The purpose of the Hazard Communication Program (HazCom) is to ensure employees are aware of hazardous chemicals in the workplace and are provided information regarding the potential hazards associated with exposure to these chemicals. Specifically, hazardous chemicals produced or imported into the workplace are to be evaluated for physical and health hazards: this information is to be provided to employees. The program also covers container labeling, safety data sheets, employee training and emergency procedures.

This program is designed to comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Program.

- This written program will be audited by Environmental Health & Safety annually.
This program is applicable to all Marquette University faculty, staff, student employees and contract employees. Research laboratory operations are exempt from the provisions of the Hazard Communication standard and are addressed under the Marquette University Chemical Hygiene Plan. (CHP) \Complete Safety Program Documents\Chemical Hygiene Plan -2013.docx

2.1 **EXEMPT SUBSTANCES**  
The following substances are exempt from the requirements of this program:  
2.1.1 Hazardous waste  
2.1.2 Tobacco or tobacco products  
2.1.3 Wood or wood products, including lumber which will not be processed and the only hazard they pose to employees is the potential for flammability or combustibility.  
2.1.4 Articles  
2.1.5 Food, drugs or cosmetics intended for personal use  
2.1.6 Consumer products used in the workplace when as a normal consumer would use (i.e. White-Out, spray paint, used for short, one-time applications).

3.0 **ROLES AND RESPONSIBILITIES**

3.1 **UNIVERSITY ADMINISTRATION**  
University Administrators provide senior management support for implementing the Hazard Communication Program and ensure that resources are allocated for implementing this program.

3.2 **ENVIRONMENTAL HEALTH & SAFETY**  
The Marquette University Department of Environmental Health & Safety develops and oversees implementation of the Hazard Communication Program, and supports the program by:  
3.2.1 Ensure the Hazard Communication Program is integrated into the daily
operations of Marquette University.

3.2.2 Provide Hazard Communication training and instructors

3.2.3 Assist departments in plan implementation and PPE selection.

3.3 SUPERVISORS

Marquette University supervisors will support the Hazard Communication Program by:

3.3.1 Ensuring implementation of the written program.

3.3.2 Ensure that affected employee receive HazCom training.

3.3.3 Ensure chemical inventory is accurate and that it is available to affected employees.

3.3.4 Ensure that SDSs are present for all hazardous chemicals in the workplace and are readily available to employees.

3.3.5 Ensure that hazards chemicals are properly labeled.

3.3.6 Assess chemical hazards, select and provide the appropriate Personal Protective Equipment (PPE) for employees; ensure training for PPE use and maintenance is complete.

3.3.7 Ensure standard operating procedures are established (written) and available to employees performing “non–routine” tasks involving hazardous chemicals.

3.3.7 Provide training to employees regarding hazards in the workplace including precautions and equipment for safe use, signs and symptoms of overexposure, and when new chemicals are introduced in the work place.

3.3.9 Develop job specific training including safe work practices and procedures to follow in an emergence.

3.3.10 Inform contractors of potential hazards which may be encountered during their work at the University including providing access to the written
Hazard Communication Program, the chemical inventory and safety data sheets for these chemicals.

3.4 EMPLOYEES

3.4.1 Attending all applicable training.

3.4.2 Recognize and report unsafe chemical hazards to their supervisors.

3.4.3 Know the hazards and precautionary procedures for the hazardous substances used in their work area.

3.4.4 Use personal protective equipment and clothing in accordance with prescribed training.

3.4.5 Perform work activities in compliance with the Marquette University’s Hazard Communication Program.

3.5 CONTRACTORS

3.5.1 Inform and provide Marquette Departments/ Project Managers with a chemical inventory and safety data sheets for the materials that will be introduced into the work area in the course of their work at Marquette University.

4.0 LABELS AND LABELING

4.1 GENERAL REQUIREMENTS FOR CONTAINERS

The following requirements are for labeling hazardous substances:

4.1.1 Every container of a hazardous substance must be labeled, tagged, or marked to identify the substance and to provide appropriate warnings.

4.1.2 The original label shall not be removed or defaced unless the container is
immediately marked with the required information.

4.1.3 Detailed information on labels and label requirements can be found online: http://www.osha.gov/dsg/hazcom/appendix_c.pdf

4.1.4 An overview of Marquette’s labeling program can be found online: ..\Complete Safety Program Documents\Container Labeling - Overview.docx

5.0 CHEMICAL INVENTORY

5.1 GENERAL REQUIREMENTS:

University laboratories, departments and shops shall maintain an inventory of hazardous substances present in their areas. At Marquette, inventories must be maintained using CisPro, the online inventory system provided by EH&S. More information can be found at: ..\Complete Safety Program Documents\Chemical Inventory System - Overview.docx

6.0 SAFETY DATA SHEETS

6.1 General Requirements:

The purpose of a SDS is to provide health and safety data about a specific hazardous substance. The SDS discloses the chemical composition, physical hazards, health hazards, and other information about a hazardous substance or material as specified by OSHA.

