

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Program
EHS/RM Programs	Page 2
Title <i>HAZARD COMMUNICATION</i>	Effective Date 06/08/2021

Facilitate inspections and audits by EHS/RM, other experts, or regulatory agencies when required

Instruct employees on the requirement of labeling secondary or portable receptacles into which they have poured chemicals. If the portable container is for immediate use and will not be left unattended, labeling is not required.

Request and maintain a SDS for each hazardous chemical identified in the Department and listed in the hazard chemical inventory

Stop work when conditions do not meet the requirements of this Program or when an unsafe condition or activity is observed

Department Safety Coordinator

Verify that employees are informed of the contents of this program by requiring and providing hazard communication training for applicable employees, faculty and students

Upon request, assist supervisors with securing and maintaining a SDS for each hazardous chemical identified in the Department and listed in the hazard chemical inventory

Verify UAA employees in the Department are aware of their specific work hazards, where related information is maintained, safe material handling procedures, and methods for protection against chemical and physical hazards

Verify Departmental SDS's are entered into the SDS database

Confirm employees have ready access to SDS, that updated SDS are obtained and employees notified when new chemicals are requisitioned, and that dated or excess SDS are removed when chemicals are no longer in use

Ensure equipment and supplies for proper labeling are available

Verify that containers in the workplace are labeled, tagged, or marked with the identity of the chemical, and the appropriate hazard warnings

Obtain labels or label information for unlabeled or improperly labeled containers from the vendor or supplier

Instruct employees on the requirement of labeling secondary or portable receptacles into which they have poured chemicals. If the portable container is for immediate use and will not be left unattended, labeling is not required.

Verify hazardous material inventories are completed regularly and accurately, and excess wastes removed in a timely manner

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Program
EHS/RM Programs	Page 3
Title <i>HAZARD COMMUNICATION</i>	Effective Date 06/08/2021

Employees

Complete required training, prior to working with chemical/physical agents

Read the "Employee Right-to-Know" and other safety posters

Read and understand SDS's applicable to their workplace

Notify Supervisor and/or Department Safety Coordinator if new chemicals are needed/ordered

Use personal protective equipment (PPE) when required by the SDS, label, or UAA program

Report any incident involving actual or potential chemical/physical agent incidents to the Department Safety Coordinator and Supervisor

Verify that containers in the workplace are labeled, tagged, or marked with the identity of the chemical, and the appropriate hazard warnings

Not remove or deface container labels

Contractors and Vendors

Be familiar with the provisions of applicable UAA Safety Programs, this program, and ensure any hazardous materials are managed according to this program, including SDS

Notify Department Safety Coordinators or Supervisors when chemicals or physical agents will be used, and provide UAA with SDS for these materials, prior to bringing them on site

Ensure containers are properly labeled per this policy

Properly store chemicals while at UAA facilities

Contractors will ensure the safe use of hazardous materials to prevent incidents and potential exposure to others

Dispose chemicals brought on-site, unless other disposal plans are made with EHS/RM

5. Hazard Communication Program

Each Department with known o Tm1(k)10(Ea)5(c)4(h 679ure)6(to)

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Program
EHS/RM Programs	Page 5
Title <i>HAZARD COMMUNICATION</i>	Effective Date 06/08/2021

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 National Fire Protection Association (NFPA) standard 704M or GHS labeling requirements.

Pipes, or piping systems, will be labeled and their contents will be covered in the training sessions. Posters may be utilized for physical hazards (such as noise and cold).

9. Physical Agent Data Sheets

UAA training will also address physical agents that employees may encounter during work activities. Alaska Occupational Safety and Health (AKOSH) defines the following PADs which must be considered when identifying hazards in the workplace.

Currently there are eight physical agents listed:

Cold Stress

Hand-Arm Vibration

Heat Stress

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University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Program
EHS/RM Programs	Page 7
Title <i>HAZARD COMMUNICATION</i>	Effective Date 06/08/2021

12. Informing Contractors About Hazardous Chemicals

Contractors visiting or working at UAA are required to be informed of the Hazard Communication Standard and its contents.

It is the responsibility of each employee bringing in a contractor to perform work on UAA property to provide the following information:

- Review and communication of the content of the Hazard Communication Program
- Product container labeling system
- Safe work practices to prevent exposure
- Documentation that the contractor has completed these tasks

13. Program Availability

This Program will be available on the EHS/RM website for review by UAA employees, faculty, and students. A copy of this program will be made available, upon request, to employees and their representatives. Managers bringing in contractors are responsible for ensuring a copy of this program is available upon request, or when working with hazardous materials.

Additional Alaska Hazard Communication Posting Requirements must be posted in the workplace. The following poster(s) must also be displayed in a prominent place:

SAFETY AND HEALTH PROTECTION ON THE JOB
 Published by the Alaska Department of Labor
 Division of Labor Standards and Safetyb1 11.04 Tf1 0 0 14C493x
 (DOSH 2203 R 1/84)

IT'S YOUR RIGHT TO KNOW TOXIC AND HAZARDOUS SUBSTANCES

