

RUTGERS UNIVERSITY HAZARD COMMUNICATION PROGRAM

1. HAZARD COMMUNICATION PROGRAM

The Hazard communication Program provides a strategy to inform Faculty, Staff and Students of the hazards of the chemicals they use or may be exposed to during normal operating conditions at the University. The Program will comply with the requirements of the Public Employees' Occupational Safety and Health Hazard Communication Standard (PEOSH HCS), N.J.A.C. 12:100-7.

2. EDUCATION AND TRAINING

- A. All Faculty/Staff/Students covered by the standard will receive training on the hazards of the chemicals they use or may be exposed to during the course of their work.
- B. Training materials will cover the requirements of the standard, hazard information, location and access to the written program and inventories, material safety data sheets (MSDSs) and hazardous substance fact sheets (HSFSs), labeling requirements, and the Right-To-Know posters and brochures.
- C. Training will be provided initially, every two years and as needed when a change in the process or additional hazardous chemicals are introduced into the work area.
- D. REHS will provide the initial and refresher training.
- E. Supplemental training will be provided by REHS, other technically qualified faculty and staff members, or manufacturer's representative.
- F. REHS will maintain all training records conducted by REHS. Departments will maintain training records conducted by department staff or outside vendors.

3. LABELING

- A. All hazardous chemicals must be labeled in accordance with the PEOSH HCS and Right-To-Know requirements. The labels will include:
 - 1) Identity of contents in the container;
 - 2) Hazard warning (i.e. flammable, carcinogen, etc.); and
 - 3) 5 most predominant ingredients and anything hazardous with corresponding Chemical Abstract Service (CAS) number.
- B. Labels must be maintained on all containers and must remain legible.
- C. Faculty, Staff and Students may not deface or remove existing labels on incoming chemicals or chemicals in use.
- D. Chemical waste containers must be labeled in accordance with the University Hazardous Waste Disposal Policy and Procedures (http://www.rci.rutgers.edu/~rehs/docs/pdf_files/hazwaste_disposal.pdf)

4. INVENTORIES/SURVEY OF MATERIALS

- A. A list of hazardous materials known to be present at the workplace will be maintained by the following:
 - 1) Use of the annual RTK survey (full survey and annual updates)
 - 2) Departments should maintain a copy of their annual survey. Departments must update the list when new hazardous chemicals are introduced into the workplace.
 - 3) Central warehouses/receiving areas for departments may maintain the list and updated the list when new hazardous chemicals are received.

5. MATERIAL SAFETY DATA SHEETS (MSDS)/HAZARDOUS SUBSTANCE FACT SHEETS (HSFS)

- A. MSDSs and HSFSSs for each hazardous chemicals used in the workplace must be readily available.
- B. Each Department should maintain MSDSs for the chemicals they use in the work area. This may be through a central location in the work area, department or via electronic access. Electronic access may be through the REHS website (http://www.rci.rutgers.edu/~rehs/docs/rehs_msdsinfo.htm) or through the vendor sites.
- C. REHS will maintain all HSFSSs.
- D. Warehouses, central receiving areas and Farms may maintain the MSDS for their departments.

6. LABORATORIES

- A. Laboratories meeting the requirements of the OSHA Laboratory Standard (29 CFR 1910.1450) (http://www.rci.rutgers.edu/~rehs/docs/lslab_lsch.htm) will be deemed in compliance with the PEOSH HCS with the following additions:
 - 1) Must ensure labels on incoming chemicals containers are not removed or defaced;
 - 2) Must ensure that MSDSs are readily available;
 - 3) Must be informed of the location(s) of the written Hazardous Communication Program;
 - 4) Must ensure proper labeling of containers in accordance with N.J.A.C. 12:100-7.6(a) and send corresponding MSDS when shipping chemicals containers. This will be accomplished with assistance from REHS.
 - 5) REHS will inform laboratories faculty, staff, and students of these requirements during Chemical Hygiene Training.

7. CONTRACTORS

- A. All contractors who use hazardous chemicals at the University must maintain MSDSs on site and provide the information to the University upon request.
- B. Faculty, staff and students will be informed of precautionary measures necessary to protect themselves from the chemical hazardous used by contractors, when applicable, by their supervisor.
- C. Contractors will be required to maintain labeling on all hazardous chemicals in accordance with the PEOSH HCS and RTK standards and in a legible condition.

8. NON-ROUTINE TASKS

- A. Faculty, staff or students performing non-routine tasks involving hazardous chemicals will receive training on the hazards of the chemicals, precautions to be implemented to reduce exposure, personal protective equipment required, and other relevant information prior to use.
- B. Training will be conducted by a technically qualified person (i.e. faculty member, REHS, etc.)

