



# HAZARD COMMUNICATION PROGRAM

**Prepared By:**  
**Triumvirate Environmental**

**Developed: October 2016**

## **Program Approval**

\_\_\_\_\_  
Flagler College CFO / VP of Business Services

\_\_\_\_\_  
Date

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Environmental Health and Safety Manager

\_\_\_\_\_  
Date

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Most Recent Update: May 23, 2018**

**Table of Contents**

1.0 Program Introduction ..... 6

    1.1 Introduction..... 6

    1.2 Materials Not Covered by the Hazard Communication Program..... 6

    1.3 Hazardous Materials Inventory ..... 7

2.0 Safety Data Sheets (SDS) ..... 8

    2.1 Introduction..... 8

    2.2 Obsolete Materials ..... 8

    2.3 Internet Access to Safety Data Sheets..... 9

3.0 Product Labels and Other Forms of Warning ..... 10

    3.1 Container Labels on Shipped Containers..... 10

    3.2 Container Labels on Workplace Containers:..... 10

    3.3 "Secondary" Containers ..... 11

    3.4 Label Maintenance..... 12

    3.5 Stationary Vessels ..... 12

4.0 Training ..... 13

    4.1 Faculty/Staff Information and Training ..... 13

    5.1 Flagler Responsibilities ..... 15

    5.2 Departmental Responsibility ..... 15

    5.3 Contractor's Responsibility ..... 15

6.0 Non-Routine Tasks ..... 16

    6.1 Non-Routine Task Evaluation Process ..... 16

7.0 Unlabeled Pipes ..... 17

8.0 Responsibilities ..... 18

    8.1 Hazard Communication/EHS Coordinator or Designee ..... 18

    8.2 Department Head Supervisor ..... 18

    8.3 Facilities Department..... 19

    8.4 Faculty/Staff..... 19

    8.5 Shipping & Receiving ..... 19

9.0 Related Programs..... 20

10.0 Written HCP Review..... 21

APPENDIX A - ..... 22

HAZARDOUS MATERIALS INVENTORY FORM..... 22

APPENDIX B - ..... 23

READING and UNDERSTANDING SAFETY DATA SHEETS..... 23

APPENDIX C - ..... 28  
2012 HAZARD COMMUNICATION STANDARD REVISIONS - LABEL DEFINITIONS  
AND PICTOGRAMS..... 28  
APPENDIX D - ..... 29  
HAZARD COMMUNICATION TRAINING ..... 29  
APPENDIX E - ..... 30  
HAZARD COMMUNICATION SUMMARY ..... 30

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## 1.0 Program Introduction

### 1.1 Introduction

In the continuing effort of Flagler College to reduce exposure to hazardous materials and control risks to the employees, Flagler College located in St. Augustine, Florida has developed and implemented this Hazard Communication Program (HCP). The HCP is designed to provide information about hazardous chemicals used by various departments including, maintenance shops, shipping and receiving, art centers, science buildings, custodial areas, and fuel and storage locations; and appropriate preventive and protective measures. This written program complies with the requirements of the current federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR 1910.1200).

Revisions to the standard were finalized in March 2012. As a result, changes in labeling and Safety Data Sheets and new training requirements will require implementation in accordance with the effective dates set forth in the 2012 regulations. This plan conforms to the current OSHA standard and as appropriate incorporates and references the 2012 changes.

### 1.2 Materials Not Covered by the Hazard Communication Program

The HCP does not apply to the following:

- Hazardous Waste as defined by Solid Waste Disposal Act and the Resource Conservation and Recovery Act when subject to regulations issued under that Act by the Environmental Protection Agency;
- Any hazardous substance as defined by the Comprehensive Environmental Response, Compensation and Liability Act when the hazardous substance is the focus of remedial or removal action begin conducted in accordance with Environmental Protection Agency regulations;
- Tobacco or tobacco products;
- Wood or wood products, including lumber which will not be processed;
- Articles ("Article") means a manufactured item other than a fluid or particle:
  - (i) which is formed to a specific shape or design during manufacture;
  - (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and

