**University of Alabama in Huntsville**

**Hazard Communication Program**



**Unit Specific Plan**

# Each department, unit or group covered under the OSHA Hazard Communication Standard and the UAHuntsville Hazard Communication Program must develop a unit-specific plan for the chemical hazards encountered in that work area.

This template is provided as a guide for supervisors in developing a Unit Specific Hazard Communication Plan by inserting the appropriate information as indicated in body of the document.

# If you have questions or require assistance with completing or implementing this plan, please contact the UAHuntsville Office of Environmental Health and Safety.

# Occupational Safety: 824-6053

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**UAHuntsville**

**Unit Specific Hazard Communication Plan**

This document is a summary of the main requirements of the UAHuntsville Hazard Communication Program, the individuals responsible for these requirements and the specific procedures to ensure compliance with UAHuntsville policy and OSHA standards. This document is to be used in conjunction with the UAHuntsville Hazard Communication Program Document (UAHuntsville Haz Com Program) which explains these requirements in detail.

In accordance with the OSHA Hazard Communication Standard and UAHuntsville procedures, the following Hazard Communication plan has been developed for:

|  |  |
| --- | --- |
| Dept , School , Division, Group, or Unit | Preparation Date |
| Responsible Supervisor: (First and Last Name) | Job Title or Position |
| Location: Campus, Bldg, room no. |  |

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| The Responsible Supervisor is ultimately responsible for ensuring that the unit-specific Hazard Communication plan is complete and is understood and followed by the employees under their charge.  |

**Written Hazard Communication Plan**

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| **A copy of the UAHuntsville Haz Com Program and this unit-specific Haz Com Plan are accessible to employees in the following location:** |
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While the supervisor is *responsible* for implementing each of the elements described within the written Hazard Communication Plan, it is permissible to delegate some *tasks* to other capable employees, provided the roles are clearly documented and understood.

**Chemical Inventory**

The supervisor or designeeis responsible for identifying and listing all hazardous chemicals stored, used or generated in their work area. **Refer to the UAHuntsville Haz Com Program for the definition of a hazardous chemical.**

This Chemical Inventory also serves as a list of all materials for which a MSDS must be maintained, and is the initial step necessary for completion of the rest of the program. Compiling the chemical inventory is not a one-time effort. Like all components of the Haz Com plan, the inventory must be updated and maintained as MSDSs are updated, chemicals are substituted or no longer used, or new chemicals are brought on site. The Chemical Inventory Form (non-mandatory) is provided to assist in completing and maintaining the Chemical Inventory.

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| **Chemical Inventory**: The following employee(s) are responsible for maintaining the chemical inventory  |
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| **A copy of the Chemical Inventory is accessible to employees in the following location:** |
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**Material Safety Data Sheets (MSDS)**

The supervisor or designee is will ensure that all Material Safety Data Sheets are available for every hazardous chemical used in the work area and are available to employees on all work shifts.

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| **MSDS:** The following employee(s) are responsible for obtaining and maintaining MSDSs |
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The supervisor or designeewill determine the method used to organize, store, and maintain the MSDSs as described below. **Refer to the UAHuntsville Haz Com Program for details of MSDS accessibility requirements.**

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| **MSDS files may be accessed in the following format and location(s):** |
| **Hard copy**: (e.g. building, room, binder or file cabinet, etc.) |
|  |
| **Electronic copy**: (building, room, computer, file name, computer access if required, etc.) |
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**Labels**

Labels provide an immediate warning of the hazards to which employees may be exposed and provide a link to more detailed information (i.e. MSDS). The supervisor or designee will ensure that every container entering the work site bears the required label.

**Labeling Secondary Containers**

If any chemical is transferred to another container, the new or secondary container must be labeled. The label on the secondary container must contain the same information required for the label on the original container. **Refer to the UAHuntsville Haz Com Program for details about what information must be on a label** as well as suggested methods for labeling secondary containers.

**Secondary Labeling Exemption**

It is not necessary to label the secondary container if the employee who performs the transfer is the *only person* who uses the chemical from the new container, during a single work shift.

