

Belmont University Hazard Communications Policy

Purpose

Belmont University is committed to ensuring a safe and healthy environment for its students, faculty, staff, and visitors. The Hazard Communications Policy aims to provide clear guidelines for the identification, evaluation, and communication of chemical hazards within the university. This policy complies with the Occupational Safety and Health Administration (OSHA), Hazard Communication Standard (HCS) and other applicable regulations.

Scope

This policy applies to all university departments, including academic and research laboratories, maintenance and operations, and any other areas where hazardous chemicals are used, stored, or handled.

Responsibilities

1. Office of Risk Management and Compliance:

- Develop and maintain the Hazard Communication Program.
- Provide training and resources for the safe handling of hazardous chemicals.
- Maintain a central repository of Safety Data Sheets (SDS) for all hazardous chemicals used on campus.
- Conduct regular audits and inspections to ensure compliance with this policy.

2. Department Heads and Supervisors:

- Ensure that all employees and students are informed about the hazards of chemicals they may encounter.
- Ensure that SDS are readily accessible in their respective areas.
- Implement appropriate controls and protective measures for hazardous chemicals.
- Ensure that all containers of hazardous chemicals are properly labeled.

3. Employees and Students:

- Participate in training sessions provided by the Office of Risk Management and Compliance and individual departments.
- Follow all safety procedures and use personal protective equipment (PPE) as required.
- Report any unsafe conditions or practices to their supervisor or the EHS office.
- Maintain awareness of the hazards associated with the chemicals they handle.

Procedures

1. Labeling:

- All containers of hazardous chemicals must be labeled with the identity of the chemical, appropriate hazard warnings, and the manufacturer's information.
- Secondary containers must also be labeled if the chemical is transferred from the original container.

2. Safety Data Sheets (SDS):

- SDS for all hazardous chemicals must be accessible to all employees and students.
- Departments must ensure that SDS are available and up to date in their respective areas.
- The Office of Risk Management and Compliance will maintain an electronic database of SDS.

4. Training and Information:

- The Office of Risk Management and Compliance and individual departments will provide training on the Hazard Communication Standard, the university's Hazard Communication Program, and the specific hazards of chemicals used on campus.
- Training will be provided whenever a new hazard is introduced.
- Employees and students must be informed of the location of the Hazard Communication Program and SDS.

5. Emergency Procedures:

- Departments must develop and implement emergency procedures for chemical spills, exposures, and other incidents.

- The Office of Risk Management and Compliance will provide guidance and support for emergency responses.

6. Recordkeeping:

- Training records, chemical inventories, and SDS must be maintained by the Office of Risk Management and individual departments.

- Departments must maintain records of their chemical inventories and any specific training provided.

****Review and Revision****

This policy will be reviewed annually by the Office of Risk Management and Compliance and revised as necessary to ensure compliance with applicable regulations and to address any changes in university operations or procedures.

Contact Information:

Office of Risk Management and Compliance

Belmont University