

HAMPSHIRE COLLEGE

CHEMICAL HAZARD COMMUNICATION PROGRAM

The federal Occupational Safety and Health Administration (OSHA) Hazard Communication (HazCom) Standard 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 Hampshire College HazCom Program. The College has developed a program to communicate chemical hazards to employees. A written HazCom program describes how this is done. The following summarizes the major elements of the HazCom Program. If you would like more information, ask your supervisor or contact the HazCom Coordinator. The Program does not apply to chemical use in the laboratory as their is 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, formerly known as Material Safety Data Sheets (MSDS), 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 HazCom Coordinator.

SDS for common office products can be found on the Environmental Health & Safety intranet site under "Chemicals in the Office".

HazCom Coordinator. The College's Director of Environmental Health & Safety coordinates the HazCom Program. 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 HazCom 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 HazCom Program, call Environmental Health & Safety at ext. 6620 or email ehs@hampshire.edu.

Chemical Hazards

Flammable or Combustible: a chemical that ignites easily and burns readily.

Corrosive: a chemical that can cause visible or irreversible tissue damage at the site of contact.

Reactive: A chemical that vigorously reacts to shock, pressure, temperature, air, or water or other environmental conditions.

Acute toxicity: An adverse effect on the body that happens shortly after exposure to a chemical such as a burn.

Chronic toxicity: An adverse effect on the body with symptoms that develop slowly such as cancer.

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.