



## Hazard Communication – General Awareness OSHA 1910.1200

Employers who have employees that might be exposed to chemicals must comply with the OSHA Hazard Communication Standard. At Messiah College, we not only want to comply with OSHA regulations, but more importantly, we want to provide a safe environment for our employees and students.

Chemicals are defined by OSHA as anything that, during use, may give off dusts, gases, mists, vapors or particulates. So a block of metal, if machined where dust is generated, is considered a chemical under this standard. At Messiah, chemicals can include, but are not limited to, cleaners, solvents, inks, chlorine for pools, paints and paint thinners, oils and lab chemicals.

The standard requires employers to

- ✓ have a Written Hazard Communication Program;
- ✓ maintain safety data sheets (SDSs) for chemicals in the workplace;
- ✓ have a labeling program for chemical containers;
- ✓ and provide training for their employees.

**WRITTEN PROGRAM:** Messiah College’s written program is the *Hazard Communication: Chemical Safety Manual*. To access this manual, go the MC-Square (Messiah’s portal) and then to the Employee or Student tab. On the Employee tab, you will see an Environmental, Health & Safety channel in the top center of the screen; on the Student tab, the channel is on the left of the screen, directly under Need to Know. The written hazard communication program is one of the links – simply click on it. (The manual is also available on the College web under Human Resources and Compliance.)

**(MATERIAL) SAFETY DATA SHEETS:** Messiah College contracts with a nationwide vendor (3E) to maintain the (Material) Safety Data Sheets for our chemicals. There is a link to this online system on MC-Square under the EHS channel mentioned in the previous paragraph; simply click on “Safety Data Sheet (M)SDS Online System.” You can also access it from the College’s website under Human Resources and Compliance. In an emergency or if our computer system is down, phones on campus should display a sticker listing a phone number to call if you need a SDS (800-451-8346). This number is accessible 24 hours a day, 7 days a week and the SDS can be emailed, faxed or even read to you over the phone. (If you do not have a sticker on your phone, please call ext. 6011 to obtain one.)

Most Safety Data Sheets will have 16 sections that include:

- |  |                                    |
|--|------------------------------------|
| • Identification                         | • Physical and chemical properties |
| • Hazard(s) identification               | • Stability and reactivity         |
| • Composition/information on ingredients | • Toxicological information        |
| • First-aid measures                     | • Ecological information           |
| • Fire-fighting measures                 | • Disposal considerations          |
| • Accidental release measures            | • Transport information            |
| • Handling and storage                   | • Regulatory information           |
| • Exposure controls/personal protection  | • Other information                |

**LABELS:** The OSHA Hazard Communication Standard requires that containers of chemicals be labeled by the manufacturer. As a minimum, these manufacturer labels must include the following information:

- Product identifier used on the safety data sheet
- Name, address and telephone number of the chemical manufacture, importer, or other responsible party.
- Labels for each hazardous chemical that is classified shall also include the following:
  - ✓ Signal word (Danger, Warning)
  - ✓ Pictogram
  - ✓ Hazard statement(s)
  - ✓ Precautionary statement(s)

It is illegal to deface, remove or in any way cover up the manufacturer's label on containers before the container is considered empty and has been cleaned of residue.

If a chemical substance is transferred to a secondary container, the law also requires that these containers be labeled. At Messiah College, the preference is to first label the container with a copy of the manufacturer's label. When this is not possible, we have our own secondary container label which should be used.

HEALTH Hazard →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Carcinogenic Toxin</b>	<b>Reproductive Toxin</b>	<b>Acutely Toxic</b>	<b>Harmful to Health</b>
PHYSICAL Hazard →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Flammable</b>	<b>Oxidizer</b>	<b>Explosive</b>	<b>Corrosive</b>
The name of the chemical substance traceable to the Safety Data Sheet (SDS)	<b>Chemical Name:</b>			
The name of the manufacturer	<b>Mfg's Name:</b>			

Both Health and Physical Hazard information should be included on the label by placing an "X" in the box above the appropriate hazard. This hazard information can be obtained from the manufacturer's original label or the SDS for the substance.

"Health Hazard" information is noted in the blue area. Check all hazards that apply.

- If the substance contains 0.1% or more of a carcinogen (cancer causing substance), the box above Carcinogenic Toxin should be checked.
- The box above Reproductive Toxin should be checked if the substance contains 0.1% or more of a reproductive toxin (effects reproductive function in males, females, or adverse effect on development of offspring).
- The box above Acutely Toxic should be checked if the substance is acutely toxic; this is often denoted by a "Skull and Crossbones" on the manufacturer's label.
- The box above Harmful to Health should be checked if the substance is an irritant or sensitizer (via skin contact, inhalation) or is harmful (but not acutely toxic) if ingested. These health effects are often denoted by an Exclamation Mark on a manufacturer's label.
- However, even if no health hazards are checked, treat it as if it is hazardous as future tests may result in one of these classifications.

"Physical Hazard" information is noted in the red area. Check all hazards that apply.

- If the substance is flammable, then the box above Flammable should be checked; this is often denoted by flame symbol on a manufacturer's label.
- The box above Oxidizer should be checked if the substance is an oxidizer; this is often denoted by the symbol with the flame over an O on manufacturer's labels.
- The box above Explosive should be checked if the chemical substance is explosive or self-reactive or an organic peroxide. This is often noted by the Exploding Bomb symbol on a manufacturer's label.
- The box above Corrosive should be checked if the substance is a corrosive; this is often denoted by the corrosive symbol on manufacturer's labels.

Secondary containers of water or other non-hazardous chemicals should be labeled for identification purposes to avoid confusion. Containers of water in office areas are not included in this requirement.

Labels are not required for portable containers into which chemicals are transferred from labeled containers, and which are intended only for the immediate use of the individual who performs the transfer and will not be left unattended by the individual.

For those of you who will be working with or around chemicals, discuss with your supervisor the department specific chemical information for your area including the PPE required, the storage and disposal procedures, the secondary labeling, if needed, and the immediate first aid.

**Please note:** Lab areas located in the School of Science, Engineering and Health have a Chemical Hygiene Plan that is in compliance with OSHA's Standard for laboratories and supersedes the requirements for 1910.1200. They must follow their SEH program for secondary labeling requirements.

If you have any questions regarding the information provided in this communication, please contact the Compliance Coordinator at ext. 5038 or email [dfink@messiah.edu](mailto:dfink@messiah.edu).