

University of South Carolina-Lancaster

Hazard Communication Written Program

General Policy

The purpose of this notice is to keep you informed of the regulations of the Hazard Communication Standard, by compiling a hazardous chemicals list, by using MSDS, and by providing you with training.

This program applies to all work operations at the USC Lancaster campus where you may be exposed to hazardous substances under normal working conditions or during an emergency situation. Copies of the program may be obtained from Butch Lucas, Campus Safety Director (ext. 6-7085). A copy of this program will be kept in the Custodial Services office.

Under this program, you will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take to protect yourself from these chemicals. You will also be informed of the hazards associated with non-routine tasks, and the hazards associated with chemicals in unlabeled pipes.

Safe Work Procedures

Each department will keep written procedures for safe handling of chemicals. These procedures need to be written for each group of hazardous chemicals use.

An example of a procedure: Hydrochloric acid is a corrosive chemical which can burn the skin and eyes. The MSDS must be read before using this chemical. Always add acid to water when diluting. You must wear chemical splash goggles, rubber gloves and a chemical resistant apron when using this chemical. This chemical must only be used in the room with the safety shower and eyewash.

List of Hazardous Chemicals

The health and safety coordinator, Butch Lucas, will make a list of all hazardous chemicals and related work practices used in the facility, and will update the list as necessary. Our list of chemicals identifies all of the chemicals used in our department. A separate list is available for each work area and is posted there. Each list also identifies the corresponding MSDS for each chemical. A master list of these chemicals will be maintained by, and available from, the health and safety coordinator. This list will be found in appendix B.

Material Safety Data Sheets (MSDS)

MSDS provide you with specific information on the chemicals you use. All MSDSs for custodial products will be kept in the custodial closet of each building. **All MSDSs for general maintenance and specialized custodial products will be kept in the Custodial Services office.** The MSDS will be a fully completed OSHA Form 174 or equivalent. The supervisor of each work area will ensure that their work site maintains MSDS for hazardous materials in that area. MSDS will be made readily available to you during your shifts.

The health and safety coordinator is responsible for acquiring and updating MSDSs. He will contact the USC Health and Safety staff if an MSDS is not obtainable. All new procurement for the department must be cleared by the health and safety coordinator.

Labels and Other Forms of Warning

The health and safety coordinator will ensure that all hazardous chemicals in the department are properly labeled and updated, as necessary. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party. The health and safety coordinator will refer to the corresponding MSDS to assist you in verifying label information.

If you transfer chemicals from a labeled container to a portable container that is intended only for your immediate use, no labels are required on the portable container. Pipes or piping systems will not be labeled, but their contents will be described in the training sessions.

Non-Routine Tasks

When you are required to perform a hazardous non-routine task, a special training session will be conducted to inform you of the hazardous chemicals which you might be exposed to and the proper precautions to take to reduce or avoid exposure.

Training

Everyone who works with, or is potentially exposed to, hazardous chemicals will receive initial training on the "Hazard Communication Standard" and the safe use of those hazardous chemicals. Whenever a new hazard is introduced, additional training will be provided. Supervisors will be extensively trained regarding hazards and appropriate protective measures, so they will be available to answer any questions from employees and provide daily monitoring of safe work practices.

The training plan will emphasize these items:

- * Summary of the standard and this written program.
- * Chemical and physical properties of hazardous materials and methods that can be used to detect the presence or release of chemicals.
- * Physical hazards of chemicals (e.g., potential for fire, explosion, etc.)
- * Health hazards including signs and systems of illness associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- * Procedures to protect against hazards
- * What to do in case of an emergency
- * Where MSDS are located, how to read and interpret the information on both labels and MSDS and how employees may obtain additional information.

Any additional information on this written program, the hazard communication standard, applicable MSDS or chemical information lists may be obtained from the USC Environmental Health and Safety Department (777-5269).