

Environmental Health and Safety Manual (EHS)

EHS 103: Hazard Communication Program

Effective: 9/23/1987

Revised: 7/1/2005

Purpose

To protect nonlaboratory employees from hazardous chemicals in the workplace; to provide a means for employees and employers to be adequately informed about hazardous chemicals in the workplace and how to protect themselves; and to prevent employee work-related injuries and illnesses from exposures to hazardous chemicals

Sources

29 Code of Federal Regulations § 1910.1200

Arizona State University Hazard Communication Plan

Applicability

Nonlaboratory employees who may be exposed to hazardous chemicals while performing their duties

Policy

ASU maintains a hazard communication program for employees who may be exposed to hazardous chemicals during the performance of their duties. The program is designed to achieve regulatory compliance and provides a means for employees to be better informed about and protected from hazardous chemicals.

Responsibilities of Environmental Health and Safety

Environmental Health and Safety develops, implements, and maintains the university's hazard communication program, provides employee training, and promotes regulatory compliance and employee health and safety.

Responsibilities of Departments

Departments and units must identify employees who may be exposed to hazardous chemicals, and provide these employees the protections required by the hazard communication program. Departments and units are also responsible for informing outside contractors of hazardous chemicals their employees may be exposed to within their designated work area at ASU.

Responsibilities of Outside Contractors

Contractors must inform ASU of any hazardous chemicals used in the performance of their work at ASU and have Safety Data Sheets (SDSs) available onsite for each chemical used (see related web links on the [Environmental Health & Safety](#) website.)

Responsibilities of Employees

Employees who use chemicals during the performance of their duties must use safe work practices, use appropriate personal protective equipment, attend hazard communication training, and comply with all provisions of the hazard communication program.

Hazard Communication Plan

The core of the university's hazard communication program is the Hazard Communication Plan, which contains the following elements:

1. identifying hazardous chemicals
 2. establishing an employee information and training program on the potential hazards associated with chemicals in the workplace
 3. establishing a chemical inventory
 4. acquiring, distributing, and maintaining an SDS for each chemical used
 5. maintaining a container labeling system
 6. developing emergency procedures
- and
7. establishing record keeping and program evaluation procedures.

This plan must be readily available to employees, employee representatives, and regulatory agencies.

The plan and required training provide the foundation for the university's hazard communication compliance program. Training schedules and copies of the plan can be obtained from Environmental Health and Safety at 480/965-1823 or email askehs@asu.edu.

Cross-References

For further information, see:

1. [EHS 105](#), "Personal Protective Equipment"
 2. [EHS 107](#), "Respiratory Protection"
- and
3. [EHS 108](#), "Environmental Health and Safety Training."