MONTANA
TECHNOLOGICAL UNIVERSITY

Hazard Communication Program – GHS Compliant

I. Purpose

The purpose of the Hazard Communication Program, also known as the "Employee Right to Know Law," is to ensure that employees know what hazardous materials exist on the Montana Tech campus, how to safely use these materials, and how to deal with any hazardous material emergency that arises. The Hazard Communication Program ensures compliance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, 29 CFR 1910.1200. This update includes the GHS components.

II. Responsibilities

A. ***Deans, Department Heads and Program Managers*** or their designee are responsible for:

1. Appointing a chemical acquisition manager for their area
2. Ensuring that all faculty, staff and students follow the proper procedures for acquisition, storage and use of chemicals
3. Ensuring that effective hazard communication training occurs for employees and students who are required to receive hazard communication training

B. ***Chemical Acquisition Managers*** (CAM) are responsible for:

1. Ensuring that all chemical acquisitions are inventoried when received
2. Ensuring that all received containers are properly labeled
3. Ensuring that SDSs are received and properly distributed

C. ***Office of Environmental Health and Safety*** is responsible for:

1. Overall coordination of the Hazard Communication Program
2. Maintaining the chemical inventory
3. Monitoring the effectiveness of the program
4. Monitoring campus for proper use, storage and labeling of chemicals

D. ***Faculty, Staff and Students*** are responsible for:

1. Complying with the chemical safety requirements of this program
2. Reporting any problems with storage or use of chemicals
3. Immediately reporting spills of chemicals
4. Using only those chemicals for which they have been trained

III. Definitions

Hazardous chemical refers to any chemical that is a physical hazard or health hazard.

Physical hazard refers to any substance that is combustible, explosive, flammable, is an oxidizer or is pyrophoric, unstable (reactive) or water reactive.

Health hazard refers to any substance that causes immediate or long-term harm to the body, such as illness or disease. Chemicals that are toxic or highly toxic, irritants, sensitizers, carcinogens, and those with a target organ effect are considered health hazards.

IV. Chemical Inventory

Montana Tech utilizes a chemical inventory management system marketed by Vertere. Every chemical container is bar coded, and information about the chemical is entered into the chemical inventory database. This Vertere system is accessed online, and each departmental Chemical Acquisition Manager (CAM) who is responsible for chemical acquisitions is trained to use the database. The CAM's duties include monitoring all purchases and donations, and ensures that SDSs are obtained for every chemical, as well as inputting all data into the system. The chemical inventory list is available on computer through the CAMs; a printed copy will also be available by request.

IV. Labeling of Containers

Every chemical container must be properly labeled, including storage tanks and spray bottles. Labels must be legible, in English, be prominently displayed on the container and must provide information on:

- Product identifier
- Signal word to identify chemical or substance (Danger/Warning)
- Hazard statement
- Precautionary statement for each Hazard Class and Category
- Pictograms
- Name, address and telephone number of the manufacturer, importer or other responsible party

If a chemical is transferred to a secondary container, the secondary container must have a label with the above information. An exception exists for chemicals that are transferred for the immediate use[1] of the person performing the transfer. The

[1] Immediate use means that the chemical will be used within the work shift in which it is transferred.

Laboratory Standard provides an exemption from the complete labeling requirement for test tubes, flasks, beakers, and other laboratory containers. However, Montana Tech still requires that some type of identifying label be placed on these secondary containers. It must include the substance, name of the responsible person, and date.

V. Safety Data Sheets (SDS)

SDSs contain product hazard information. Each department on the Montana Tech campus will maintain hard copies of SDSs in each lab for the inventory listed in that lab. Each SDS must be in English and provide the required information in the sixteen-section format.

Montana Tech employees who work with chemicals must:

- Know where the SDSs are located, how to read them and find emergency information;
- Understand the health and physical hazards for their chemicals;
- Follow the safety practices provided on the SDS

VI. Employee Training and Education

Required safety training and education will be provided to employees who are potentially exposed to hazardous chemicals in their work area (1) at the time of their assignment to the work area and (2) whenever a new hazard is introduced into the work area. Annual refresher training may also be provided.

Training must include an explanation of the hazard communication standard, location and availability of the written program, general introduction of chemical hazards, labeling requirements, safety data sheets, and information specific to the chemicals in their areas.

VII. Non-Routine Work

Any non-routine work should be evaluated by the appropriate departmental person in conjunction with Environmental Health and Safety before the work is undertaken. The evaluation should include determination of the hazards, precautions that need to be taken, and any specific training and documentation that would be required.

VIII. Contractors

When contractors are working on the Montana Tech campus, they must comply with all OSHA standards and requirements, where applicable. Contractors who

have the potential for exposure to Montana Tech's chemicals have access to the Hazard Communication Program by contacting the Office of EHS, and SDSs by contacting the Department Heads.

Reviewed: 2024