St Mary's College of Maryland

Hazardous Communications Program

Developed by EH&S

Objectives

To gain a basic understanding of:

1. Why the Hazard Communication (HazCom) Standard was created
2. The 5 elements of the HazCom Standard
3. How to understand data on a Safety Data Sheet (SDS)
4. How to report Chemical Concerns

Purpose of a HazCom Program

- Reduce injuries and illnesses caused by chemical hazards in the workplace
- Identify and evaluate chemical hazards
- Establish uniform requirements for communicating information about chemical hazards to all workers
- Establish means of reporting

The HazCom Standard Protects Workers

- To comply with the Maryland Department of Labor regulations, SMCM recognizes Maryland Occupational Safety & Health (MOSH) regulations
- MOSH HazCom standard requires SMCM to protect it's workers from the dangers of hazardous materials in the workplace. To protect you, this training has been developed to cover the basics of the campus program

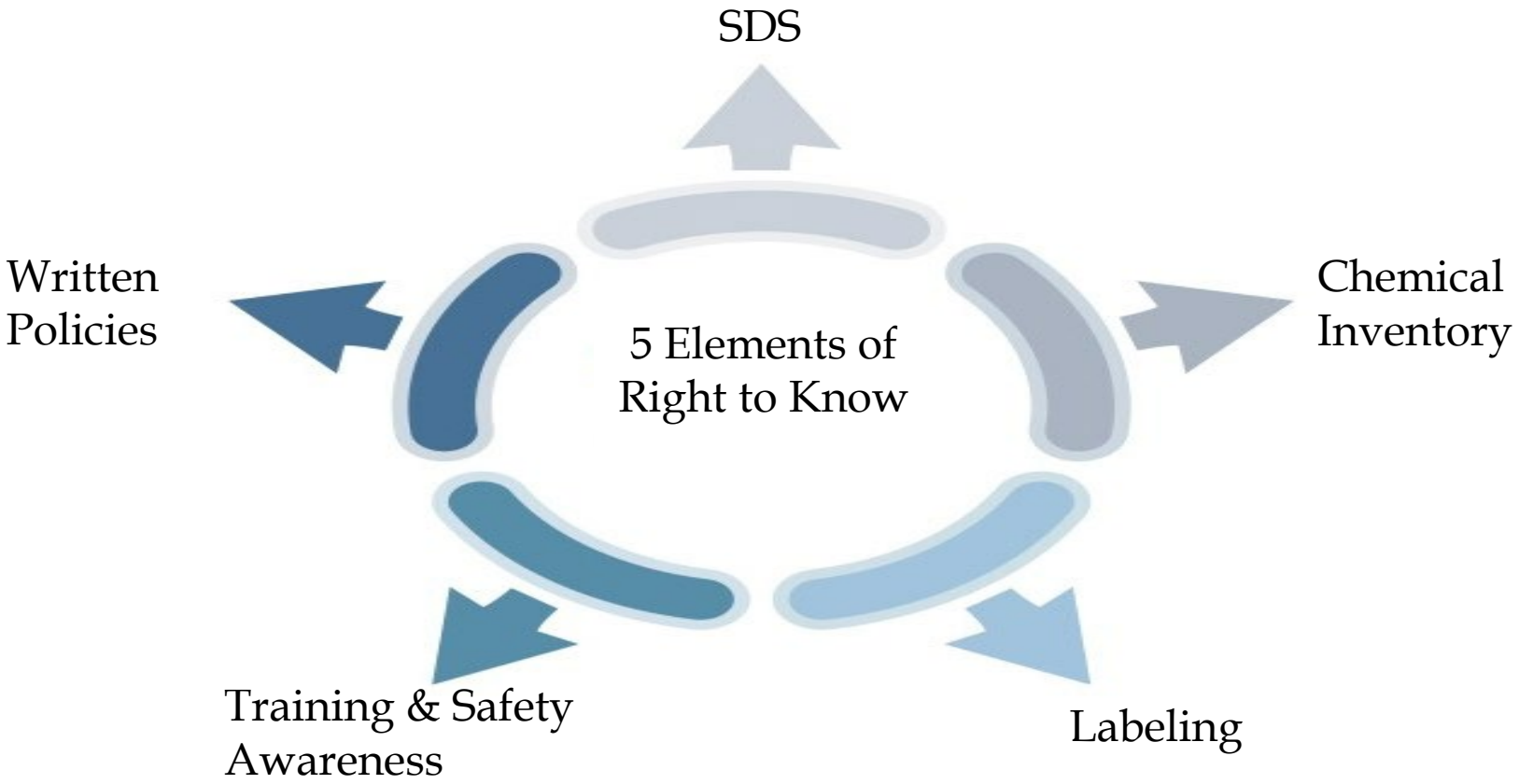
General Duty Clause

- 5(a)(1) of the Occupational Safety and Health Act requires an employer to furnish it's employees"
  - "employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees…"

Written Policy

- SMCM has developed a written Hazardous Communication Program that is available to be viewed by all employees
- Your supervisor/ Lab coordinator should keep a copy of the chemical inventory list tailored to your specific work area
- The overall coordination of the program for SMCM will be handled by the EH&S Manager

Your "Right To Know"



Define Chemical(s)

- The definition of hazardous chemicals includes physical hazards such as compressed oxidizers, carcinogens, irritants, corrosives, sensitizers, and agents. Products such as paints, glues, cleaning solutions, floor cleaners and many other commonly found substances are considered hazardous chemicals under the Employee Right to Know Law.

Hazardous Substance Inventory

