

Purpose

In order to comply with the Georgia “Public Employee Hazardous Chemical Protection and Right to Know Act of 1988” the following written hazard communication program has been established for Kennesaw State University (KSU).

Scope

This program applies to all KSU faculty, staff, administrators and contractors. The written program will be available in the Environmental Health and Safety Department (EHS) for the review by any interested employee as well as on the EHS website.

Responsibilities

The duties of the right to know coordinator are the responsibility of the Chemical Safety Manager (CSM).

The CSM will review incoming material safety data sheets for new and significant health and safety information. He/she will see that any new information is passed on to the affected employees. When a new hazardous substance is to be brought into the workplace, this person will review the toxicity information before a final decision is made to acquire the substance, and determine whether a less toxic substance can be used, and whether additional engineering controls and personal protective equipment will be needed.

CONTAINER LABELING

The person receiving the chemical will verify that all containers received for use will:

- (1) Be clearly labeled as to the contents;
- (2) Note the appropriate hazard warning;
- (3) List the name and address of the manufacturer.

The Principal Investigator or Safety Manager in each College or Department will ensure that all secondary containers are labeled with either a copy of the original manufacturer’s label or with a “central store” generic label which have blocks for identity and the hazard warning. For help with labeling, please see the CSM.

The Central Store generic label format will contain the following:

PRODUCT IDENTIFIER
SIGNAL WORD
HAZARD STATEMENT
PICTOGRAMS
PRECAUTIONARY STATEMENTS

RESPONSIBLE PARTY SEE SAFETY DATA SHEET FOR MORE INFORMATION

The CSM will review KSU's labeling system annually and update as required.

SAFETY DATA SHEET (SDS)

The EHS department will be responsible for obtaining and maintaining the safety data sheet (SDS) system.

The CSM is responsible for ensuring that SDSs on new chemicals are available.

The CSM will review incoming SDSs for new and significant health and safety information. He/she will see that employees are informed of any new information. It is also their responsibility to review the available information of any new substance to determine if it is the least hazardous on the market, and whether additional engineering controls and personal protective equipment will be needed before the final decision is made to procure it.

Copies of SDSs for all hazardous chemicals to which employees may be exposed will be kept online at MSDSONline and in laboratories, shops and other areas where hazardous chemicals or products are used.

SDSs will be available to all employees in their work areas for review at all times. If SDSs are not available or new chemicals do not have SDSs, contact the CSM immediately.

EMPLOYEE TRAINING AND INFORMATION

The Compliance Training Manager (CTM) is responsible for the employee training program. The person in that position will ensure that requirements of the training program are met.

Each employee will attend a health and safety orientation prior to beginning their initial assignment. The employee will receive information and training on the following:

1. The requirements of the Act. An explanation of the requirements of the standard and how the hazard communication program is implemented in that workplace;
2. Identification of specific work areas in the workplace where hazardous chemicals are handled and/or produced;
3. The location and an explanation of the agency's written hazard communication program, including the list of hazardous chemicals and the SDSs. How employees can obtain and use the available hazard information;
4. Instructions on the labeling system used at the workplace, and how to read and interpret the information. How to respond to an unlabelled container delivered to or discovered in the workplace;

5. The purpose of a safety data sheet (SDS), and how to read and interpret the information;
6. The nature of the hazards posed by chemicals in the workplace. Education as to the physical and health hazards of the chemicals and hazardous materials in the work area;
7. Methods of detecting an employee's exposure, such as air sampling, biological monitoring, visual detection, odor identification, warning properties of the hazardous chemicals used, and other standard industrial hygiene techniques;
8. The various control measures that employees should use to reduce exposure to the hazardous chemicals:
 - a. The proper use, care, storage, selection, and fitting of respirators, and the elements of a respirator program;
 - b. The use of protective equipment (face shields, gloves, aprons, foot coverings, etc.);
 - c. The use of exhaust ventilation equipment;
 - d. Work practices which minimize exposure to hazardous chemicals.
9. Special procedures to be followed in an emergency, such as spill response and first aid;
10. Proper storage of chemicals and separation of incompatible substances;
11. Training in hazards associated with improper mixing of chemicals located in the employee's work area and potential hazards associated with exposure to chemical reaction products;
12. The right of the employee's physician to receive hazardous chemical information;
13. Where additional information and training can be obtained
14. Each employee will be required to participate in re-training annually.

After attending the training class, each employee will sign a form to verify that they attended the training, received our written materials, and understood the policies of Kennesaw State University on hazard communication.

Prior to a new hazardous chemical being introduced into any section of this workplace, each employee of this section who will potentially be exposed will be given information and training on its hazards. Also, if any employee is transferred into a new area where exposures to hazardous chemicals can occur, that employee will receive any necessary additional training prior to beginning that assignment.

LIST OF HAZARDOUS CHEMICALS

The individual responsible for implementing this section is the Chemical Safety Manager.

The following is a list of all known hazardous chemicals used by employees of Kennesaw State University. Further information in each noted chemical can be obtained by reviewing safety data sheets (SDSs) located online at MSDSONline. This list will be updated at least twice a year in January and July as required.

**TRADE NAME OF
HAZARDOUS CHEMICAL**

MSDS NUMBER OR IDENTIFICATION NUMBER

(ATTACH ADDITIONAL SHEET OF PAPER IF NECESSARY)

HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each employee will be given information by the Principal Investigator or Supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

1. Specific chemical hazard;
2. Protective-safety measures the employee can take;
3. Measures the agency or workplace have taken to lessen the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

The following is a list of hazardous non-routine tasks that employees may be asked to perform:

TASKS

HAZARDOUS CHEMICAL

(ATTACH ADDITIONAL SHEET OF PAPER IF NECESSARY)

INFORMING CONTRACTORS

It is the responsibility of the Project Manager to provide contractors (with employees) with the following information:

1. Hazardous chemicals to which they may be exposed while on the job site.
2. Precautions the employees may take to lessen the possibility of exposure by usage or appropriate protective measures;
3. The Project Manager will be responsible for contacting each contractor before work is started to gather and disseminate any information concerning chemical hazards that the contractor is bringing to this workplace;
4. Agency safety rules;
5. Availability and location of SDS for all hazardous chemicals to which contractor's employees may be exposed.