

# OSHA Hazard Communication



All employees who work with or near hazardous chemicals are covered by OSHA's Hazard Communication Standard. There are five activities that you need to be aware of.

If you work in any of these campus areas or perform the functions listed, you likely need to be part of the Carnegie Mellon Hazard Communication Program, and to follow the procedures outlined in this fact sheet.

- Facilities Management Services
- Housing Services
- College of Fine Arts: (Art, Drama, Design, etc.)
- Photographic development areas
- Robotics
- ASTM Warehouse services
- Athletics
- Printing, Copying and Publication Services

## 1. The Written Hazard Communication Program

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OSHA requires that all employers prepare a document outlining the practices and procedures they will use to comply with the Hazard Communication Standard at their facilities. In addition, this document must be made available to all applicable employees. Carnegie Mellon's written program may be found at:

<http://ehs-alert.fms.bap.cmu.edu/pdf/HazCommProgram.pdf>

If you do not have access to the internet (or are not familiar with using it), you may contact EH&S at 8-8182 for a copy of the program.

## 2. The Hazardous Chemical Inventory

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You have the right to know all of the hazardous chemicals present in your workplace. These have been inventoried and that information is available two different ways: The main inventory is present in the University's **chemtracker** program, available on-line at the EH&S web page; ask your supervisor for access to this information. This inventory should also be printed out and posted in your work area.

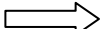
## 3. Container Labeling

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The Hazard Communication Standard requires that ALL chemical containers be labeled with at least three pieces of information:

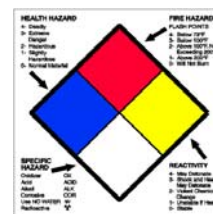
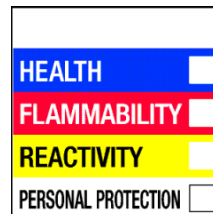
- a. The name of the chemical
- b. The manufacturer contact information
- c. A description (either in words or graphics or both) of the hazards of the material.

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Most chemical manufacturers use either the HMIS or NFPA format, which are presented on the right 

For assistance in reading these labels, please go to the EH&S web page under "Chemical Safety" or contact your supervisor.

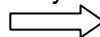
It is also **IMPORTANT** to know that any secondary containers (ones that you fill from the original manufacturer's container) also **MUST** be labeled the same way. Contact EH&S at 8-8182 for assistance in obtaining suitable labels for secondary containers.



## 4. Material Safety Data Sheets (MSDS)

The Standard also requires that all manufacturers supply a Materials Safety Data Sheet (MSDS) to purchasers of hazardous chemicals. The MSDS provides information on the hazards of the chemical, as well as safe use procedures and information on emergency response and disposal. This MSDS **MUST** be made available to any user of the product.

There are several options available to ensure that all persons can easily find an MSDS:

- Links to MSDS sites are present on the EH&S web page main page, at the top
- Hard copy MSDS are often printed out by the various departments and placed in binders such as that on the right 
- Internet search engines are excellent in finding MSDS. Just type the name of the material and the phrase "MSDS" in the search box. You should be able to find your MSDS there
- Contact EH&S if you are unable to find an MSDS by any of these methods



## 5. Training

**All persons who work with or near hazardous chemicals, in a non-laboratory situation, MUST receive Hazard Communication Training by Carnegie Mellon.**

If you need training (or would like a refresher,) please contact EH&S at 8-8182.

The training encompasses the details of the OSHA standard, as well as identification of the hazards in your particular work place and how to properly use, handle and dispose of them.

### Our Mission:

**Environmental Health & Safety (EH&S) is committed to providing health and safety services that protect the University community and the environment.**