- SMCM will maintain both a Master Inventory list and a Department Inventory list
- The Master list will be maintained by the EH&S Manager
- Each department is required to maintain an up to date list within their department

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Hazard Assessment

Hazard Type	Hazard	Common Related Tasks
Impact	Flying objects such as large chips, fragments, particles, sand, and dirt	Chipping, grinding, machining, masonry work, wood working, sawing, drilling, riveting, sanding
Heat	Anything emitting extreme heat	Furnace operations, pouring, casting, hot dipping, welding
Chemicals	Splash, fumes, vapors, and irritating mists	Acid and chemical handling, degreasing, plating, working with blood
Dust	Harmful dust	Woodworking, buffing, general dusty conditions
Optical Radiation	Radiant energy, glare, and intense light	Welding, torch-cutting, brazing, soldering, laser work

Personal Protective Equipment

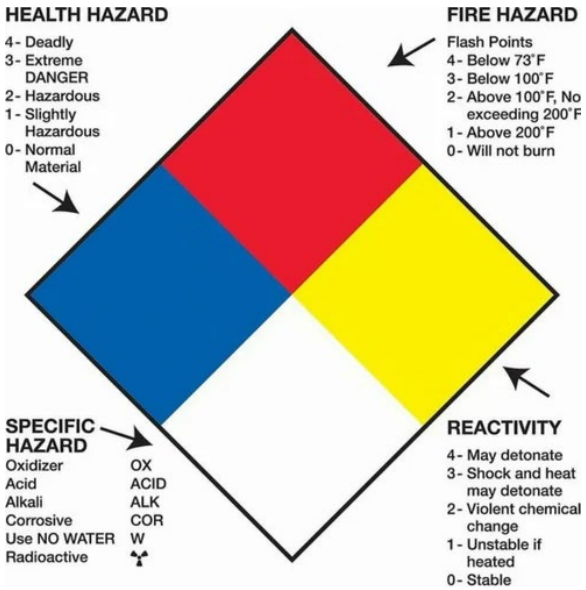
Training and Qualification

1910.132(f) states: Employees shall be trained to know at least the following:

- When PPE is necessary
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of PPE
- The proper care, maintenance, useful life, and disposal of PPE

SMCM EH&S has a PPE training, please ask if you need to review

Labels and SDS's



Contents of the SDS

Everything you need to know about a chemical

Safety Data Sheet Contents

Section 1 - Identification	Section 9 - Physical and chemical properties
Section 2 - Hazard(s) identification	Section 10 - Stability and reactivity
Section 3 - Composition/Ingredients	Section 11 - Toxicological information
Section 4 - First-Aid measures	Section 12 - Ecological information
Section 5 - Fire-fighting measures	Section 13 - Disposal considerations
Section 6 - Accidental release measures	Section 14 - Transport information
Section 7 - Handling and storage	Section 15 - Regulatory information
Section 8 - Exposure controls/PPE	Section 16 - Other information, date

What does the SDS look like?