- (iii) which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical defined in the OSHA Hazard Communication Standard paragraph (d), and does not pose a physical hazard or health risk to employees.;
- Food or alcoholic beverages which are sold, used, or prepared in a retail establishment intended for personal consumption by employees while in the workplace;
  - Any drug, as defined by the Federal Food, Drug, and Cosmetic Act when it is in solid, final form for direct administration to the patient (e.g., tablets or pills); drugs which are packaged by the chemical manufacturer for sale to consumers in a retail establishment (e.g., over-the-counter drugs); and drugs intended for personal consumption by employees while in the workplace (e.g., first aid supplies);
  - Cosmetics are packaged for sale to consumers and those intended for personal consumption by employees while in the workplace;
  - Any consumer product or hazardous substance, where it is used in the workplace for the purpose intended by the manufacturer and the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended;
  - Nuisance particulates where the chemical manufacturer or importer can establish that they do not pose any physical or health hazard covered under this section;
  - Ionizing and non-ionizing radiation; and,
  - Biological hazards.

### **1.3 Hazardous Materials Inventory**

The Environmental, Health, and Safety Coordinator will develop, maintain and update, as appropriate, an inventory of hazardous materials available for use by department employees. See Appendix A for the appropriate inventory list format. The department's Hazardous Material Inventory lists each material maintained by the department, as identified on the current Safety Data Sheets and container label. Materials no longer present are deleted from the list and new materials are added at least annually by the Hazard Communication/EHS Coordinator or their designee. This inventory is available to all employees during regular work hours and is located in the EHS office.

## 2.0 Safety Data Sheets (SDS)

### 2.1 Introduction

The EHS Coordinator maintains and updates Safety Data Sheets (SDS), formerly referred to as Material Safety Data Sheets prior to the 2012 Hazard Communication Standard revisions, for each hazardous chemical currently in use by the department. See Section 2.2 for obsolete materials and their SDS.

The Hazard Communication/EHS Coordinator or their designee is responsible for maintaining and updating the SDS file(s). If an SDS is not on file, the Hazard Communication/EHS Coordinator or their designee will request the SDS from the manufacturer, importer or distributor of the product. The initial request may be made by telephone. Subsequent requests will be made in writing. These requests must be documented and maintained in the EHS office. If, after two requests, the SDS has not been obtained, assistance may be sought from the Regional Customer Service Manager- Caribbean and Latin America office.

Flagler College relies on the initial hazard evaluation performed by the manufacturer, importer or distributor of the product. The SDSs, maintained by the EHS Coordinator, shall comply with 29 CFR 1910.1200 (g).

At Flagler College, chemical locations/ SDS book can be found in the various rooms where hazardous chemicals are stored. These books will be updated as needed during the year. The SDS books must be accessible to each employee.

See Appendix B for additional information on reviewing and understanding SDSs.

### 2.2 Obsolete Materials

SDSs for products that are no longer used by Flagler College will be kept and archived for the required 30 year period.

### **2.3 Internet Access to Safety Data Sheets**

Flagler College will maintain a central file of SDSs. However, as an additional resource, employees can find SDSs for many products through the Internet. One SDS Internet source can be found at <http://www.hazard.com/>. Another, the science department uses for an inventory database and new chemical orderings is [www.Quartzy.com](http://www.Quartzy.com), which has limited access by invite, but records are kept here.

## 3.0 Product Labels and Other Forms of Warning

### 3.1 Container Labels on Shipped Containers

Chemical manufacturers, importers or distributors are responsible for ensuring that each container of hazardous chemicals is appropriately labeled, tagged or marked in accordance with the Hazard Communication Standard. They are required to comply with the modified provisions of the 2012 revisions by no later than June 1, 2015. Labeling requirements are intended to provide users with information concerning the potential hazards of the chemicals being used and providing information needed to permit an employee to locate the corresponding SDS. The 2012 labeling revisions require containers to be labeled, tagged or otherwise marked with the following information:

- Product Identifier;
- Signal Word;
- Hazard Statement(s);
- Pictogram(s);
- Precautionary Statement(s);
- Name, address and telephone number of manufacturer, importer or other responsible party.

