

THE OSHA HAZARD COMMUNICATION STANDARD

All employees are covered under the worker protection rights of the Occupational Safety and Health Administration (OSHA) Hazard Communication (Right-to-Know) Program. This regulation requires that employers provide their employees with information on the hazards of the chemicals used in their work area – and that the staff understand that information. Supervisors are responsible for assuring that the requirements outlined in this brochure are met in the areas where employees work.

All supervisors should be familiar with BSU's written *Hazard Communication Program* which must also be available to all employees.

THE 5 BASIC REQUIREMENTS

- **Written Hazard Communication Plan**
- **Training** is required for new employees before any chemical exposure and for any employee when new hazards are introduced.
- **Labels:** Primary container labels must remain. Working containers must show the common product name and hazard warnings.
- **A Chemical Inventory** must be maintained, and must list all hazardous chemicals or products in the workplace.
- **Safety Data Sheets (SDSs)** for all hazardous chemicals used in the work area must be readily accessible to employees.








OSHA HAZARDOUS CHEMICALS

A hazardous chemical, as defined by the Hazard Communication Standard (HCS), is any chemical that can cause a physical hazard or a health hazard. There are sixteen (16) classes of physical hazards and ten (10) classes of health hazards, all of which are included in the chart below, arranged under the particular pictogram by which they are represented.

PICTOGRAMS

A foundation of the OSHA Hazard Communication Program is pictograms. These nine (9) pictograms represent one or more OSHA physical or health hazards.

HAZCOM STANDARD PICTOGRAMS

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

HAZARD COMMUNICATION

A brief guide for BSU supervisors and employees



OSHA Hazard Communication Program

For the
Ball State University
Campus
Muncie, Indiana 47306



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Prepared by the
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All information and procedures provided in this brochure are available with greater detail in the written BSU *OSHA Hazard Communication Program* which is available to all BSU employees and through the EHS website.



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SAFETY DATA SHEETS

(SDSs)

These give you the hazard information you need to work safely with chemicals.

The “key” to Hazard Communication...

The SDS must have 16 Sections in this order and with this information in each:

1. Product Identification and Ingredients	9. Physical and Chemical Properties
2. Hazard(s) Identification	10. Stability and Reactivity
3. Ingredients	11. Toxicological Information
4. First-Aid	12. Ecological Info
5. Fire-Fighting	13. Disposal
6. Release Response	14. Transportation
7. Handling and Storage	15. Regulatory Information
8. Exposure Controls and PPE	16. Other – dilution, label info, etc.

The SDS relates important information about the hazards of the chemical product and measures to be taken to minimize or prevent exposure or accidents. All of the older MSDSs should have by now been replaced with the newer SDSs

Always read the SDS before working with an unfamiliar chemical!

LABELS

New manufacturer or “primary” containers must include six (6) elements:

1. **Product Identification** & ingredients;
2. **Signal Word** – Warning or Danger;
3. **Pictograms** showing the basic hazards of the chemical product;
4. **Hazard Statements** describing the nature and degree of hazard;
5. **Precautionary Statements** giving methods to prevent or minimize exposure hazards of the chemical; and,
6. **Supplier Identification.**



Secondary, or “working” containers must bear the name of the product and hazard warnings, symbols or words, for the health and physical hazards presented.



CHEMICAL INVENTORY

This must list all the hazardous chemical products in the department or work area and the inventory must be kept up-to-date. There must be a SDS available for each chemical or product on the inventory.

TRAINING

All new employees must be provided with **General Training** on Hazard Communication before working with, or exposure to, hazardous chemicals.

The department must then provide Site-specific Hazard Communication training. This must include:

- ❑ Availability of the university’s written *Hazard Communication Program*.
- ❑ Location of the department’s chemical inventory and SDSs and how to read and understand them.
- ❑ Physical and health hazards of chemicals used in the area.
- ❑ Pictograms and their meaning.
- ❑ Safety information about operations involving hazardous chemicals.
- ❑ Methods used to detect the presence of hazardous chemicals in the workplace.
- ❑ Appropriate work practices.
- ❑ Engineering controls to be used.
- ❑ Personal Protective Equipment (PPE) to be used with each hazardous chemical or operation.
- ❑ Emergency Procedures – chemical exposure, fire, and spill response.
- ❑ Container labels and content.

Remember, while it is each department’s responsibility to provide this information and training - it is the employee’s duty to know where SDSs are located, understand SDSs and container labels, use the proper PPE, and follow safe procedures with the chemical products in the workplace!