



Matanuska-Susitna College  
P.O. Box 2889  
Palmer, Alaska 99645

## I. Purpose of Written Hazard Communication Program for

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University of Alaska Anchorage, Matanuska-Susitna College \_\_\_\_\_

(name of department)

The purpose of the Written Hazard Communication Program is to describe the methods used to implement the Hazard Communication Program. This document outlines how each of the requirements set forth in the OSHA Hazard Communication Standard (H.C.S.), 29 CFR 1910.1200 will be met at this facility.

## II. Container Labeling

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University of Alaska Anchorage, Matanuska-Susitna College \_\_\_\_\_

(name of department)

will meet the H.C.S. requirements for container labeling in this facility in the following manner:

- A. All employees using containers will be responsible for ensuring labeling of in-plant containers.
- B. Each container of hazardous material in this facility received from an outside supplier will be clearly labeled with:
  - 1. Identity of hazardous chemicals(s).
  - 2. Appropriate hazard warnings.
  - 3. Name and address of the manufacturer.
- C. Each non-empty container of hazardous materials in the facility, including mixing tanks, storage tanks, drums, bags, bottles, and boxes will have a label attached to it.
- D. Labels provided by vendors on incoming containers will not be defaced or removed.

University of Alaska Anchorage, Matanuska-Susitna College \_\_\_\_\_

(name of department)

does not accept shipments of hazardous material without proper labeling. Any containers of hazardous materials that are received without proper labeling will be impounded in a designated area of the facility and will not be released for use until such time as proper labels can be applied. If vendor labels are not available, a special label bearing the information stated in "B" above should be filled out and attached. Portable container labels may be used for this purpose. (See page 3 of the Hazard Communication Handbook for a sample of a portable container label).

- E. Whenever hazardous materials are transferred into portable containers, the person transferring the material should attach a portable container label to the new container. The label must include

the name of the product, identity of the hazardous chemical contained, and applicable hazard warnings. If the person transferring the material is uncertain of the identity of the material and the applicable hazard warnings, he or she should contact his or her Department Supervisor.

### **III. Material Safety Data Sheets**

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University of Alaska Anchorage, Matanuska-Susitna College \_\_\_\_\_

(name of department)

meets the H.C.S. requirements for Material Safety Data Sheets (MSDSs) as an employer in the following manner:

- A. Department Supervisor will be responsible for maintaining the file of MSDSs at this facility. These MSDSs will be kept in work area or call 1/800-451-8346 and will be organized by product name, which is the same name on the product label on the container.
- C. Department Supervisor will review the MSDSs as they are received for new information and accuracy. If any parts of the MSDSs are missing or incomplete, the Department Supervisor should request a new MSDS from the manufacturer. If the requested new MSDS is not received or complete, the Department Supervisor should notify OSHA. If new hazard and/or safety information is received on a MSDS, the Department Supervisor is responsible for informing employees of the new information on hazards or safety introduced into their work area.
- D. MSDSs are available to all employees for review during each work shift in their area. An employee may refer to an MSDS by requesting access through the Department Supervisor.

### **IV. Employee Information and Training**

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University of Alaska Anchorage, Matanuska-Susitna College \_\_\_\_\_

(name of department)

meets the H.C.S. requirements for employee information and training in the following manner:

- A. Department Supervisor provides employees with information and training on hazardous chemicals in their work area at the time of their initial assignment.
- B. Department Supervisor will be responsible for conducting Hazard Communication training sessions for employees at this facility.
- C. The Hazard Communication Information and Training Program will be accomplished at this facility through video-taped instruction, discussion of items specific to this facility, and a written review. Department Supervisor will have a copy of the Hazard Communication Handbook to refer to if employees have any questions.
- D. An outline of the training sessions provided at this facility is as follows:
  - Explain the OSHA Hazard Communication Standard.
  - Educate employees about operations in their work area where they may come into contact with hazardous chemicals.

- Explain how to read a label for hazard information.
- Explain how to recognize a hazard warning.
- Review Material Safety Data Sheets and their use.
- Explain where and how to access the Written Hazard Communication Program as well as Material Safety Data Sheets.

