

**HAZARD COMMUNICATION PROGRAM**  
**for**  
**The University of Arkansas at Little Rock (UALR)**

**BACKGROUND**

This written hazard communication program not only meets Occupational Safety and Health Administration (OSHA) requirements, but also ensures that University faculty and staff are effectively informed concerning potential and existing chemical hazards. Hazard Communication is one important aspect of UALR Occupational Safety and Health Program, which includes:

- \* Management commitment and active support.
- \* Engineering controls for safety and health hazards.
- \* Enforcement of safety rules and programs.
- \* Recognition, Evaluation, and control of occupational safety and health hazards.
- \* Medical Surveillance.
- \* Assigned safety and health responsibility and accountability.

**PURPOSE**

The purpose of this Hazard Communication Program is to inform our employees of all potential or existing chemical hazards.

## **APPROACH**

The method used to inform employees include:

- \* Container labeling and other forms of warning.
- \* Material Safety Data Sheets (MSDS's).
- \* Employee education and training.

## **APPLICATION**

This hazard communication program applies to:

- \* Known occupational safety and health hazards.
- \* Chemicals known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

## **DETERMINING CHEMICAL HAZARDS:**

The Environmental Health and Safety Office (EH&SO) along with Principle Investigators using Hazard Chemicals are responsible for identifying chemical hazards from material safety data sheets (MSDS's) provided by chemical manufacturers and distributors.

## **MATERIAL SAFETY DATA SHEETS (MSDS's)**

MSDS's are prepared and distributed by manufacturers and distributors of hazardous materials. All chemical manufacturer and distributors must obtain or develop a MSDS for each hazardous material they produce or import. A hazardous material is one that is either a physical hazard (i.e., flammable, oxidizer, etc.) or a health hazard (i.e., causes acute or chronic health effects).

The EH&SO maintain the Master MSDS file for hazardous materials used or handled in UALR workplace(s). Data sheets are reviewed to make sure it is complete and that there are not obvious errors, and replaces old data sheets with the new ones that accompany shipments of materials.

MSDS's are in English and contain the following information:

- \* The identity of the chemical.
- \* The physical and chemical characteristics.
- \* The physical and health hazards.
- \* Primary routes of entry.
- \* Exposure limits.
- \* Precautions for safe handling.
- \* Controls to limit exposure.
- \* Emergency and first aid procedures.
- \* Name of manufacturer or distributor.

### **MSDS AVAILABILITY**

Affected Departments maintain a copy of all MSDS's for each hazardous material in the workplace and makes them readily accessible during each work-shift to faculty and staff when they are in their work area(s). Employees may review the MSDS's for the materials they work with at the time, while they are in their work area. They also may request a copy of an MSDS if they wish. Copies of MSDS's for materials used in each work area are maintained in that work area. Upon request, the National Institute for Occupational Safety and Health (NIOSH), OSHA and the Arkansas Department of Labor have access to our MSDS's.

## **MATERIAL INVENTORY**

Below is a list of the hazardous chemical(s) used or stored at this location. These chemicals are referenced to their appropriate MSDS's and are as follows:

### **To be added when completed.**

Faculty and staff wishing to see this list should contact the EH&SO, Department Head or Dean.

## **LABELS AND OTHER FORMS OF WARNINGS**

Chemical manufacturers, importers, and distributors provide labels, tags, or other markings for containers of hazardous chemicals. This identification includes the following information:

- \* Identity of the hazardous chemical.
- \* Appropriate hazard warnings.
- \* Name and address of the chemical manufacturer, distributor, or other responsible parties.

UALR requires that containers of hazardous materials in the workplace are labeled, tagged or marked with the identity of the hazardous chemical and appropriate hazard warning. All Portable containers of hazardous chemicals must be labeled if they contain chemicals transferred from labeled containers, even if intended only for the immediate use of the employee who performs the transfer. All labels on incoming containers must not be defaced in any way. Missing or defaced labels on containers of Hazardous Chemicals being received **will not be accepted at UALR.**

## **EMPLOYEE INFORMATION, EDUCATION, AND TRAINING**

An information, education, and training program is provided by the EH&SO to make sure employees know about hazardous chemicals in the workplace and the appropriate control measures to reduce exposure. This program is coordinated by Nathan Lester- Safety Manager UALR

New employees receive appropriate safety and health information, education, and training during their initial assignment. This training includes information about hazardous materials and processes in the workplace through the use of printed materials, classroom instruction and online training.

New employee safety and health training program begins upon hire by the EH&SO and continues with on-site training. The specific information in the safety and health training includes:

- \* General chemical hazards.
- \* Hazards associated with non-routine tasks.
- \* Recognition, evaluation, and control of hazardous chemicals.
- \* Chemical labeling.
- \* Hazards associated with unlabelled piping and processing systems.
- \* MSDS's.
- \* Access to information on hazardous chemicals.
- \* Compliance with safety and health rules and regulations.
- \* Requirements of Federal Hazard Communication Regulations.
- \* Specific hazards present in the work areas.
- \* The location and availability of the written Hazard Communication Program

and all supporting information.

- \* The measures employees can take to protect themselves from hazards, including pertinent work practices, company emergency procedures, and personal protective equipment.

All employees are informed by the EH&SO concerning the Hazard Communication Program and an explanation of the University's labeling system, MSDS's and how hazard information may be obtained by employees.

## **RETRAINING**

It is necessary to provide additional employee training concerning workplace hazards when:

- \* New materials or processes are introduced into the workplace.
- \* Process or equipment changes are made that could cause new or increased employee exposure.
- \* Procedures or work practices are introduced, or changed, which could cause changes in the employees' exposure.
- \* Employees are transferred from one work area to another where different hazards are present.
- \* Annually.

A permanent record of all employees training is maintained in the employee's personnel folder. Copies of the sign in sheet and test will be kept at the EH&SO Physical Plant room 208-C.

## **NON-ROUTINE TASKS**

The supervisor of an employee performing a non-routine task, such as cleaning process

equipment, is responsible for properly training the employee concerning the potential hazards associated with the task. The employee also shares in this responsibility by making sure that his/her immediate supervisor knows that the non-routine task will be performed. Contact the Safety and Health office at 501-371-7602 if assistance is needed.

## **CONTRACTOR**

All contractors working on UALR property are notified by Nathan Lester of hazardous materials to which the contractor's employees will be exposed to while working on UALR property. Also, proper controls will be established to ensure that operations do not expose the contractor's employees to safety and health hazards. Copies of MSDS's for all materials the contractor's employees may be exposed to will be provided to the contractor by Nathan Lester.

## **PROGRAM AVAILABILITY**

UALR's Hazard Communication Program is available upon request to:

- Faculty and Staff.
- ADOL Representatives.
- OSHA Representatives.
- NIOSH Representatives.

ATTACHMENT A-1

CERTIFICATION OF TRAINING

I CERTIFY THAT I HAVE RECEIVED TRAINING UNDER  
HAZARD COMMUNICATION PROGRAM. I FURTHER CERTIFY THAT I  
UNDERSTAND THE PROCEDURES AND WILL ABIDE BY THOSE  
PROCEDURES.

\_\_\_\_\_  
EMPLOYEE SIGNATURE DATE

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INSTRUCTORS SIGNATURE DATE