I. GENERAL
The purpose of the Hazard Communication & 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 ORM Hazard Communication operational and training requirements.

II. RESPONSIBILITIES
A. Campus Loss Prevention Coordinator
- Overall responsibility for implementation and oversight of the Hazard Communication/Chemical Safety Plan
- Maintain a current list of the type and location of all hazardous material on campus
- Ensure all employees with potential exposure to hazardous material receive appropriate initial and recurrent training.
- Conduct periodic safety and compliance reviews at departmental level
- Coordinate disposal of hazardous materials

B. Department Heads
Department Heads/Directors who have employees working in areas where hazardous chemicals are stored, handled or used are responsible for:
- Monitoring procurement, storage, use, and proper disposal of hazardous chemicals within their department.
- Creating and maintaining an inventory of all hazardous chemicals. A current copy of this inventory will be provided to the Loss Prevention Coordinator.
- Ensuring that all hazardous chemicals/products are properly labeled, and that these labels are not removed or defaced.
- Maintaining copies of Material Data Safety Sheets (MSDS) for each hazardous chemical in the workplace, and ensuring they are readily accessible to employees when they are in their work areas.
• Informing employees of any operations in their work area where hazardous chemicals are present and the location and availability of the written hazard communication program, the inventory, and material safety data sheets.
• Providing employees with training regarding hazards or practices specific to their work area at the time of their assignment and whenever a new hazard is introduced into their work area.
• Determining the required personal protective equipment (PPE) for the procedures and materials in use in their area.
• Ensuring that the proper personal protective equipment (PPE) is available in good condition and that the employees are trained and encouraged in its use.
• Developing safe procedures for work in their area, as well as written procedures for emergencies and evacuations, and train employees in those procedures.
• Providing adequate storage cabinets for hazardous materials.
• Ensuring that laboratory hoods are maintained and calibrated.

C. Employees
Employees are responsible for:
• Planning and conducting each operation according to the Hazard Communication Program.
• Maintaining area in good order.
• Using the required personal protective equipment.
• Immediately reporting any exposures, injuries, or problems to a supervisor and the Loss Prevention Officer.
• Reviewing MSDS prior to using a substance for the first time, and reviewing it periodically thereafter.

III. HAZARDOUS CHEMICAL INVENTORY
The supervisor or designee is required to maintain a list of all hazardous chemicals known to be present in each work area (e.g. maintenance shop, section, etc.) and update the list as necessary.

The inventory must identify:

• Each hazardous chemical by the primary name on the label,
• The manufacturer or distributor of the chemical, and
• Chemical abstract number (CAS).

The inventory must:

• Be kept in the work area in a suitable format, on a log sheet, or in a computer.
• List all hazardous chemicals found in the work area for which the supervisor is responsible including, but not limited to:
  o Laboratory chemicals, janitorial supplies, compressed gases, cleaning products,
Materials found in the maintenance departments (such as lubricating oils, solvents, etc.),

- 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.

Labels shall list:
- At least the chemical identity,
- Appropriate hazard warnings, and
- The name and address of the manufacturer, importer or other responsible party.

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 any hazard characteristic changes.
V. Material Safety Data Sheets (MSDS)
Department Heads will be responsible for implementation and maintenance of a departmental system to insure availability of MSDS for every hazardous material in their areas of responsibility. MSDS 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 insure that personnel preparing to use a hazardous substance for the first time review the MSDS.

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 time of their initial assignment and whenever a new hazard is introduced into their work area. Department heads will designate a qualified instructor to conduct this training. Documentation of this training will be maintained at the department 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 MSDS
- Contingency plans for any exposures or accidents
- Required PPE and its proper use
- Location of MSDS file and hazardous chemicals inventory.
- How to lessen or prevent exposure through use of proper work practices

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
VIII. Contractors

Department Heads 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 MSDS
- Emergency procedures

The Director of Facilities Services will be responsible 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.

APPROVED

Michael T. Ferrell
Michael T. Ferrell, Vice Chancellor
Business Affairs

April 3, 2009

Date

Vincent J. Marsala
Vincent J. Marsala, Chancellor

April 3, 2009

Date