**NOTE: Although full compliance with the 2012 labeling requirements is not required until June 2015, it is likely that chemicals purchased prior to 2015 will be labeled in accordance with the revised standard and will differ from those previously purchased, as manufacturers and distributors begin revising them accordingly. See Appendix C for definitions of the labeling terms above and the pictograms associated with each hazard classification under the 2012 Hazard Communication standard revisions.**

### 3.2 Container Labels on Workplace Containers:

Labels on all workplace containers will include the following; Product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the HCP, will provide faculty/staff with the specific information regarding the physical and health hazards of the hazardous chemical. Flagler College currently uses the National Fire Protection Association (NFPA) 704 Diamond standard and the Hazard Material Identification System (HMIS) for rating chemical hazards. The system uses 0 through 4

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numerics, with 4 regarded as the greatest in severity. All hazardous chemicals will be rated for health hazards, fire hazards, and reactivity using this standard, as follows:

**Health Hazards (Blue)**

- 4 = Deadly
- 3 = Extreme Danger
- 2 = Hazardous
- 1 = Slightly Hazardous
- 0 = Normal Material

**Fire Hazards - Flash Points (Red)**

- 4 = Below 73°F - Extremely Flammable
- 3 = Below 100°F - Flammable
- 2 = Above 100°F - Not exceeding 200°F - Combustible
- 1 = Above 100°F - Slightly combustible
- 0 = Will not burn

**Reactivity (Yellow)**

- 4 = May detonate
- 3 = Shock and heat may detonate
- 2 = Violent chemical change
- 1 = Unstable if heated
- 0 = Stable

**Other (White)**

This section of the label is used for contact information, personal protective equipment designations or chemical incompatibilities.

(e.g. - W, OX, COR, )

\*All hazardous chemical containers must use this rating system. This includes secondary containers in which a chemical has been transferred from the original manufacturer's bulk container to the user's smaller container.

**NOTE: Workplace labeling will be revised in accordance with the 2012 Hazard Communication Standard revisions.**

**3.3 "Secondary" Containers**

*Containers* intended only for the immediate use (within the work shift) of an faculty/staff performing a transfer from a labeled container do not require labeling. If the product will be

used for more than one work shift or will leave the control of the faculty/staff performing the transfer, the secondary container must be labeled in accordance with Section 3.2.

### **3.4 Label Maintenance**

No one shall intentionally deface or obscure container labels or hazard warnings on incoming containers of hazardous materials. Department heads supervising faculty/staff using hazardous materials are responsible for ensuring that labels are legible on all containers in their work area.

### **3.5 Stationary Vessels**

Stationary vessels containing hazardous materials must also be labeled. Signs, placards, operating procedures, or other written materials may be used in lieu of affixing labels or signs to stationary process containers. This is permitted so long as the alternative method identifies the containers to which it is applicable and conveys the information described in Section 3.2, above, on a label. The written materials must be readily accessible to the faculty/staff in their work area throughout each work shift.

## 4.0 Training

All faculty/staff potentially exposed to hazardous materials in the various departments including, maintenance shops, shipping and receiving, art centers, science buildings, custodial areas, and fuel and storage locations must be provided with training prescribed in OSHA's Hazard Communication Standard. The Hazard Communication/EHS Coordinator or their designee is responsible for determining who is required to receive training and for maintaining attendance records for both general and department-specific training.

### 4.1 Faculty/Staff Information and Training

Flagler College's Hazard Communication training program outline is provided in Appendix D. Requirements of the Hazard Communication Standard include:

#### **Mandatory for all new hires including temporary help:**

Prior to exposure or use of hazardous materials, all new employees will be trained to the OSHA Hazard Communication Standard.

