

HAZARD COMMUNICATION PROGRAM

A written Hazard Communication Program must be maintained in the work area. This program must describe the availability and maintenance of material safety data sheets (MSDS) in the workplace, procedures for labels and other forms of warning on each chemical container, and how the employer training requirements will be met.

The Murray State University Hazard Communication Program Summary and Compliance Manual lists the procedures for labels and other forms of warning on each chemical container, and how the employee training requirements will be met. A copy of this manual is kept in the following locations serving the College of Science, Engineering, and Technology.

Department of Biological Sciences - BL 334, Departmental Office

Department of Chemistry - BL 452, Office of Lab/Safety/Waste Coordinator

Department of Geosciences - WI 104A, Departmental Office

Department of Industrial and Engineering Technology - IT 263A, Departmental Office

Department of Physics and Engineering - BL 118, Departmental Office

Material safety data sheets (MSDS) are kept with this manual, and are a part of the Written Hazard Communication Program for each department.

A schematic floor plan of the work area of each department is maintained with the other materials referenced above, and is a part of the department's Written Hazard Communication Program.

In Section IV of the MSU Summary and Compliance Manual is the written communication concerning labels and other forms of warning required by the Hazard Communication Standard. Any employee noting a violation of the compliance should immediately communicate this to the person in charge of the laboratory or room.

All employees are urged to examine the plan and their responsibilities as outlined in the plan (and on this document). Each employee should be familiar with the workplace areas containing hazardous chemicals, the location and interpretation of the MSDS, and the location of specific hazardous chemicals by consulting the inventory list.

IDENTITY OF OPERATIONS

Due to the nature of operations in the departments of Biology, Chemistry, and Physics, all work areas are considered to be potentially hazardous. All employees in these departments are required to complete training encompassing hazards of a general laboratory nature. Employees in the departments of Geosciences and Industrial Engineering Technology are likely to encounter hazardous materials infrequently in the workplace. These employees are required to complete basic informational training, supplemented as necessary based on specific job requirements.

EMPLOYEE RESPONSIBILITIES

- *** Attend training programs as scheduled by supervisor.
- *** Know where to find information about hazardous chemicals.
- *** Follow warnings and instructions on labels.
- *** Use the correct protective devices when handling hazardous chemicals.
- *** Learn emergency procedures.
- *** Practice sensible, safe work habits.

DEPARTMENT/OFFICE RESPONSIBILITIES

- *** Identify hazardous chemicals and prepare inventory.
- *** Solicit and maintain material safety data sheets (MSDS).
- *** Identify affected employees.
- *** Train employees, initially and when new hazards are introduced.
- *** Insure all hazardous chemicals are labeled.
- *** Provide employees access to material safety data sheets and Written Hazard Communication Program.
- *** Complete Written Hazard Communication Program by documenting the hazardous chemical inventory, availability of material safety data sheets in the workplace, and training of employees.

I certify that I have attended a training session during which films as listed on my training record were shown, and the information recorded above was explained to me to my satisfaction. I understand that I must make a written request for further training if I do not deem this training to be sufficient.

Employee Signature

Date

This form and the Hazard Communication Standard video training document are part of the employee's permanent training record.