



POLICY STATEMENT

NO. 6.08.02

COORDINATED BY: Office of Risk Management

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SUBJECT: HAZARD COMMUNICATION AND CHEMICAL SAFETY PROGRAM

I. GENERAL

The purpose of the Hazard Communication and Chemical Safety Program is to ensure LSUS employees are effectively informed of potential and existing chemical hazards. Hazardous materials are found in several departments and agencies on campus. This policy assigns responsibilities and provides guidance to comply with applicable Office of Risk Management (ORM), federal, and state Hazard Communication standards.

II. RESPONSIBILITIES

- a.** *Campus Risk Management Officer/Loss Prevention Coordinator*
 - i.** Overall responsibility for implementation and oversight of the campus Hazard Communication/Chemical Safety Plan
 - ii.** Maintain a current list of the type and location of all hazardous material on campus
 - iii.** Work closely with the LSUS Lab Safety Officer (LSO) to ensure requirements in the LSUS Lab Safety Manual are met
 - iv.** Ensure all employees with potential exposure to hazardous material receive appropriate initial and recurrent training
 - v.** Conduct periodic safety and compliance reviews at departmental level
 - vi.** Work with the LSO to coordinate disposal of hazardous material
- b.** *Department Chairs/Directors* who have employees working in areas where hazardous chemicals are stored, handled, or used are responsible for:

operations are conducted safely and in accordance with all applicable policies, regulations, and laws.

- ii. Maintain the LSUS Lab Safety Manual
 - iii. Advise Department Chairs/Directors on lab operations per the Lab Safety Manual
 - iv. Immediately reporting any exposures, injuries, or problems to a supervisor and the Risk Management/Loss Prevention Officer
 - v. Maintain the Hazmat inventory for campus laboratories
 - vi. Conduct lab audits and recommend corrective actions to Department Chairs and Deans
- d. *Director of Facility Services*
- i. Work closely with Department Chairs/Directors and the LSO to coordinate disposal of hazardous materials, maintenance of chemical fume hoods, biosafety cabinets, and the general physical condition of campus labs
 - ii. Conduct periodic campus-wide audits to ensure compliance with the University Hazmat policy
 - iii. Make recommendations to the Risk Management/Loss Prevention Officer concerning this policy and other Hazmat campus issues
- e. *Employees*
- i. Plan and conduct each operation according to the LSUS Hazard Communication and Lab Safety Manual
 - ii. Maintain assigned area in good order
 - iii. Use required PPE
 - iv. Immediately report exposures, injuries, incidents, or problems to a supervisor and LSUS LSO who will inform the Risk Management/Loss Prevention Officer

III. HAZARDOUS CHEMICAL INVENTORY

- a. A substance is considered hazardous if it is classified as either a physical hazard (flammables, explosives, etc.) or a health hazard (carcinogen, heptagon, mutagen, etc.).
- b. Per Paragraph II above, Department Chairs/Directors are required to maintain a current inventory of all hazardous material in the department. That inventory must identify:
 - i. Each hazardous chemical by the primary name on the label,

- ii. The manufacturer or distributor of the chemical, and
- iii. The chemical abstract number.

The inventory must:

- i. Be kept in the work area in a suitable format, on a log sheet, or in a computer.
- ii. List all hazardous chemicals found in the work area for which the supervisor is responsible, including but not limited to:
 - a. Laboratory chemicals, janitorial supplies, compressed gases, cleaning products
 - b. Materials found in the maintenance departments (such as lubricating oils, solvents, etc.)
 - c. Specialty chemicals used by animal caretakers, illustrators, and printers

IV. LABELING REQUIREMENTS

The supervisor or designee shall ensure that all hazardous chemicals are properly labeled according to the globally harmonized system of classification and labeling and OSHA Standard 1910.1200.

Labels shall list:

- At least the chemical identity,
- Appropriate hazard warnings,
- The name and address of the manufacturer, importer, or other responsible party,
- The name of the lab owner, and
- Date received, created, or opened.

Portable containers of working solutions of hazardous chemicals shall be labeled appropriately unless they are intended for immediate (during a day's work shift) use by the employee who prepared it.