- Example: Clorox Bleach https://www.thecloroxcompany.com/wp-content/uploads/cloroxregular-bleach12015-06-12.pdf
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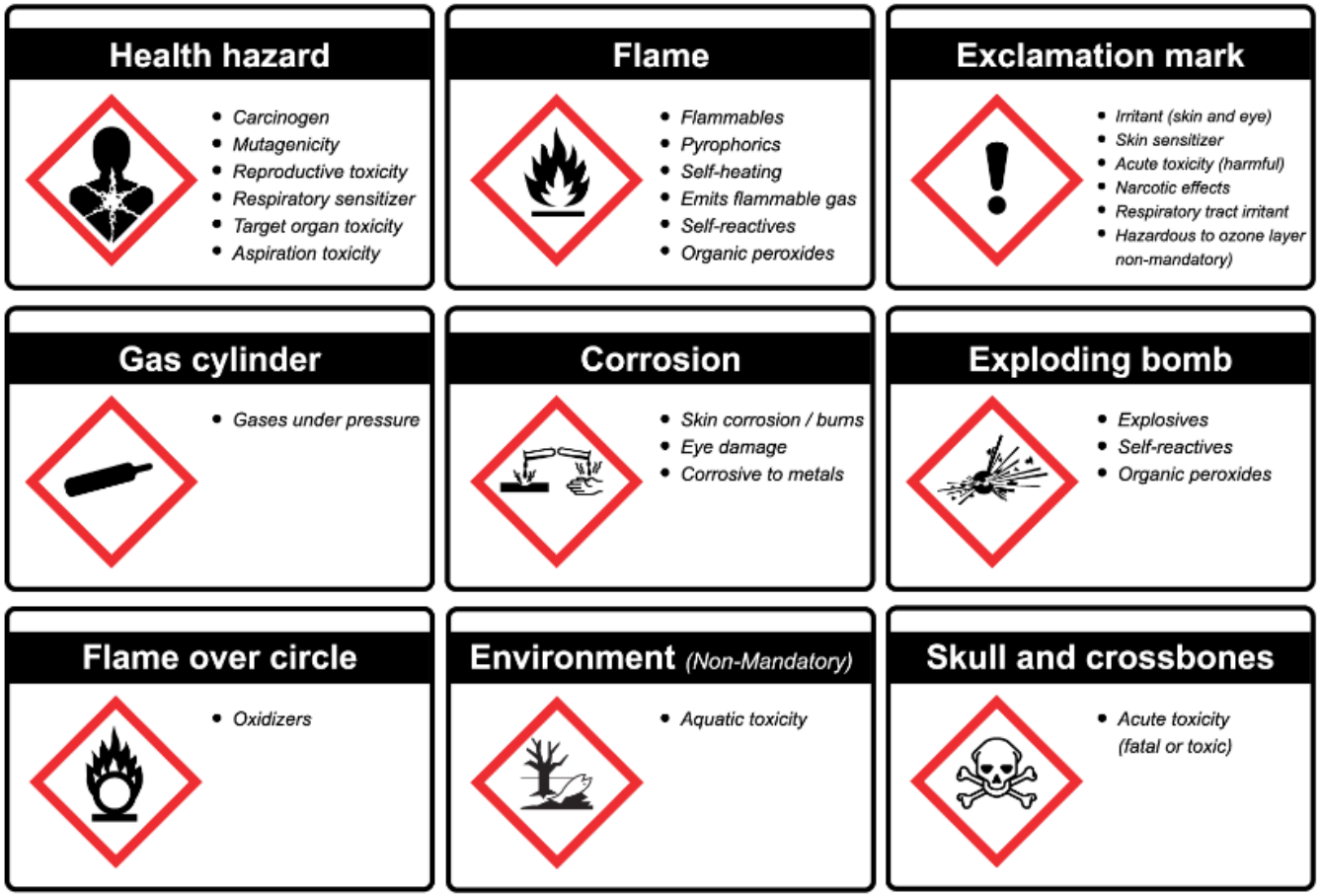
SDS Pictograms