The EHS Coordinator will conduct this training and is responsible for training documentation (see training record, Appendix E) and maintenance of these training records.

Information and training provided, as outlined in Appendix D, will include:

1. The Hazard Communication Standard faculty/staff information and training requirements;
2. Any operations in work areas where hazardous chemicals are present;
3. The location and availability of the HCP, including the lists of hazardous chemicals and Safety Data Sheets;
4. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
5. The physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, as applicable, of the chemicals in the work area;
6. The measures faculty/staff can take to protect themselves from these hazards, including specific procedures implemented to protect workers from exposure such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and

7. The details of the HCP developed by Flagler College, including an explanation of the labels received on shipped containers and the workplace labeling system used by the faculty/staff; the safety data sheet, including the order of information and how faculty/staff can obtain and use the appropriate hazard information.

**NOTE: Additional training on hazardous chemicals must occur whenever a new hazard is introduced into the work area or upon worker transfer to a new area, as necessary.**

## 5.0 Contractor Requirements

### 5.1 Flagler Responsibilities

If a contractor is likely to encounter a hazardous chemical during the course of their work at Flagler College if hired by Flagler College will provide to the contractor a copy of the HCP, the chemical inventory and the opportunity to review SDS on file for hazardous chemicals used or stored.

### 5.2 Departmental Responsibility

Each Department within Flagler College is responsible for determining if a contractor will encounter hazardous chemicals during the course of their work at the facility. If they will, the Department must contact the EHS Coordinator who will provide the contractor with the following information:

- Safety data sheets for each hazardous chemical the other employer(s)' employees may be exposed to while working;
- Precautionary measures to protect employees during normal operating conditions and in foreseeable emergencies; and
- The labeling system used in the workplace

### 5.3 Contractor's Responsibility

The contractor is expected to inform and provide Flagler College with a chemical inventory and SDS' for the materials that they will bring to the facility or use in the work area during the course of their work at Flagler College. The contractor must also provide information on the location of chemical use and storage to the EHS Coordinator. The contractor is responsible for the removal of all unused portions of the chemicals and their waste products from the facility.

## 6.0 Non-Routine Tasks

Special hazards which faculty/staff may encounter when performing non-routine duties in the course of their work must be discussed with the faculty/staff member before the job begins. It is the EHS Coordinator’s responsibility to ensure that faculty/staff receive the necessary specialized training. Information that must be provided includes safe handling, personal protective equipment, appropriate exposure monitoring, and other appropriate control measures.

Assistance in evaluating the hazards of non-routine tasks and determining the appropriate precautions and protective measures is available through the EHS office.

Non-routine tasks may include but are not limited to the following: working on, near, or with unlabeled piping, unlabeled containers of an unknown substance, confined space entry where a hazardous substance may be present and/or a one-time task using a hazardous substance differently than intended (example: using a solvent to remove stains from tile floors), etc.

### 6.1 Non-Routine Task Evaluation Process

The EHS Coordinator will evaluate all non-routine tasks before the task commences, to determine all hazards present. This determination will be conducted through the EHS office with quantitative/qualitative analysis (air sampling, substance identification/analysis, etc., as applicable).

- Step 1: Evaluate the hazard(s)
- Step 2: Identify and Develop Appropriate Precautions
- Step 3: Develop Specific Training & Documentation
- Step 4: Conduct Training
- Step 5: Confirm understanding of training, respond to questions and ensure employee is prepared to safely perform task.
- Step 5: Perform Task
- Step 6: Review Operation (Make appropriate changes to Non-Routine Task Evaluation and Execution process to ensure continuous improvement.)
- Step 7: Document Process

## 7.0 Unlabeled Pipes

The Facilities Department will either color code or label all piping that contains hazardous materials. If any new piping is added to the facility that may contain hazardous materials they will be labeled and/or color coded according to OSHA requirements.

## 8.0 Responsibilities

### 8.1 Hazard Communication/EHS Coordinator or Designee

- Coordinates and administers the HCP for the department;
- Acts as primary point of contact for employees with questions related to hazard communication;
- Maintains hazardous materials inventory and reviews annually;
- Acquires and maintains required SDS;
- Maintains records of general and department-specific employee training;
- Provides appropriate personal protective equipment;
- Provides contractors with necessary information, upon request;
- Obtains information from contractors regarding chemicals they will use in work areas in coordination with Flagler College;
- Develops and provides general training and assists supervisors with specific training, when necessary;
- Provides attendance records for training
- Conducts employee chemical exposure monitoring, where appropriate;
- Reviews written HCP at least annually.

### 8.2 Department Head Supervisor

- Informs Hazard Communication/EHS Coordinator [or designee] of new chemical purchases, to aid in maintenance of chemical inventory;
- Provides SDSs received to Hazard Communication/EHS Coordinator [or designee];
- Ensures containers are properly labeled;
- Ensures faculty/staff attend required general training provided by the Hazard Communication/EHS Coordinator [or designee];
- Provides chemical and area-specific training to faculty/staff with assistance from the Facilities Department, as needed;
- Ensures faculty/staff receive necessary specialized training for non-routine tasks.

### 8.3 Facilities Department

- Assists departments in developing and implementing the HCP;
- Assists departments in obtaining SDSs, when necessary;
- Provides advice or access to technical resources on health and safety issues related to chemical safety and handling;
- Periodically audits the HCP.

### 8.4 Faculty/Staff

- Attend Hazard Communication training;
- Does not deface container labels;
- Labels new containers not meeting the definition of process containers appropriately;
- Reviews container labels and SDSs for products before using them;
- Uses personal protective equipment appropriately;
- Works with hazardous chemicals in a safe manner, following guidelines outlined in training.

### 8.5 Shipping & Receiving

- Ensure labels are not removed or defaced on all received containers;
- Distribute SDSs received with shipments to appropriate departments;

## 9.0 Related Programs

### **Emergency Response / Emergency Evacuation -**

See Flagler College's Comprehensive Emergency Response Plan (CERP) or Emergency Action Plan (currently being developed)

## 10.0 Written HCP Review

This written HCP will be reviewed by Hazard Communication/EHS Coordinator or their designee at least annually.

Next Review is due: \_\_\_\_2017\_\_\_\_

Reviewed: [ February 2, 2017 ]

Reviewer: \_\_\_\_Travis Nierendorf\_\_\_\_

Next Review is due: \_\_\_\_2018\_\_\_\_

Reviewed: [ May 23, 2018 ]

Reviewer: \_\_\_\_Travis Nierendorf\_\_\_\_

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Reviewed: [ ]

Reviewer:\_\_\_\_\_

Next Review is due: \_\_\_\_2020\_\_\_\_

Reviewed: [ ]

Reviewer:\_\_\_\_\_

Next Review is due: \_\_\_\_2021\_\_\_\_

Reviewed: [ ]

Reviewer:\_\_\_\_\_



## APPENDIX B -

### READING and UNDERSTANDING SAFETY DATA SHEETS

The federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, requires users of products with hazardous constituents to obtain Safety Data Sheets (SDSs) from the manufacturer and maintain them in such a way that they are readily accessible to users. A system is available to catalogue SDSs when received. If an SDS is not received with a shipment, it may easily be obtained by requesting one from the manufacturer. In many cases, the SDS may have been sent to the "Safety Officer", and may have been received by the Shipping and Receiving Department or the Facilities Department. Several chemical distributors have SDSs available through the Internet.

While the format of these data sheets currently varies from manufacturer to manufacturer, certain components appear on each sheet. Please note that revisions to the Hazard Communication Standard promulgated in March 2012 require manufacturers/importers to use a standardized format and minimum information required on all SDSs by no later than December 1, 2015.

The 16-section standardized SDS includes the following information which may be found in a different order and format in current SDSs as noted above.

