

## **THE UNIVERSITY OF OKLAHOMA**

### **HAZARD COMMUNICATION POLICY**

The University of Oklahoma and related facilities (OU) 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. 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 is the policy of OU to provide employees with appropriate training and information on the safe handling and work practices associated with hazardous chemicals, materials, and conditions in the work place. This shall be accomplished by complying with the Hazard Communication Standard 29 CFR 1910.1200, which has been adopted by incorporation by the Oklahoma Department of Labor in Title 390 Chapter 40, except that the information and training required under 29 CFR 1910.1200(h) is required annually. 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 OU *Hazard Communication Program*.

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**The University of Oklahoma**  
**Hazard Communication Program**

**I. SCOPE**

This Program affects all persons who are employed by the University of Oklahoma and related facilities (OU) who may, during the course of their employment, be exposed under normal conditions of work or in a reasonable foreseeable emergency to hazardous chemicals, materials and/or conditions.

All contractors performing work at OU facilities are responsible for providing a training and education program for his/her employees which meets the requirements of the Federal Hazard Communication Standard. Contract documents for such contractors will contain requirements for the contractor to inquire as to the location of hazardous chemicals at the University that may be encountered during the course of their work and as to any safety precautions that should be taken while at the facility. Contractor's employees shall not disturb or handle any hazardous chemicals belonging to the University encountered in the course of their duties and shall report immediately the existence of hazardous chemicals belonging to the University in the area of their work that must be disturbed or handled so that the University may determine how best to proceed.

**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 a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees, and includes 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.
- D. "Exposure or exposed" means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure.
- E. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)
- F. "Foreseeable emergency" means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.
- G. "Hazard warning" means any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s).
- H. "Identity" means any chemical or common name which is indicated on the material safety

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data sheet (MSDS) for the chemical. The identity used shall permit cross-references to be made among the required list of hazardous chemicals, the label and the MSDS.

- I. “Immediate use” means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.
- J. “Label” means any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

### III. EXCLUSIONS

This Program does not apply to:

- 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

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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; and
- L. biological hazards.

#### IV. LABORATORIES

- A. All laboratories must comply with this *Hazard Communication Program*; however, in instances where hazardous substances are being developed (i.e., chemical intermediates) and used exclusively in OU laboratories, material safety data sheets (MSDSs) are not required.
- B. Laboratory personnel must adhere to all applicable occupational and environmental health and safety 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, 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:
    - a. identity of the hazardous chemical(s);
    - b. appropriate hazard warnings; and
    - c. name and address of OUHSC as the chemical manufacturer.
- D. Laboratory Principal Investigators are responsible for chemical inventories, MSDSs, labeling, and training within their laboratories.

#### V. RESPONSIBILITY

- A. Provosts and Vice Presidents are responsible for:
  - 1. enforcing the requirements of this *Hazard Communication Program* within their respective areas, and
  - 2. providing continuing support for institutional safety and health.

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- B. The Environmental Health and Safety Office (EHSO) is responsible for:
1. coordinating the development of policies and programs for the OU 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, known hazardous chemicals present;
  8. updating the master chemical inventory list at least annually;
  9. maintaining and storing employee exposure data for at least forty (40) years; and
  10. providing information to the OU or OUHSC Police Department, Tulsa Campus Security, and/or local fire departments.
- C. Deans and Administrative Heads are responsible for:
1. complying with and enforcing the OU *Hazard Communication Program* for their respective areas (such compliance may be facilitated through appropriate departmental personnel or, for the OUHSC and OU-Tulsa campuses, through the appointment of designated coordinators);
  2. completing and maintaining chemical inventory lists for all hazardous chemicals present in non-laboratory spaces;
  3. assuring the availability and maintenance of relevant MSDSs for all hazardous chemicals present in non-laboratory spaces;
  4. assuring the availability, accuracy, and placement of all required labels, signs or placards in non-laboratory spaces;
  5. assuring that all affected non-laboratory employees receive appropriate training as required by this Program and other University safety policies or programs;
  6. reporting any known potentially hazardous exposure to employees, taking appropriate action to ensure employees receive appropriate medical attention, and ensuring that required documentation is completed and forwarded as described in Section VII;
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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.
- D. Laboratory Principal Investigators are responsible for:
1. completing, maintaining and submitting chemical inventory list to the EHSO as required by this Program;
  2. making MSDSs available to laboratory employees as required by this Program;
  3. ensuring that all laboratory employees receive safety training as required by this and other University safety or environmental policies or programs; and
  4. ensuring that laboratory chemicals are properly labeled in accordance with this Program
- E. Each employee is responsible for:
1. complying with the OU *Hazard Communication 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 hazardous chemical or agent.