6.1.1 A SDS shall be available for every hazardous substance used in a work area and shall be accessible to employees.

6.1.2 SDSs shall be in English and contain the following information as specified in: www.osha.gov/dsg/hazcom/appendix_d.pdf.
6.2 Obtaining SDSs:

Supervisors shall ensure employees can obtain SDSs from the following sources:

6.2.1 Supervisor

6.2.2 Online: http://cispro.mu.edu/

6.2.3 EH&S (414) 288-8411

7.0 EMPLOYEE INFORMATION AND TRAINING

7.1 Employee Training:

Employers must provide employees with effective information and training regarding hazardous chemicals in their work area prior to starting work, and whenever a new physical and/or health hazard is introduced in to the work area. The following information must be covered:


7.1.2 The location and the availability of the written Hazard Communication Plan.

7.1.3 Physical and health hazards of chemicals in the work area, their locations, and the likely effects or symptoms of overexposure.

7.1.4 Location of the departmental hazardous chemicals inventory

7.1.5 Location of SDS documents for all hazardous chemicals in the work area.

7.1.6 The emergency procedures to follow in case of chemical spills, fires and other incidents.

7.1.7 Methods used to determine the presence or release of hazardous chemicals in the work area.
7.1.8 How to reduce or prevent exposure to hazardous chemicals through use of control/work practices and PPE.

7.1.9 Steps taken to reduce or prevent exposure to chemicals.

7.1.10 Emergency procedures to follow if an employee is exposed to chemicals.

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**Appendix A - Definitions**

**Article:** A manufactured item (1) Which is formed to a specific shape or design during manufacture; (2) which has end use functions(s) dependent in whole or in part upon its shape or design during end use; and (3) which does not release, or otherwise result in exposure to a hazardous substance under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations.

**Classification:** To identify the relevant data regarding the hazards of a chemical; review those data to ascertain hazards associated with the chemical; and decide whether the chemical will be classified as hazardous, and the degree of hazard where appropriate, by comparing the data with the criteria for health and physics hazards.

**Container:** Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, tank truck or the like that contains a hazardous substance. For purposes of this section, pipes or piping systems are not considered to be containers.

**Emergency:** Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment, which may or does result in a release of a hazardous substance into the workplace.
Exposure or exposed: Any situation arising from work operation where an employee may ingest, inhale, absorb through the skin or eyes, or otherwise come into contact with a hazardous substance.

Hazard category: The division of criteria within each hazard class.

Hazard class: The nature of the physical, health or environmental hazard.

Hazard classification: An evaluation of chemicals to determine the hazard classes, and where appropriate, the category of each class that applies to the chemical being classified.

Hazard statement: A statement assigned to a hazard class and category that describes the nature of the hazards of a hazardous product, including, where appropriate, the degree of hazard.

Hazard warning: Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the health hazards and physical hazards of the substance(s) in the container(s).

Hazardous substance: Any substance which is a physical hazard or a health hazard or is included in the List of Hazardous Substances prepared by the Director pursuant to Labor Code section 6382.

Health hazard: A chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. Detailed explanations of health hazards classifications can be found online: http://www.osha.gov/dsg/hazcom/appendix_a.pdf.

Immediate use: The hazardous substance will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Physical hazard: A chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide;
corrosive to metal; gas under pressure; or in contact with water emits flammable gas. Detailed explanations of physical hazards classifications can be found online: http://www.osha.gov/dsg/hazcom/appendix_b.pdf.

**Pictogram:** A composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical.

**Precautionary statement:** A phrase (and/or pictogram) that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous product, or improper storage or handling of a hazardous product.

**Proposition 65:** Also known as the Safe Drinking Water and Toxic Enforcement Act of 1986, this law requires the state to publish a list of chemicals known to cause cancer, birth defects, or other reproductive harm.

**Signal word:** A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The words 'Danger' and 'Warning' are used as signal words.

**Trade secret:** Any confidential formula, pattern, process, device, information, or compilation of information which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it. A trade secret shall not include chemical identity information which is readily discoverable through qualitative analysis.

**Work area:** A room or defined space in a workplace where hazardous substances are produced or used, and where employees are present.
GHS – means “The Globally Harmonized System of Classification and Labelling of Chemicals.”

Hazard Statement – a statement assigned to a hazard class and category that describes the nature of the hazards of a hazardous product, including, where appropriate, the degree of hazard.

Pictogram – a graphical composition that may include a symbol plus other graphic elements, such as a border, background pattern or color that is intended to convey specific information.

Precautionary Statement – a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous product, or improper storage or handling of a hazardous product.

Signal Word – a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The GHS uses “Danger” and “Warning” as signal words.

Supplemental Label Element – any additional non-harmonized type of information supplied on the container of a hazardous product that is not required or specified under the GHS.
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HCS/GHS Labeling Components

PAINT (METHYL FLAMMALINE, LEAD CHROMIUMUM)

DANGER
Causes damage to the liver and kidneys through prolonged or repeated exposure to the skin.
Keep away from food and drink.
Wash hands thoroughly after use and before eating.
Highly flammable liquid and vapour.
Keep away from heat and ignition sources.

FIRST AID
Call emergency medical care.
Wash affected area of body thoroughly with soap and fresh water.

Great Lake Paints Inc., Columbus, Ohio, USA.
Telephone 999 999 9999
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