

Plant and Soil Science Department Hazard Communication Program

Texas Tech University, through OP 60.02, has developed a university-wide Hazard Communication Program to enhance employee and student health and safety. The Plant and Soil Science (PSS) department's hazard communication program will provide department-specific information about chemical hazardous substances. No Plant and Soil Science requirement will be less stringent than the Texas Tech University requirements. Information provided by the PSS Hazard Communication Program includes the following:

- Employee and Student Information and Training
- Workplace Chemical List
- Container Labeling
- Safety Data Sheets (SDS)
- Responsibilities
 - Department Chair
 - Supervisor
 - Employee/Student
- Acknowledgement form (Appendix A)
- Current check list used by Environmental Health and Safety (EH&S) during laboratory inspections. (Appendix B)

Employee and Student Information and Training

Plant and Soil Science employees and students will be provided sufficient information and training to enable them to know the following:

1. Requirements of the Hazard Communication of "Worker Right-to-Know" Standard
2. Operations where exposures are, or may be present
3. Physical and health hazards
4. Location of
 - a.) Written hazard communication program,
 - b.) Workplace Chemical List and
 - c.) Safety Data Sheets.
5. Proper work practices, protective equipment, and emergency procedures
6. General safety instructions on handling and disposal of hazardous chemicals.

Employee and student training must be provided prior to assignment and whenever a new hazard is introduced. Records and instructor notes **must** be maintained for 30 years and become part of the employees permanent personnel file. Records will be maintained in employees file in the main Plant and Soil Science office.

Workplace Chemical List

A workplace (lab, greenhouse, farm or other location) chemical inventory will be prepared. "Hazardous Chemical" means any element, chemical compound or mixture of elements and/or compounds which is a physical hazard or health hazard as defined by OSHA.

- The identity used on the Safety Data Sheets (SDS), Workplace Chemical List and container label must match.
- As new chemicals enter the workplace, they must be added to the Workplace Chemical List.
- Workplace Chemical Lists must be readily available to employees, students and EH&S. Employees and students must be made aware of the workplace chemical list and its location before working with or in a work area containing hazardous chemicals.

Container Labeling

It is the policy of the Plant and Soil Science Department that no container of hazardous substances will be received or released for use unless the following label information is present:

- Container contents,
- Appropriate hazard warnings (to include the target organ),
- The name and address of the manufacturer.

Labels are not to be damaged or defaced.

- Any container into which a chemical is to be transferred for use shall be properly labeled. Only approved storage containers may be used.
- Please note that the University uses a modified version of the J.T. Baker color coding system to identify hazards on container labels.

Safety Data Sheets (SDS)

- Safety Data Sheets (SDS) may be supplied by chemical manufacturers, available on-line through the EH&S website or the 'ChemWatch' program. These may be either electronic or paper copies.
- These SDS's shall be maintained on file in each laboratory, greenhouse, farm or other work area.
- A duplicate set of SDSs shall be conveyed to the Plant and Soil Science Department in an appropriate format.
- These SDS's shall be accessible to any employee or student in the workplace.
- The SDS's may be made available through electronic means. If any SDS is missing or obviously incomplete, a new SDS must be requested.

Responsibilities

Plant and Soil Science Department Chair

The Plant and Soil Science Department Chair will:

- Ensure Compliance with the provisions of Texas Tech University OP 60.02, "Hazard Communication Act".
- Review the departmental Hazard Communication Training Program for accuracy and compliance each year during the month of April.

Supervisors

- Maintain the “Notice to Employees and Students”, “Action for Chemical Emergencies” and SDS location postings.
- Identify hazardous substances used in the work area.
- Ensure all containers are properly labeled.
- Obtain SDS’s for substances used in the work area.
 - Review SDSs for completeness.
 - Review SDSs for new information and pass it along to employees
- Develop a Workplace Chemical List for the work area.
- When New Hazard is introduced, conduct and document training and update the Workplace Chemical List.
- Train employees and students on the proper use of chemicals and safety equipment PRIOR to assigning them to duties where they may encounter hazards.
- When an employee terminates, forward information to the Plant and Soil Science Department main office where records will be maintained with personnel employment for 30 years.
- Continuously monitor your work area for proper techniques and use of safety equipment.

Employee and Students

- Be continuously alert to the hazards of substances used on your job
- Alert your supervisor **immediately** of any problems associated with hazardous substances including:
 - Spills or contact with hazardous substances.
 - Presence of an unidentified substance (treat it as hazardous until it is verified to be otherwise).
 - Need for additional safety equipment or revised procedures.
- Have a “working knowledge” of the Hazard Communication Act
- Understand how to utilize a Safety Data Sheet (SDS).
- Understand that following procedures and the proper use of safety equipment are an **employee/student requirement.**

Each Supervisor (Faculty member, Program Leader, Greenhouse Supervisor, Farm Manager, etc.) shall have their employees/students sign an Acknowledgement Sheet (Appendix A)

The current check list used by EH&S during laboratory inspections is Appendix B.

Appendix A. Acknowledgement Signing Sheet

By signing this sheet I acknowledge that I have read and understood the Texas Tech University, Plant and Soil Science Department of Hazardous Communication Program in its entirety.

Name (Print)	Signature	Date
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Name (Print)	Signature	Date
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Name (Print)	Signature	Date
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Appendix B. EH&S Checklist

Department _____ Date _____
 Inspector Name _____
 Safety Coordinator or Department Chairman _____

HAZARD COMMUNICATION PROGRAM SURVEY CHECKLIST

1. Do you have a written Hazard Communication Program? YES ___ NO ___
2. Has the department provided a good faith, hazard communication training program to all employees who use or handle hazardous chemicals? (HSC Sec. 502.010(a)) YES ___ NO ___
3. Has the department provided additional instruction to employees when the potential for exposure to hazardous chemicals is altered or when the department has received new and significant information concerning the hazards of the chemical? (HSC Sec. 502.010(c)) YES ___ NO ___
4. Has the department provided training to all new or newly assigned employees before the employees work with or in a work area containing a hazardous chemical? (HSC Sec. 502.010(d)) YES ___ NO ___
5. Has the department maintained a record of the names and dates for training sessions given to employees? (HSC Sec. 502.010 (e)) YES ___ NO ___
6. Does the department have a complete chemical inventory on hand? Complete Incomplete YES ___ NO ___
7. Has a copy been provided to EH&S? YES ___ NO ___
8. Are MSDS's readily available, on request, for review by employees? (HSC Sec. 502.006(c)) YES ___ NO ___
9. Does the department maintain the most current MSDS received from a manufacturer or distributor for each hazardous chemicals purchased? (HSC Sec. 502.006(b)) YES ___ NO ___

10. For missing MSDS's, has the department requested these in writing from EH&S or the manufacturer in a timely manner? (HSC Sec. 502.006(b)) (Look for letter to manufacturer in files). YES ___ NO ___
11. Have any chemical labels been removed or defaced? (HSC Sec. 502.007(a)) YES ___ NO ___
12. Do all hazardous chemical labels observed have at least the chemical and/or common name, referenceable to the corresponding MSDS, and appropriate hazard warnings which convey the health and physical hazards of the chemical? (TAC Sec. 295.4(b)) YES ___ NO ___
13. Is the THCA Notice to Employees posted at locations where notices are normally posted? (HSC Sec. 502.013(a)) (It must be visible – not covered over with other notices). YES ___ NO ___
14. Randomly inventory chemicals stored or used in at least one work area and obtain the following information: YES ___ NO ___

Product	Manufacturer	Property Labeled?	MSDS?	On Inventory?

Comments: _____