Always consult the SDS

- Read the SDS for any chemical you use BEFORE handling, so you are familiar with the chemical's properties and prepared for anything unplanned

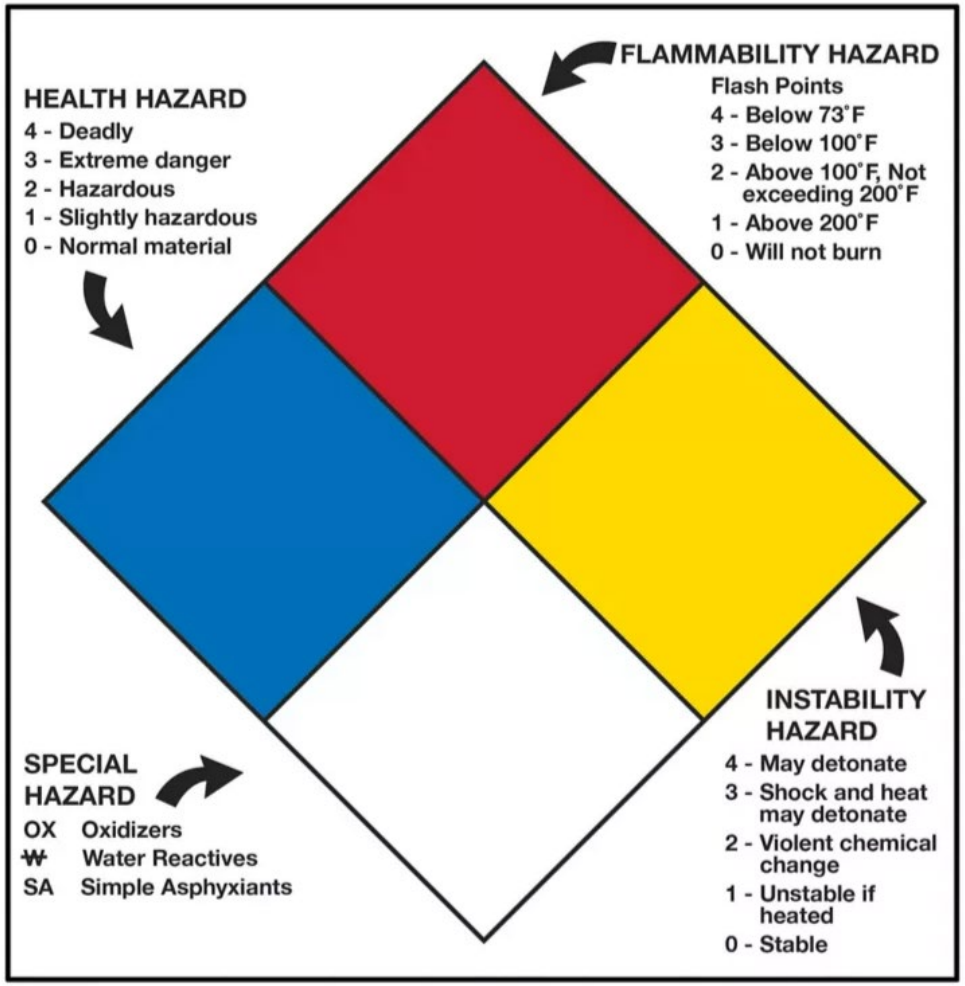
- In the case of a spill, contact with skin, fire, etc. consult the SDS to learn how to handle the situation properly based off the chemical's needs

Fun Fact!

- While all Safety Data Sheets are maintained by Departments and EH&S, all Safety Data Sheets are also available online.

- Let's say you're in the field and working with a new chemical. Take out your phone and search "*chemical name* SDS". The full SDS card will be there!