## VI. CHEMICAL INVENTORY LIST

All Deans, Administrative Heads and Principal Investigators 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.

- A. This inventory should be completed using a *Hazard Communication Inventory* form (see <http://www.ouhsc.edu/ehso/forms/inventory.pdf>) or equivalent. Chemicals or chemical products should be identified using an identity that is referenced on the appropriate material safety data sheet. A copy should be maintained in the individual work area for employee access and the original should be forwarded to the EHSO.
- B. All new hazardous substances introduced into the assigned departments or work areas should be added to the *Hazard Communication Inventory* form or equivalent as soon as feasible after receipt of the new material, and a copy of the updated information should be forwarded to the EHSO.
- C. 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

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OU campuses. The master list shall should 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 proceed to medical attention and 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 EHSO will maintain a current list of facilities recommended for any occupational injury or exposure which have the expertise and training to address such incidents, however, employees may choose any health care professional they wish.
- C. The employee's supervisor should complete and sign a *Supervisor's Report of Employee's Injury* form. The employee should complete an *Employee's Report of Injury* form. All forms should be submitted for processing within 24 hours of the incident per the instructions provided by the appropriate campus Workers' Compensation coordinator. Copies of the *Supervisor's Report of Employee's Injury* and the *Employee's Report of Injury* forms will then be forwarded to the EHSO.
- D. *Supervisor's Report of Employee's Injury* and *Employee's Report of Injury* records should be maintained and stored for forty (40) years by the EHSO.

## VIII. MATERIAL SAFETY DATA SHEETS (MSDSs)

- A. The EHSO will maintain MSDSs and provide MSDS resources to the campus community.
- B. Each Dean and Administrative Head (or appointed designated coordinator) and each Principal Investigator should maintain an MSDS for each hazardous chemical identified on the inventory lists for his/her area, and should ensure that they are readily accessible during each work shift to employees when they are in his/her 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 employee's supervisor or appointed 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 available prior to beginning use of the chemical.

## IX. LABELING

- A. All containers of hazardous chemicals provided to or used on any OU campus must bear

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- 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. Deans and Administrative Heads (or appointed designated coordinators), and Principal Investigators 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. Labels or other forms of warning should be legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. Departments/work areas with employees who speak other languages may add the information in other languages to the material presented, as long as the information is presented in English as well.
  - F. Piping systems carrying hazardous chemicals should be labeled by Operations/Site Support/Physical Plant 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.
  - G. 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.
  - H. 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.

## X. TRAINING

- A. All OU 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;
  4. methods used to inform employees of the hazards of non-routine tasks performed by employees or by outside contractors and the hazards associated with chemicals contained in unlabeled pipes in their work areas, if applicable; and
  5. 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 Hazard Communication Standard;
  2. known operations in the employee's work area where hazardous chemicals are present; and
  3. the location and availability of the written *OU Hazard Communication Program*,

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inventory lists, and MSDSs.

- D. Deans, Administrative Heads and Principal Investigators are responsible for ensuring that all employees in their assigned departments or areas receive all appropriate safety training as required by this Program and other University safety or environmental policies or programs. 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 departmental or area coordinators must ensure that any person who provides internal employee training has received the appropriate Hazard Communication training offered through the EHSO prior to conducting any such training.
- E. All designated coordinators or supervisors who provide departmental employee safety training are responsible for documentation of such training through submission of completed quizzes to the EHSO.
- F. Employee training and education should be provided at the time of initial assignment and at least annually thereafter.
- G. Deans, Administrative Heads and Principal Investigators 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 OU employees in their assigned departments or work areas must show proof of compliance with the Hazard Communication regulation including proof of contractor employee training. Assistance in this matter may be obtained from the EHSO.

## XII. FIRE SAFETY

- A. The EHSO will coordinate with the appropriate campus fire safety office to 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 OUHSC Police Department in Oklahoma City, the Oklahoma City Fire Department and, in collaboration with the Norman Campus University Fire Marshall, the Norman 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 OUHSC Police Department in Oklahoma City and the University Fire Marshall in Norman to ensure that placarding is present as required by state or federal laws regarding hazardous substances used or stored within Oklahoma City and Norman University structures, and in Tulsa, should ensure the same. The EHSO will coordinate with the appropriate campus fire safety office and the Oklahoma Department of

Labor, the Oklahoma City Fire Department, the Tulsa Fire Department, and the OUHSC Police Department in Oklahoma City for approval or variances regarding required placarding.