

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 2
Policies and Procedures	Page 1 of 6

Title

HAZARD COMMUNICATION PROGRAM

Effective Date

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 2
Policies and Procedures	Page 2 of 6
Title HAZARD COMMUNICATION PROGRAM	Effective Date 05/02/2012

Writing the Plan This document serves only as a portion of the required written hazard communication program for the University. Individual department procedures and instructions form the remaining part of the University program. This is because there is no single Hazard Communication program that can fit all operations and programs at UAA. Therefore departments must develop their own plans that address the chemical and physical agent hazards that their employees may be routinely exposed to at work. The [OSHA "fill in the blanks" template](#) is recommended for UAA departments. Procedures and instructions should be documented, retained by the department, and available to employees. If you need further assistance with developing a Hazard Communications program, please contact EHS/RMS at <http://www.uaa.alaska.edu/EHSRMS/ehspersonnel.cfm>

The information contained below is some of what is necessary in your department specific Hazard Communication program. It is not all encompassing, but may be a good place to start with regard to authoring your own program.

Container Labeling Chemical manufacturers, importers, or distributors are required to label each container of hazardous chemicals. Departments must verify the labeling to ensure that no container of hazardous chemicals is released for use unless it is properly labeled in conformance with NFPA standard 704M ([see example in EHS Appendix 1](#))

ADMINISTRATIVE SERVICES MANUAL

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 2
Policies and Procedures	Page 5 of 6
Title HAZARD COMMUNICATION PROGRAM	Effective Date 05/02/2012

- Instructions on reading labels and MSDS to obtain hazard information.

Department heads, supervisors, and designated safety officers are responsible for providing the following training and information to employees that are exposed to specific hazards.

- Location of MSDS and availability of the written hazard program.
- A listing of the hazardous substances present in their workplace including the location of the substances and the processes in which they are involved.
- Physical and health effects of the hazardous chemicals and hazardous physical agents.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazards through use of safe work practices and personal protective equipment.
- Steps taken to lessen or prevent exposure to hazards.
- Safety procedures to follow for spills or emergency exposures.
- Instruction whenever a new hazard is introduced in the workplace.
- Procedures to follow for waste disposal.

Training should be documented by keeping records in department or college database that includes the following information; of when training sessions were held, who attended, and the contents of the training. Assistance and advice on training may be obtained from EHS/RMS (<http://www.uaa.alaska.edu/EHSRMS/ehspersonnel.cfm>).

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 2
Policies and Procedures	Page 6 of 6

Title