Other Labels commonly on chemicals: National Fire Protection Association Diamond (NFPA)



NFPA Diamonds

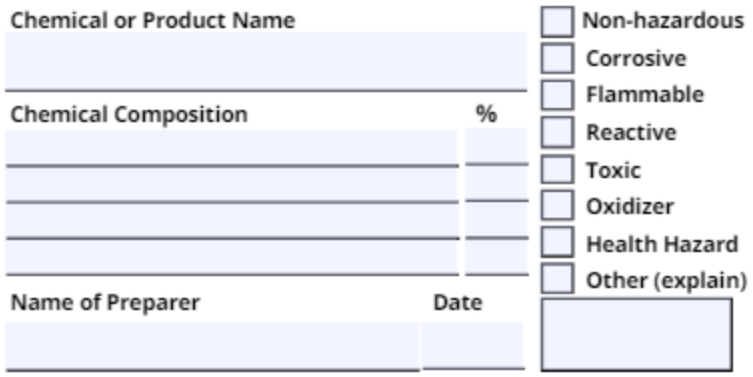
- Do not provide specific chemical names, quantities, or locations
- Their purpose is to give emergency personnel a general idea of the hazards present in the building or area

Labels on New Containers

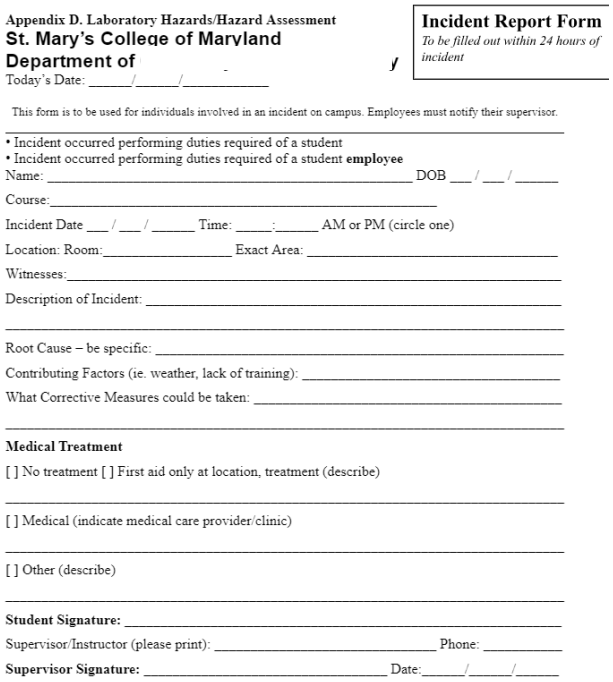
- NEVER remove the manufacturer's label on a chemical.
- The label includes vital information
  - Product Identity
  - Hazard warnings
  - Manufacturer's name and address

Transferring to Secondary Containers

- All secondary containers MUST BE LABELLED
- Example of what a secondary label should look like:



How to report an incident



Appendix D. Laboratory Hazards/Hazard Assessment
St. Mary's College of Maryland
Department of /

Today's Date: _____/_____/_____

Incident Report Form
To be filled out within 24 hours of incident

This form is to be used for individuals involved in an incident on campus. Employees must notify their supervisor.

• Incident occurred performing duties required of a student
• Incident occurred performing duties required of a student **employee**

Name: _____ DOB ___ / ___ / _____

Course:_____

Incident Date ___ / ___ / _____ Time: _____:_____ AM or PM (circle one)

Location: Room:_____ Exact Area: _____

Witnesses:_____

Description of Incident: _____

_____

Root Cause – be specific: _____

Contributing Factors (ie. weather, lack of training): _____

What Corrective Measures could be taken: _____

_____

Medical Treatment

[ ] No treatment [ ] First aid only at location, treatment (describe)

_____

[ ] Medical (indicate medical care provider/clinic)

_____

[ ] Other (describe)

_____

Student Signature: _____

Supervisor/Instructor (please print): _____ Phone: _____

Supervisor Signature: _____ Date:_____/_____/_____

- Each department has copies of this incident reporting form
- Fill out the form, send it to your supervisor, supervisor will send it to EH&S
- Incident Reports are not meant to get anyone in trouble! They are meant to make us aware of an issue so we can fix it and prevent further incidents

Examples of Incidents to Report

- Contact with skin, eyes, burns– any and all injuries!
- Spill
- Fire
- Explosion

*If you are questioning whether an incident is too small to report, REPORT ANYWAY! *

Link to HazCom Policy

- Available to view at any time on SMCM EH&S webpage: