

OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY  
5255 Hampton Blvd. • Spong Hall, suite 2504 Norfolk, Virginia 23529  
Phone: (757) 683-495 • Fax: (757) 683-6025

Occupational Safety & Health • Environmental Health • Laboratory Safety • Industrial  
Hygiene • Radiation Safety • Hazardous Waste • Pollution Prevention

---

# Hazard Communication Program (HAZCOM)

Administered by

Environmental Health and Safety Office

Revision Date: August 2023

Reviewed on August 2024

## Table of Contents

<u>Section</u>	<u>Page</u>
I. Responsibilities	1
II. Introduction	2
III. Hazardous Chemical Inventory	3
IV. Hazardous Non-Routine Tasks	3
V. Unlabeled Pipes	4
VI. Informing Contractors / Temporary Help	4
VII. Labeling	4
VIII. Safety Data Sheets	6
IX. Employee Information & Training	8
X. Definitions	9
XI.	



## I. INTRODUCTION

The Occupational Safety and Health Administration (OSHA) issued the Hazard Communication Standard (29 CFR 1910.1200) to ensure that the hazards of all chemicals produced, imported, or used in the workplace, are evaluated, and that this hazard information is transmitted to affected employers and employees. The goal of the Hazard Communication (HAZCOM) Standard is to establish uniform requirements that will aid in reducing the number of chemically related occupational illnesses and/or injuries.

Chemical manufacturers and importers are required to convey chemical hazard information to employers by means of labeling and Safety Data Sheets (SDS). Employers are required to have a HAZCOM Program which will provide hazard information to their employees by means of container labeling, SDS training, a written HAZCOM Program, and other forms of warning. These requirements will allow employees to participate in and support the protective measures instituted in their workplace.

Old Dominion University (ODU) is firmly committed to providing each of its employees a safe and healthful working environment. In order to achieve this goal and to comply with OSHA's HAZCOM Standard, this written program has been developed for ODU's work areas, other than laboratories, where chemical hazards are encountered. This program is generic and is designed to be augmented with department-specific information. A copy of this written program will be available for employee review in a location that is readily accessible to them during their work shifts. A copy of this program will also be available in the Environmental Health and Safety Office (EHSO).

Many workplace procedures require the use of chemicals that have potentially hazardous properties. When using these chemicals, all employees must be aware of the identity, toxicity and other hazardous properties of the chemicals, in order to adequately protect themselves. This written HAZCOM Program contains an inventory of all hazardous chemicals used in the work area, SDS for these chemicals, and the details of ODU's hazardous chemical labeling policy. It also contains the training procedures that have been established, the means by which ODU informs employees of the hazards associated with routine tasks, and the way in which ODU informs outside contractors of the hazards to which their employees may be exposed.

Access to this written HAZCOM Program is given to employees of ODU, their designated representatives, the Assistant Secretary of Labor for Occupational Safety and Health, and the Director of the National Institute for Occupational Safety and Health (NIOSH) in accordance with 29 CFR 1910.20.

The success of this HAZCOM Program depends greatly upon the extent of cooperation given by every employee. It is the responsibility of every employee to be alert to the potential hazards of all materials in their workplace, to consult the SDS

for the specifics concerning the hazardous chemicals with which they work, and to

NOTE: If other employees are in the area during the performance of the hazardous non-routine task, be sure they are informed of what is going on. If possible, post and rope off the work area if there is a potential of accidental exposure.

IV. UNLABELED PIPES

Pipes in which chemicals are transferred are not required to be labeled; however, the employee needs to be aware of potential hazards. Prior to starting work in areas housing unlabeled pipes, the employee shall contact the EHSO to determine the identity of the chemical in the pipes, the potential hazards associated with the chemical, and the safety precautions that should be implemented.

V. INFORMING CONTRACTORS AND/OR TEMPORARY HELP

A. Temporary help will be treated as a new employee and must be provided all of the orientation and training required of a new employee placed in a work area of the university where products are used that contain hazardous substances.

