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Snapshots!

**Hazard Communication (HazCom) Program**

[**http://ehs.psu.edu/hazcom/overview**](http://ehs.psu.edu/hazcom/overview)

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**Who and what does this program apply to?**

* HazCom is designed to provide information to employees about the hazardous chemicals to which they may be exposed.
* This program applies to all non-laboratory work areas that utilize hazardous chemicals including, but not limited to, machine shops, maintenance shops, garage areas, and janitorial/custodial storage areas.
	+ Chemical use in laboratories is covered by the PSU Laboratory & Research Safety Plan.
		- Work areas / labs currently operating under the PSU Laboratory & Research Safety Plan are exempt from the requirements of this program.

**What are the key requirements of this program?**

* Supervisors must:
	+ Be thoroughly informed of the contents of this program and how it relates to their areas of responsibility and authority.
	+ Ensure that all provisions of this program are implemented in their work groups.
	+ Ensure Safety Data Sheet (SDS) inventories are maintained and updated.
	+ Investigate all injuries and incidents involving chemicals within their work group.
* Employees must:
	+ Follow the work practices described in this program. This includes maintaining proper labeling of chemical containers, reviewing Safety Data Sheets (SDS), following instructions regarding proper use of chemicals, and using personal protective equipment as required.
	+ Immediately report any unsafe conditions or concerns related to chemicals to their supervisor.
* Training Requirements:
	+ Training consists of a two-step process.
	+ General HazCom Training.
	+ Work Group Specific HazCom Training.
	+ Additional training is required whenever:
	+ A new chemical hazard is introduced into the work area.
	+ When changes to the work area have the potential to introduce a new hazard.
* Safety Data Sheets (SDS) Requirement:
	+ It is the responsibility of each department to provide SDS’s for each hazardous chemical used within their work unit.
	+ SDS’s must be readily accessible while employees are working and there must be no barriers to employee access.
* Container Labeling:
	+ When a chemical is transferred from the manufacturer’s original container the new container (secondary container) must be labeled.
* List of Chemicals:
	+ A list of chemicals used by the work unit must be maintained.
* Recordkeeping Requirements:
	+ Work units must maintain records of General HazCom Training, Specific HazCom Training and SDS’s.

**For additional information:**

* Penn State Hazard Communication (HazCom) Program
* OSHA Regulations <http://www.osha.gov/>
* 29 CFR 1910.1200 – “Hazard Communication”