



Policy Title:	Hazardous Communication Plan
Policy Number:	UNIV-418
Revision Date:	O 2021
Policies Superseded:	1851; FINA-102
Policy Management Area(s):	Environmental Health and Safety

SUMMARY:

The written Hazard Communication Plan describes the methods used to implement the Hazard Communication Program. This section outlines how each of the requirements set forth in the OSHA Hazard Communication Standard (H.C.S.), 29 CFR 1910.1200 will be met at Coastal Carolina University

POLICY:

APPLICABLE REGULATIONS

29 CFR 1910.132; 133; 134; 136; 138; Appendix B

I. HAZARD COMMUNICATION STANDARD

The written Hazard Communication Plan describes the methods used to implement the Hazard Communication Program. This section outlines how each of the requirements set forth in the OSHA Hazard Communication Standard (H.C.S.), 29 CFR 1910.1200 will be met at Coastal Carolina University.

A. Container Labeling

Coastal Carolina University will meet the H.C.S. requirements for container labeling in this facility in the following manner:

1. Each work area will be responsible for ensuring proper labeling of material containers in their areas.
2. Each container of material will be clearly and properly labeled with:
 - a. Identity of chemical(s).

- b. Appropriate hazard warnings.
 - c. Name and address of the manufacturer.
- B. Each non-empty container of material, including mixing tanks, storage tanks, drums, bags, bottles, and boxes will have a proper label attached to it.
- C. Labels provided by vendors on incoming containers will not be defaced or removed.
- D. Coastal Carolina University should not accept shipments of material containers that are received without proper labeling. Any container received without proper labeling ~~are~~ will be impounded and will not be released for use until a proper label can be applied to the container.
- E. If vendor labels are not available; a special label bearing the information in Section “B” above should be completed and attached. The MSDS Online® service has the capability to produce an appropriate container label for this purpose.
- F. Whenever materials are transferred into portable containers, the person transferring the material should attach a portable container label to the new container. The label must include the name of the product, identity of the hazardous chemical contained and applicable hazard warnings. If the person transferring the material is uncertain of the identity of the material and the applicable hazard warnings, he or she should contact his or her supervisor, or the Environmental Health and Safety Department (EHS). The MSDS Online® service has the capability to produce an appropriate container label for this purpose.
- G. Containers of unknown material(s) must be taken out of service and transferred to hazardous waste storage. Contact the EHS Department for assistance.

II. SAFETY DATA SHEETS

Coastal Carolina University meets the H.C.S. requirements for Safety Data Sheets (SDS) as an employer in the following manner:

- A. The Department of EHS, Chemical Hygiene Officer (CHO) will be responsible for maintaining the file of SDS at Coastal Carolina University. The MSDS Online® “E-Book” will be kept on the Internet by accessing the MSDS Online® service via any computer. The internet link is available by contacting cho@coastal.edu or 843-349-2770.
- B. The EHS Department will review the SDS’s as they are received for new information and accuracy. If any new hazard and/or safety information is received on an SDS, each supervisor is responsible for informing employees and the Chemical Hygiene Officer of the new information.

III. EMPLOYEE INFORMATION AND TRAINING

Coastal Carolina University will meet the H.C.S. requirements for employee information and training in the following manner:

- A. The EHS Department will provide employees with information and training on hazards their work area.
- B. The EHS Department is responsible for conducting Hazard Communication training for employees at Coastal Carolina University.
- C. The Hazard Communication Information and Training Program will be accomplished at Coastal Carolina University through training of items specific to CCU, a written or oral review, and/or media instruction.
- D. An outline of the training sessions provided at Coastal Carolina University is as follows:
 - 1. Explain the OSHA Hazard Communication Standard.
 - 2. Educate employees about operations in their work area where they may come into contact with hazards.
 - 3. Explain how to read a label for hazard information.
 - 4. Explain how to recognize a hazard warning
 - 5. Review Safety Data Sheets and their use.
 - 6. Explain where and how to access the Written Hazard Communication Program as well as Safety Data Sheets.
- E. Training records will be kept on file by the EHS Department and/or the Department of Human Resources and Equal Opportunity.

IV. LIST OF HAZARDOUS CHEMICALS

Coastal Carolina University meets the H.C.S. requirement for the List of Hazardous Chemicals in the following manner:

- A. The list of known hazardous chemicals for Coastal Carolina University will be maintained and located on the Internet based MSDS Online service “E-Book.”
- B. More information on each hazardous chemical can be found by reviewing the SDS for that product.
- C. Any question an employee has regarding chemical safety should be directed to the Chemical Hygiene Officer.

V. HAZARDS OF NON-ROUTINE TASKS

Coastal Carolina University meets the H.C.S. requirements of informing employees about the hazards of non-routine work tasks in the following manner:

- A. It is the policy of Coastal Carolina University to inform employees of potential hazards associated with non-routine work tasks and advise them of the necessary personal protective equipment (PPE) to accomplish such tasks.
- B. Employees should contact the EHS Department with any concerns regarding safety or work hazards prior to starting work.

VI. ON-SITE CONTRACTORS

Coastal Carolina University meets the H.C.S. requirements for informing on-site contractors about hazardous chemicals to which their employees may be exposed in the following manner:

- A. It is the responsibility of each area supervisor/engineer to furnish the on-site contractor with the following:
 - 1. Description of hazardous chemicals to which the contractor's employees may be exposed.
 - 2. Suggestions for appropriate protective measures.
- B. Likewise, on-site contractors will be notified by the responsible supervisor in the area where the work is to be done that the contractor must furnish Coastal Carolina University's EHS Department of with the following:
 - 1. Description of any hazardous chemicals brought onto Coastal Carolina University's property to which Coastal Carolina University's employees may be exposed.
 - 2. Suggestions for appropriate protective measures.
- C. The contractor must sign a statement that they have read and agree to follow the policy outlined above, that they have been informed of hazardous chemicals to which their employees may be exposed, and that they have provided the EHS Department with the information about any hazardous chemicals being brought onto Coastal Carolina University's property.
- D. Coastal Carolina University reserves the right to stop the work of a contractor if compliance with this policy is inadequate until all applicable safety and health procedures are implemented by the contractor and the contractor is in compliance with Coastal Carolina University's policy.

Note: The requirements of this section do not apply to contractors who provide temporary employees to Coastal Carolina University.

VII. ACCESS TO WRITTEN PROGRAM

Coastal Carolina University meets the H.C.S. requirements for access to the Written Hazard Communication Plan in the following manner:

- A. An employee may review this Written Hazard Communication Plan by requesting access through his or her supervisor.
- B. The Written Hazard Communication Plan can be accessed on the Coastal Carolina University Internet Web Page and in the EHS Department Office.
- C. Any questions about this Written Plan or the Hazardous Communication Program should contact the EHS Department.

VIII. HAZARD DETERMINATION PROCEDURES

Coastal Carolina University meets H.C.S. requirements for written hazard determination procedures in the following manner:

- A. The hazard assessment for all chemicals used at Coastal Carolina University is performed by the Chemical Hygiene Officer and/or the Fire and Safety Officer and kept on file in the EHS Department.

The implementation of the procedures in this Plan will be monitored by the EHS Department to assure the effectiveness of this program.

IX. REASON FOR REVISION

The revisions were made and reviewed by the EHS Department Staff to bring the document within compliance to Federal OSHA Laws.