. Piping systems carrying hazardous chemicals should be labeled by Operations/Site Support at the valve or valves located at the point at which a chemical enters the workplace's piping system, and at other valves, outlets, vents, drains, or connections which would allow the release of a substance from the piping system.
- F. Portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for immediate use by the employee who performs the transfer, are not required to be labeled.
- G. Labeling requirements in this section are not required for:
 - 1. Any pesticide as such term is defined in the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. 136 et seq.), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency;
 - 2. Any chemical substance or mixture as such terms are defined in the Toxic Substances Control Act (15 U.S.C. 2601 et seq.), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency;
 - 3. Any food, food additive, color additive, drug, cosmetic, or medical or veterinary

device or product, including materials intended for use as ingredients in such products (e.g., flavors and fragrances), as such terms are defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 et seq.) or the Virus-Serum-Toxin Act of 1913 (21 U.S.C. 151 et seq.), and regulations issued under those Acts, when they are subject to the labeling requirements under those Acts by either the Food and Drug Administration or the Department of Agriculture;

4. Any distilled spirits (beverage alcohols), wine, or malt beverage intended for nonindustrial use, as such terms are defined in the Federal Alcohol Administration Act (27 U.S.C. 201 et seq.) and regulations issued under that Act, when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Bureau of Alcohol, Tobacco, and Firearms;
5. Any consumer product or hazardous substance as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. 1261 et seq.) respectively, when subject to a consumer product safety standard or labeling requirement of those Acts, or regulations issued under those Acts by the Consumer Product Safety Commission;
6. Agricultural or vegetable seed treated with pesticides and labeled in accordance with the Federal Seed Act (7 U.S.C. 1551 et seq.) and the labeling regulations issued under that Act by the Department of Agriculture; and
7. Drugs which are dispensed by a pharmacy to a health care provider for direct administration to a patient.

XI. TRAINING

- A. All OUHSC/OU-Tulsa employees are required to participate in training and information programs designed to communicate information about the hazardous chemicals to which they may be exposed.
 - B. Training should include at least:
 1. methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
 2. physical and health hazards of chemicals in the work area;
 3. measures employees can take to protect themselves from these hazards, including appropriate work practices, emergency procedures, and personal protective equipment to be used; and
 4. the details of the this hazard communication program, including an explanation of the labeling system and the material safety data sheets, and how employees can obtain and use the appropriate hazard information.
 - C. Information shall include, but not be limited to:
 1. the requirements of the Oklahoma Hazard Communication Standard;
 2. known operations in their work area where hazardous chemicals are present; and
 3. the location and availability of the written OUHSC/OU-Tulsa Hazard
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Communication Policy and Program, inventory lists, and MSDSs.

- D. Designated coordinators are responsible for ensuring that all employees in their assigned departments or areas receive all appropriate training as required by this Policy and Program. Designated departmental or area coordinators may provide internal training to employees in their assigned departments or work areas, have such employees attend sessions provided by the EHSO, or receive training through other programs approved by the EHSO. Designated coordinators must ensure that any person who provides internal employee training has attended the appropriate Hazard Communication seminar offered through the EHSO prior to conducting any such training. These seminars will be offered at least annually. As necessary, the EHSO will coordinate additional training sessions throughout the calendar year.
- E. All designated coordinators who provide internal employee training are responsible for documentation of such training through submission of completed quizzes to the EHSO.
- F. Employee training and education should be provided within the first thirty (30) days of employment and/or transfer (but prior to being placed in the area where exposure might take place) and at least annually thereafter.
- G. The designated coordinator should ensure that additional instruction is provided whenever the employee may be routinely exposed to additional hazardous chemicals, whenever the employee's potential for exposure is increased due to changes in the work practices, or whenever new toxic or hazardous chemicals or equipment are introduced into the work area.
- H. Service contractors whose work or materials pose a health hazard to the OUHSC employees in their assigned departments or work areas must show proof of compliance with the applicable federal or state Hazard Communication regulation including proof of employee training. Assistance in this matter may be obtained from the EHSO.

XII. FIRE SAFETY

- A. The EHSO will provide information to the local appropriate fire department regarding work areas, sufficiently identified by name and location on campus, where hazardous chemicals are consistently generated, used, stored, or transported. This information will contain information from the master chemical inventory list.
- B. The EHSO should establish a communication and information exchange program with the Tulsa Fire Department and, in collaboration with the Campus Police and Public Safety Office in Oklahoma City, the Oklahoma City Fire Department. This program should be designed to assist fire department personnel in adequately preparing to respond to emergencies in campus buildings.
- C. The EHSO should coordinate with the Campus Police and Public Safety Office in Oklahoma City to ensure that placarding is present as required by state or federal laws regarding hazardous substances used or stored within Oklahoma City-related University structures or compounds, and in Tulsa, should ensure the same. The EHSO will coordinate with the Oklahoma Department of Labor, the Oklahoma City Fire Department, the Tulsa Fire Department, and the Campus Police and Public Safety Office in Oklahoma City for approval or variances regarding required placarding.

XII. ASBESTOS NOTICE AND LABELING

- A. Pipes, boilers, storage vessels, structure members, or equipment with asbestos insulating material that might be removed, penetrated, damaged or otherwise distributed by repair, remodeling, renovation, maintenance or other activity, will be labeled by the EHSO with cautionary labels which should be printed in letters of sufficient size and contrast as to be readily visible and legible. Each room or area where the conditions require such labels should have a minimum of one such label, and as many additional labels as may be necessary to ensure ready visibility and legibility. Equipment with asbestos containing material should bear the following label:

DANGER!
CONTAINS ASBESTOS FIBERS
AVOID CREATING DUST
CANCER AND LUNG DISEASE HAZARD

- B. For facilities with asbestos containing material used as acoustical material on ceilings or walls, the EHSO should ensure that a notice is conspicuously posted informing employees of the presence of asbestos in the workplace containing, at a minimum, the following wording.

NOTICE TO EMPLOYEES

This facility has been inspected for the presence of
asbestos containing material.
Asbestos containing material is present in this facility.
Asbestos containing material may cause health problems.

APPENDIX A
HAZARD COMMUNICATION INVENTORY FORM