Operating Policy and Procedure

OP 60.02: Hazard Communication Act

DATE: September 29, 2017

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to assign responsibilities for compliance with the Hazard Communication Act.

REVIEW: This OP will be reviewed in September of every fourth year by the Managing Director of Environmental Health and Safety (EH&S) with substantive revisions forwarded through the Associate Vice President for Research (Research Integrity) to the Vice President for Research.

POLICY/PROCEDURE

1. Hazardous Chemicals Identified

   This OP will apply to those chemicals defined by OSHA as hazardous.

2. Responsibilities and Duties

   a. Environmental Health and Safety

      (1) Monitor the university program for compliance;

      (2) Obtain Safety Data Sheets (SDS) for requesting departments;

      (3) Assist departments in developing their training programs; and

      (4) Provide the Lubbock Fire Chief with names and telephone numbers of Texas Tech employees to be contacted in chemical emergencies.

   b. Administrators, Deans, Department Heads, and Departmental Safety Coordinators

      (1) Identify hazardous chemicals being used, stored, or handled in the department;

      (2) Obtain SDS on all hazardous chemicals;

      (3) Provide notice to employees of the Texas Hazard Communication Act, its provisions, and their rights under the act;

      (4) Provide, maintain, and make available to all employees potentially exposed to chemicals SDS on chemicals in the workplace. (SDS shall be readily available, upon request, for review by employees or designated representatives);

      (5) Provide information and training on safe use of chemicals in the workplace. All new employees will be trained in safe use of chemicals before they are exposed to them.
Employees will also be trained in the safe use of all new chemicals before they are used;

(6) Assure proper labeling of chemicals in the workplace;

(7) Provide safety clothing and/or equipment, if warranted;

(8) Maintain chemical inventories and training for a period of 30 years, and

(9) Develop and implement a written hazard communication program that will be made available to employees or their designated representative upon request. A copy is to be made available to Environmental Health and Safety.