B. Sub-Contractors the EHSO is responsible for providing sub-contractors with  
dEop(d) 2(h)g w)ite(u 7p2(C)M > B)gSO)ld 443(m(v))-(2)tg2(QM)pl(t)2-4(6)2p)9

7. The appropriate hazard warnings for employee protection, e.g. , any words, pictures, symbols, or combination thereof, which convey the hazards associated with the chemical(s) in the container.
8. The manufacturer's name, address, and phone number.

for that substance. In addition, all contractors will be required to label all containers of contractor owned chemicals to ensure that they are labeled in accordance with the HAZCOM Standard.

## VII. SAFETY DATA SHEETS

Safety Data Sheets (SDS) are a key element in the HAZCOM Program. They are designed to provide workers with the information needed to establish safe working procedures when using hazardous chemicals.

The HAZCOM Program Representative is responsible for obtaining and maintaining the SDS system for their work area. The Program Representative will review new and revised SDS for health and safety information. In addition, the Program Representative will forward a copy of new or revised SDS to the EHSO. Any new or significant change in health and safety information will be given to the appropriate supervisors for dissemination to affected employees.

The Program Representative from each work area will keep SDSs on file for hazardous chemicals used or stored in that area. If a SDS is not on file for a hazardous chemical, the Program Representative or supervisor will request one from the manufacturer.

EHSO has a contract agreement with Campus Optics SDSs are managed electronically, which automates the task of keeping those binders up to date.

According to the HAZCOM Standard, all SDSs must be in English and must contain the following information:

1. Identity (as used on Label)

A) If the chemical is a mixture, the chemical name and the following information:



- b) The chemical and common name(s) of ingredients which have been determined to be health hazards, and which comprise less than 1% (0.1% for carcinogens) of the mixture, if there is evidence that the ingredient(s) could be released from the mixture in concentrations which would exceed an established OSHA permissible exposure limit or ACGIH Threshold Limit Value, or could present a health risk to employees; and
- c) The chemical and common name(s) of ingredients which have been determined to present a physical hazard when present in the mixture.

2. Physical and Chemical Characteristics

Physical and chemical characteristics of the hazardous chemical, such as vapor pressure and flash point.

3. Physical Hazards

The physical hazards of the hazardous chemical including the potential for fire, explosion, and reactivity.

4. Health Hazards

The health hazards of the hazardous chemical, including signs and symptoms of exposure, and any medical conditions which are generally recognized as being aggravated by exposure to the chemical.

5. Routes of Entry

The primary routes of entry of the chemical into the body, such as inhalation, ingestion, or skin/eye absorption.

6. Exposure Limits

The OSHA permissible exposures limit (PEL), ACGIH Threshold Limit Value (TLV), and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the SDS

7. Carcinogenicity

A chemical is considered a carcinogen if it is listed in the National Toxicology Program (NTP) Annual Report on Carcinogens (latest edition), or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest edition), or by OSHA.





***Pictogram*** means 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. Eight pictograms are designated under this standard for application to a hazard category.

***Portable container*** means a container to which hazardous chemicals are transferred for use during a work period (i.e. 8 hours).

***Supervisor*** means any employee responsible for other employees in a designated work area.

***Work area*** means a room or defined space in a workplace where hazardous chemicals are produced, used, and/or stored where employees are present.

## Hazard Communication Standard Pictograms and Hazards

Health Hazard	Flame	Exclamation Mark
<ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (NonMandatory)</li> </ul>
<p>Gas Cylinder</p> <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<p>Corrosion</p> <ul style="list-style-type: none"> <li>• Skin Corrosion/Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<p>Exploding Bomb</p>



sMC / g ( )To<</MC h.088 (ere)CCID/MCID 6 >b]21.3 Td ( )Tj EMC

## APPENDIX B

APPENDIX C  
CONTAINER LABELING

Label required for ODU Hazardous Waste / Unwanted chemicals

HAZARDOUS WASTE	
Chemical Name(s)	Amount

Chemical Hazard Classification:  
X Flammable Corrosive 15



APPENDIX D

LABORTORY DOOR SIGN REQUEST FORM

# Laboratory Door Sign Request

Date \_\_\_\_\_

## General Information

Building:	Rm:
-----------	-----

**Contact**

**Office Phone**

**Emergency Phone**