

Jacksonville University Hazard Communication Program



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Acceptance and Authorization:

In witness thereof, the parties hereto have accepted and approved this memorandum to the Jacksonville University Biomedical Waste Operating Plan.

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1.0 Purpose

In order to comply with the requirements outlined within Title 29 CFR Part 1910.1200 “OSHA Hazard Communications Standard” the following written hazard communication program has been established for Jacksonville University (JU).

2.0 Scope

Under this program, all employees (full-time, part-time, seasonal, and university student workers) that are exposed to hazardous or potentially hazardous chemicals will be informed of the contents of the “OSHA Hazard Communications standard;” and the hazardous properties associated with, safe handling procedures for, and any necessary measures needed to protect oneself from these chemicals.

This program applies to all work operations at JU where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency. Copies of the Hazard Communication Program are available for review by any interested employees at:

- Division of Science and Math Main Office, Merritt-Penticoff Science Building, Room #132;
- Marine Science Research Institute (MSRI), Common Equipment, Room #235;
- Biology Laboratory Manager’s Office, Nelms Science Building, Room #21;
- Chemistry Laboratory Manager’s Office, Swisher Science Building, Room #4C;
- Chemical Hygiene Officer’s Office, Academic Affairs, Howard Building; and
- Campus Security Dispatch Office, Campus Security

3.0 Responsibilities

The duties outlined within Title 29 CFR Part 1910.1200 “OSHA Hazard Communications Standard” will be the responsibility of the Chemical Hygiene Officer (CHO). The CHO will review safety data sheets (SDSs) for new chemical purchases and determine if significant health and safety hazards are known. If a significant health and safety hazard is associated with a chemical, the CHO and Department Chair will review the associated hazards prior to acquiring the substance, and determine whether a less toxic substance can be used (substitution), and whether additional engineering controls, administrative controls, or personal protective equipment will be needed.

4.0 Chemical Receiving and Labeling

General chemical receiving procedures include the following:

- All incoming shipments must be inspected by the purchaser, who will ensure that proper labels are attached, containers are intact and in good condition, and that SDSs are on file or included. In the event that there is a problem, the purchaser will contact the vendor and rectify the issue;
- If leaking containers are received, the containers must immediately be placed in an appropriate secondary container. The vendor will then be contacted to determine the proper next steps;
- Chemicals should arrive with expiration dates assigned. If there is no date assigned, the purchaser will contact the vendor to obtain the chemical's expiration date;
- Within the area where shipments of chemicals are unpacked, appropriate personal protective equipment (PPE), spill-control materials, fire extinguisher, and emergency wash station will be made readily available; and
- Labels on incoming containers must not be removed or defaced. While there is no regulatory requirement for labeling secondary containers, prudent laboratory techniques make this a desirable practice.

Chemical Identification Labels on shipped containers will contain:

- Product Identifier;
- Signal Word;
- Hazard Statements;
- GHS Pictograms;
- Pre-cautionary Statements;
- Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party;
- Recommended use of the chemical and restrictions on use; and
- Emergency Contact Information

If a chemical did not arrive at JU with GHS-compliant labeling, then the CHO and/or Laboratory Managers will ensure that each container of hazardous chemicals in the workplace is labeled, tagged, or marked with the information listed above.

5.0 Safety Data Sheet (SDS)

All purchase orders that include chemicals that have been purchased for the first time must include a request for the SDS to be sent along with the new chemical. A copy of the SDS will be stored in the laboratory where the chemical is to be used, and a second copy will be stored in the Division of Science and Math Office, Room #132. The Department Laboratory Manager and/or Technician will ensure that the SDS collection is complete, and employees and students have access to them during working hours. If an SDS is not available or new chemicals do not have SDS, contact the CHO immediately.

The CHO is responsible for ensuring that SDSs on new chemicals are available. The CHO will review all new incoming safety data sheets (SDSs) for significant health and safety information. When a new hazardous substance is brought into the workplace, the CHO will review the toxicity information before a final decision is made to acquire the substance, and determine whether a less toxic substance can be used, and whether additional engineering controls, administrative controls, or personal protective equipment will be needed.

