Hampshire College

CHEMICAL HAZARD COMMUNICATION PROGRAM

The federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) Standard (29 CFR 1910.1200) requires that the College make employees aware of the hazards associated with chemicals used in the workplace. Manufacturers and distributors evaluate their products to determine the hazards and provide that information to the College when the chemical products purchased. The HCS is now aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This update to the HCS will provide a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets.

The Hampshire College HCS Program. The College has developed a program to communicate chemical hazards to employees. The full written HCS program is available in the Environmental Health & Safety section of the College's website. The following summarizes the major elements of the HCS Program. If you would like more information, ask your supervisor or contact the HCS Coordinator. Note: The Program does not apply to chemicals in use in the laboratory as their in an OSHA standard specifically for laboratory chemicals.

Container Labeling. Container labels are an important source of information about the hazards of a chemical. Manufacturers label all hazardous chemical containers with the identity of the chemical, and the physical and health hazards of the chemical. Manufacturer labels must not be removed or defaced. You should read the label on any new product before you use it. When a chemical is transferred to another container, the new container must be labeled with the identity of the chemical and hazard statements. The only exception to this requirement is if the employee transferring the material is to going to use it all during his/her work shift. If you transfer chemicals to new containers you are responsible for labeling the second container. For commonly transferred chemicals, such as cleaning products, pre-labeled containers are often used.

Safety Data Sheets (SDS). SDS describe the chemical properties, physical and health hazards, required protective equipment, and handling and storage requirements of a hazardous chemical. The manufacturer or distributor of the chemical provides SDS to the College. When the label does not provide enough information you should look at the SDS. SDS are available on-line. To access SDS, log into TheHub and click on the link. You can then search for the SDS . If you cannot find the SDS, ask your supervisor or the HCS Coordinator. SDS for common office products can be found on the Environmental Health & Safety intranet site under "Chemicals in the Office". The College's HCS Coordinator is the Manager of Environmental Health & Safety. The Coordinator provides training, maintains the SDS library, helps departments with labeling and maintains centralized records Information and Training. Each new employee who uses hazardous chemicals is provided training by the HCS Coordinator. If you don't hear from EH&S soon, please be in touch.

Non-Routine Tasks. Before employees do non-routine tasks, supervisors evaluate the task, review SDS and convey hazard information to employees. Outside Contractors. If outside contractors bring hazardous chemicals onto campus, they must provide SDS for those chemicals. Similarly, if a contractor's employee is exposed to hazardous chemicals used by the College, the College provides a SDS when requested. The supervisor in charge of the contractor coordinates this exchange of information. If you have questions about the HCS Program, call Environmental Health & Safety at ext. 6620 or email ehs@hampshire.edu.

GHS Globally Harmonized System.
GHS labels note two different Signal Words:
DANGER: Hazard is Serious
WARNING: Hazard is less Serious
Pictograms identify the category of hazard.

Specific information is give as an H (Hazard) and P (Precaution) number. Look for details on Route of Entry: How a chemical contacts the body, e.g., skin contact, skin absorption, ingestion, and inhalation. Incompatible Chemicals: Chemicals that cause dangerous reactions when mixed together such as the release of energy or toxic gas.

Rev 10/2021