The contents of all vessels (containing chemicals or products such as cleaning solutions) shall be identified by name on the container.

Products that are synthesized by the agency and distributed to outside parties shall be labeled if they contain hazardous chemicals in concentrations greater

than one percent (or 0.1% for carcinogens). It is the responsibility of the laboratory synthesizing the product to develop this label.

Chemicals stored in bulk quantities, pipelines, and storage tanks are required to be adequately labeled. Storage tanks or drums may be labeled collectively rather than labeling individual containers if they are not removed from the labeled area and if the hazards are the same. It is the responsibility of the department or area supervisor ordering and using these bulk chemicals to ensure adequate labeling.

Container labeling shall provide an immediate visual warning about the specific harm that may result from exposure to the chemical. If the manufacturer or supplier has adequately labeled the original container, transferring the information on that label to a secondary workplace container is appropriate. In many cases, the chemical manufacturer or supplier may cooperate by providing additional labels, upon request, with a chemical shipment.

In the event that the department needs to create labels, durable printed labels will be available in blank form with chemical names and an assortment of hazard symbols, which may be affixed to the basic label.

Personnel responsible for container labeling shall correct any outdated hazard warnings with the updated information as soon as they learn of a hazard characteristic change.

V. SAFETY DATA SHEETS (SDS)

Department Chairs/Directors will be responsible for implementation and maintenance of a departmental system to ensure availability of SDS for every hazardous material in their areas of responsibility. SDS will be readily available in the workplace and reviewed periodically for currency. New and significant health/safety information will be given to affected employees. Supervisors will ensure that personnel preparing to use a hazardous substance for the first time review the SDS.

When more than one material safety data sheet is present for a hazardous chemical from the same manufacturer, the one with the most current date shall be kept and all others discarded.

A material safety data sheet shall be developed and sent with those products that are synthesized by the agency and distributed to outside parties if they contain hazardous chemicals in concentrations greater than one percent (or 0.1% for carcinogens). It is the responsibility of the laboratory synthesizing the product to develop and distribute the material safety data sheet.

VI. EMPLOYEE TRAINING AND INFORMATION

Employees will be provided information and training at the time of their initial assignment and whenever a new hazard is introduced into their work area. Department Chairs/Directors will designate a qualified instructor to conduct this training. Documentation of this training will be maintained at the departmental level. The minimum requirements for initial training are as follows:

- An overview of the requirements in the LSUS Hazardous Materials Program
- Chemicals present in workplace operations
- Location of the written Hazardous Control Plan
- Physical and health effects of the hazardous materials listed on the department inventory
- Methods and techniques to determine the presence/release of hazardous materials in the work area
- How to read and understand labels and SDS
- Contingency plans for any exposures or accidents
- Required PPE and its proper use
- Location of SDS file and hazardous chemicals inventory
- How to lessen or prevent exposure through use of proper work practices
- How to prepare a Laboratory Lab Assessment

VII. NON-ROUTINE TASKS

Before any non-routine task is performed, employees shall be advised by their supervisor of any special precautions to follow, including:

- Specific chemical names and hazards expected to be encountered

- Required PPE and safety measures
- Emergency procedures
- Perform a Laboratory Lab Assessment

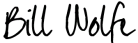
VIII. CONTRACTORS

Department Chairs/Directors, in conjunction with the assigned project manager from Facility Services, will be responsible for providing the following information to contractors working in their area:


- Hazardous material to which they may be exposed
- Recommended measures to lessen potential exposure
- Location of all SDS
- Emergency procedures
- What to do if asbestos is encountered

The Director of Facility Services will be responsible for contacting external contractors prior to the start of work in order to gather and disseminate information on chemical hazards the contractor may be bringing on campus.

AUTHORIZED BY:

DocuSigned by:

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William (Bill) Wolfe
Loss Prevention Coordinator

07/19/2021
Date Signed

DocuSigned by:

191E7FA191414F6...
Barbie Cannon
Vice Chancellor for Business Affairs

07/20/2021
Date Signed

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APPROVED BY:

DocuSigned by:
Lawrence Clark

19F4092C379E478...
Lawrence Clark
Chancellor

07/20/2021

Date Signed