All areas that have, use, or store hazardous chemicals to which an employee may be exposed to will keep a print copy of the SDS for that hazardous chemical within the workspace. A second printed copy will be stored in the Division of Science and Math Office, Room #132, as a backup.

6.0 Training and Record Keeping

Employees and student workers will be provided with information and training to ensure that they are aware of the hazards associated with chemicals present within their designated work area, the proper procedures to minimize risk of exposure, and the proper response to incidents. The employee will receive information and training on the following:

- Contents of the Laboratory Standard and its appendices, how JU has responded to meet its responsibilities, and on the location and availability of the CHP, SDS, and resources on laboratory employee health and safety;
- How to read and interpret the material within a chemical's SDS;
- The physical and health hazards that are associated with a chemical class;
- Potential signs and symptoms of exposure;
- The proper use of fume hoods and personal protective equipment (PPE);
- Special operating procedures to be used for extremely hazardous chemicals;
- How to assess a laboratory for potential hazards;
- Protocol for dealing with permissible exposure limits and other recommended limits;
- How to file Incident Reports and Safety Concern Reporting Forms;
- Methods and observations used to determine the presence or release of a hazardous chemical, such as periodic monitoring devices, continuous monitoring devices, and the visual appearance or odor of hazardous chemicals being used;
- Control measures to protect individuals from chemical hazards. These include appropriate engineering & administrative controls, work practices, personal protective equipment, and emergency procedures;
- Physical and health hazards in the work area including: flammable and reactive materials, irritants and corrosives, acute poisons, chronic organic toxins, allergens, and genetic toxins;
- Proper labeling, storage, and waste disposal practices defined within the CHP and HWMP; and
- Any applicable details within the CHP.

Employees and student workers who are exposed to potentially hazardous chemicals will be trained on the associated hazards of those chemicals and on appropriate sections of the chemical hygiene plan (CHP). The training an employee will receive should be determined by the nature of the work assignment and be appropriate for educating an employee on safe chemical hygiene practices for laboratories. This training will be provided to all employees and student workers who work within a laboratory as well as to other employees whose assignments may require that they enter a laboratory where exposure to hazardous chemicals might occur. After completing the required training and the individual has been assessed for their understanding of the CHP, the CHP for laboratory receipt of training document will be signed and retained by the CHO and/or their designated appointee.

Prior to a new hazardous chemical being introduced into the workplace, each employee or student worker who will potentially be exposed will be given information and training on its associated hazards. In addition, if an employee is transferred into a new area where exposure to hazardous chemicals could occur, that employee will receive any necessary additional training prior to starting that assignment.

7.0 Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, an employee or student will be given information by the Principal Investigator/Supervisor/Manager/or individual responsible for the completion of the project regarding hazardous chemicals to which they may be exposed during such projects.

This information will include:

- Specific chemical hazards;
- Protective-safety measures the employee must take; and
- Measures the university has taken to lessen the hazards. These may include but are not limited to: engineering controls, administrative controls, PPEs, and emergency procedures.

8.0 Informing Other Vendors and Contractors

It is the responsibility of the University Project Manager to provide contractors (with employees) with the following information:

- Hazardous chemicals to which they may be exposed while on the job site;
- Precautions the employees may take to lessen the possibility of exposure by usage or appropriate protective measures;
- The Project Manager will be responsible for contacting each contractor before work is started to gather and disseminate any information concerning chemical hazards that the contractor is bringing to this workplace;
- Availability and location of SDSs for all hazardous chemicals to which contractor's employees may be exposed; and
- Any OSHA safety regulations that may be applicable to said hazardous chemicals.

9.0 List of Hazardous Chemicals

The individual responsible for implementing this section is the Chemical Hygiene Officer.

The following is a list of all known hazardous chemicals used by employees of Jacksonville University Laboratories.

None; JU laboratories don't stock threshold quantity limits for any known hazardous chemical within Title 29 CFR 1910 Appendix A.

Safety data sheets (SDSs) for each of these known hazardous chemicals are located within the Division of Science and Math Office, Room #132, and available to be viewed upon request. Upon the arrival of new chemicals to JU laboratories, all departmental chemical inventories and SDS locations will be updated.

10.0 Program Availability

A copy of this will be made available, upon request, to employees and their appointed representatives at by contacting the Division of Science and Math Office, Room #132.