E. Attendance will be recorded for participation in the training session and will be kept on file by the Department Supervisor.

F. For information and training about hazards associated with non-routine tasks, see Section VI, titled: Hazards of Non-Routine Tasks.

## **V. List of Hazardous Chemicals**

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University of Alaska Anchorage, Matanuska-Susitna College \_\_\_\_\_  
 (name of department)

meets the H.C.S. requirements for the List of Hazardous Chemicals in the following manner:

A. The list of known hazardous chemicals for this facility will be maintained by the Department Supervisor and kept on file in their work area or call 1/800-451-8346. Department Supervisor will provide a copy of the MSDSs for their department to the UAA, Mat-Su College, Maintenance Department.

B. More information on each hazardous chemical can be found by reviewing the MSDS for that product.

## **VI. Hazards of Non-Routine Tasks**

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University of Alaska Anchorage, Matanuska-Susitna College \_\_\_\_\_  
 (name of department)

meets the H.C.S. requirements of informing employees about the hazards of non-routine tasks in the following manner:

A. It is the policy of UAA, Mat-Su College \_\_\_\_\_ (name of department) to inform employees of potential hazards associated with non-routine tasks and work on or with unlabeled pipes and to advise them of the necessary personal protective equipment to accomplish such tasks.

B. Employees are informed of these hazards by contacting the Department Supervisor prior to starting work. Upon contacting the Department Supervisor, the following procedure will be followed:

1. Discuss potential hazards of activity.
2. Review the MSDS of any hazardous chemical involved in the non-routine work.
3. Review safety precautions that should be taken during this activity.

## VII. On-Site Contractors

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UAA, Mat-Su College Maintenance Department meets the H.C.S. requirements for informing on-site contractors about hazardous chemicals to which their employees may be exposed in the following manner:

- A. It is the responsibility of the UAA, Mat-Su College Maintenance Department to furnish the on-site contractor with the following:
  - Description of hazardous chemicals to which the contractor's employees may be exposed.
  - Suggestions for appropriate protective measures.
- B. Likewise, on-site contractors will furnish the UAA, Mat-Su College Maintenance Department with the following:
  - Description of hazardous chemicals brought onto UAA, Mat-Su College property to which UAA, Mat-Su College employees may be exposed.
  - Suggestions for appropriate protective measures.
- C. The contractor must sign a statement (see page 8 for sample statement) that they have read and agreed to follow the policy outlined above, that they have been informed of hazardous chemicals to which their employees may be exposed, and that they have provided the Department Supervisor with the information about **any hazardous chemicals being brought onto UAA, Mat-Su College's** property.
- D. UAA, Mat-Su College reserves the right to stop the work of a contractor if compliance with this policy is inadequate until all applicable safety and health procedures are implemented by the contractor and the contractor is in compliance with UAA, Mat-Su College's policy.

Note: The requirements of this section do not apply to contractors who provide temporary employees to UAA, Mat-Su College.

## VIII. Access to Written Program

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University of Alaska Anchorage, Matanuska-Susitna College \_\_\_\_\_

(name of department)

meets the H.C.S. requirements for access to the Written Hazard Communication Program in the following manner:

- A. An employee may review this Written Hazard Communication Program by requesting access through the Department Supervisor.
- B. The Written Hazard Communication Program will be kept by the Department Supervisor in their work area.

## IX. Hazard Determination Procedures

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University of Alaska Anchorage, Matanuska-Susitna College \_\_\_\_\_  
(name of department)

meets the H.C.S. requirements for access to the written hazard determination procedures in the following manner:

- A. The hazard determination for all chemicals used at this facility is performed by the Department Supervisor and kept on file in their work area or call 1/800-451-8346.
- B. If anyone has questions about this Written Program, they should contact the Department Supervisor
- C. The implementation of the procedures in this program will be monitored by the Department Supervisor to assure the effectiveness of the program.

Supervisor's Signature \_\_\_\_\_ Title: \_\_\_\_\_

Implementation Date: \_\_\_\_\_