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| **Labels:** The following employee(s) are responsible for ensuring all containers of hazardous materials are appropriate labeled with the original or secondary labels.  |
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| **The following procedure is used for labeling secondary containers** |
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**Training**

The employee’s supervisor or designee is responsible for ensuring that each employee receives the appropriate Hazard Communication training, including both general and unit-specific training. The UAHuntsville Office of Environmental Health & Safety (OEHS) provides general Hazard Communication training. **Refer to the UAHuntsville Haz Com Program for a description of the required content of unit-specific training**. Training records, such as class rosters or course certificates, must be maintained by the supervisor or designee, as well as documentation of the content of unit-specific training.

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| **Training** The following employee(s) are responsible for ensuring all employees receive general Hazard Communication training and providing initial and on-going unit-specific hazard communication training |
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| **Describe the method used to ensure employees receive unit-specific training**  |
| 1. New employees (new hires and newly assigned employees):  |
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| 2. All employees when a new hazardous chemical or non-routine hazard is introduced, or when a significant new hazard information is learned about existing chemicals:  |
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UAHuntsville employees performing work with hazardous chemicals are responsible for participating in Hazard Communication Training as directed by their supervisor.

**Non-Routine Tasks and Emergencies Involving Hazardous Chemicals**

Prior to the start of a non-routine project, the supervisor or designeewill provide training for each effected employee, including specific hazards of the materials that he or she may encounter during the activity.

The following table describes the anticipated non-routine tasks and emergency procedures, the associated hazardous chemicals, and the protective measures employees are to take.

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| **Non-Routine Tasks/Emergency Procedures** |
| **Task/Emergency** | **Hazardous Chemical**  | **Protective Measures** |
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**Working with Contractors**

The UAHuntsville employee who coordinates/oversees the work of a contractor must advise the contractors of their responsibility to provide appropriate hazard information (MSDSs) for all hazardous chemicals brought onto UAHuntsville. If UAHuntsville employees will be exposed to any of the hazardous chemicals brought on site by the contractor, the UAHuntsville coordinator should contact OEHS.

Likewise, it is the responsibility of that individual to provide the contractor with information about the hazardous substances to which they may be exposed while at the University and, if applicable, the labeling system in use, protective measures to be taken, safe handling procedures, and the location and availability of MSDSs. **Refer to the UAHuntsville Haz Com Program for information about chemical hazards related to building materials, such as asbestos, lead-based paint and silica dust.**

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| **Contractors:** The following employee(s) are responsible for communicating hazard information with contractors as outlined in the Hazard Communication Plan |
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**Recordkeeping**

The Department must develop a plan to ensure the continuity of all recordkeeping when a supervisor leaves or is reassigned.

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| **Recordkeeping** The following employee(s) are responsible for maintaining records: |
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| **The required records are kept in the following location(s):** |
| Training Records: |
| Old Chemical Inventories: |
| Old MSDS: |

**Training records:** Records of General and Unit Specific Hazard Communication will be maintained by supervisor or designee for and be readily available for inspection by OEHS or OSHA representatives. (See Appendix E for Training Record form)

**MSDS:** The supervisor is responsible for the MSDSs for hazardous material currently used in the work place, which must be maintained and updated as described in this Hazard Communication Program, and must be retained for 30 years (per the Access to Employee Exposure and Medical Records Standard 29 CFR 1910.1020). The 30-year retention is not required if the Chemical Inventory includes where the chemicals were used and when they were used (CPL 02-02-038 Inspection Procedures for the Hazard Communication Standard).

 **Chemical Inventory:** The Supervisor will ensure a list of hazardous material is current and accurately maintained. Each calendar year the supervisor will sign and date a copy thus confirming the accuracy of the information on the Chemical Inventory. A signed copy will be provided to OEHS upon request. A file of these annual chemical inventories will be maintained by the supervisor for 30 years

**Forms and Appendices:** Refer to UAHuntsville HazCom Program for complete instructions on use of the following documents.

**Appendix A:** [**The OSHA Hazard Communication Standard**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10099)

**Appendix B:** [**Definitions**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10100)

**Appendix C: Chemical Inventory Form**

**Appendix D: Employee Training Form**