The purpose of the hazard communication program is to inform & protect staff & students from chemical hazards.

OSHA requires employers to develop and implement site specific plans that will assess chemical hazards and protect their employees.

Five components:

- Site specific written hazard communication program notebook including:
  - List of employees
  - Departmental representative

- Comprehensive chemical inventory

- Material safety data sheets (MSDS) – web-based option

- Container labeling

- Employee information and training:
  - site specific instructions
  - OSHA training

NOTE: Read & Review Entire Hazard Communication Program
www.southwestern.edu/safety
• Site specific hazcom program notebook

<table>
<thead>
<tr>
<th>Department</th>
<th>Job Title</th>
<th>Name</th>
<th>Task</th>
<th>Chemical Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Dept.</td>
<td>Professor of Art</td>
<td>Mary Matisse</td>
<td>Print Shop – etching plates</td>
<td>Etching compounds are very corrosive (acids)</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Mary Matisse</td>
<td>Print Shop – ink plate clean-up</td>
<td>Clean-up solvents are toxic and very flammable</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Art Students</td>
<td>Students</td>
<td>Print Shop – etching plates</td>
<td>Etching compounds are very corrosive (acids)</td>
</tr>
</tbody>
</table>

Department representative responsible for implementation: Mary Matisse  
Title: Professor of Art – Dept. Chair

• Comprehensive chemical inventory

<table>
<thead>
<tr>
<th>Product</th>
<th>Chemical</th>
<th>Location</th>
<th>Quantity</th>
<th>CAS#</th>
<th>Hazard Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bolex Cleaner</td>
<td>Hydrogen chloride</td>
<td>Custodial closet # 112</td>
<td>1 quart</td>
<td>7647-01-1</td>
<td>Corrosive – acid</td>
</tr>
<tr>
<td>Bolex Cleaner</td>
<td>Hydrogen chloride</td>
<td>Custodial closet # 200</td>
<td>1 quart</td>
<td>7647-01-1</td>
<td>Corrosive – acid</td>
</tr>
<tr>
<td>4 – Sure Cleaner</td>
<td>Phosphoric acid</td>
<td>Custodial closet # 112</td>
<td>1 gallon</td>
<td>7664-38-2</td>
<td>Corrosive - acid</td>
</tr>
</tbody>
</table>

• Material safety data sheets (MSDS)
**Container labeling**

very good label  OR  * easy option – copy original container label for secondary containers

secondary label must include hazard warnings – see above example of label

**Required employee information and training:**
- site specific instructions
  - use dept. checklist

- OSHA training
  - contact safety office to schedule (x 1677)

I agree to read & follow procedures in Southwestern's Hazard Communication Written Program

www.southwestern.edu/safety - hazard communication - written hazcom program

Print Name: ________________________________  Date: __________________

Signature: ________________________________

Instructor: ________________________________