#### **1. Identification**

- (a) Product identifier used on the label;
- (b) Other means of identification;
- (c) Recommended use of the chemical and restrictions on use;
- (d) Name, address, and telephone number of the manufacturer, importer, or other responsible party;
- (e) Emergency phone number.

#### **2. Hazard(s) Identification**

- (a) Classification of the chemical in accordance with paragraph (d) of 1910.1200;
- (b) Signal word, hazard statement(s), symbol(s), and precautionary statement(s). Hazard symbols may be provided as graphical reproductions in black and white or the name of the symbol.; e.g., flame, skull and crossbones, etc.

- (c) Describe any hazards not otherwise classified;
- (d) Where an ingredient with unknown acute toxicity is used in a mixture at a concentration  $\geq 1\%$  and the mixture is not classified based on testing of the mixture as a whole, a statement that X% of the mixture consists of ingredient(s) of unknown acute toxicity.

### **3. Composition/information on ingredients**

Except as provided for in 1910.1200 on trade secrets:

#### **For Substances**

- (a) Chemical name;
- (b) Common name and synonyms;
- (c) CAS number and other unique identifiers;
- (d) Impurities and stabilizing additives which are themselves classified and which contribute to the classification of the substance.

#### **For Mixtures**

In addition to the information required for substances:

- (a) The chemical name and concentration (exact percentage) or concentrations of all ingredients which are classified as health hazards in accordance with paragraph (d) of 1910.1200 and
  - (1) are present above their cut-off/concentration limits; or
  - (2) present a health risk below the cut-off/concentration limits.
- (b) The concentration (exact percentage) shall be specified unless a trade secret claim is made, when there is batch-to-batch variability in the production of the mixture, or for a group of substantially similar mixtures with similar chemical composition.

### **4. First Aid Measures**

- (a) Description of necessary measures, subdivided according to the different routes of exposure, i.e., inhalation, skin and eye contact, and ingestion;
- (b) Most important symptoms/effects, acute and delayed;
- (c) Indication of immediate medical attention and special treatment needed, if necessary.

**5. Fire-Fighting Measures**

- (a) Suitable (and unsuitable) extinguishing media;
- (b) Specific hazards arising from the chemical (e.g., nature of any hazardous combustion products).

**6. Accidental Release Measures**

- (a) Personal precautions, protective equipment, and emergency procedures;
- (b) Methods and materials for containment and cleaning up.

**7. Handling and Storage**

- (a) Precautions for safe handling.

**8. Exposure Controls/ Personal Protection**

- (a) OSHA permissible exposure limit (PEL), American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Value (TLV), and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the safety data sheet, where available;
- (b) Appropriate engineering controls.

**9. Physical and Chemical Properties**

- (a) Appearance (physical state, color, etc.);
- (b) Odor;
- (c) Odor threshold;
- (d) pH;
- (e) Melting point/freezing point;
- (f) Initial boiling point and boiling range;
- (g) Flash point;
- (h) Evaporation rate;
- (i) Flammability (solid, gas);
- (j) Upper / lower flammability or explosive limits;
- (k) Vapor pressure;
- (l) Vapor density;
- (m) Relative density;

- (n) Solubility(ies);
- (o) Partition coefficient: n-octanol/water;
- (p) Auto-ignition temperature;
- (q) Decomposition temperature;
- (r) Viscosity.

#### **10. Stability and Reactivity**

- (a) Reactivity;
- (b) Chemical stability;
- (c) Possibility of hazardous reactions;
- (d) Conditions to avoid (e.g., static discharge, shock, or vibration);
- (e) Incompatible materials;
- (f) Hazardous decomposition products.

#### **11. Toxicological Information**

Description of the various toxicological (health) effects and the available data used to identify those effects, including:

- (a) Information of the likely routes of exposure (inhalation, ingestion, skin and eye contact);
- (b) Symptoms related to the physical, chemical and toxicological characteristics;
- (c) Delayed and immediate effects and also chronic effects from short- and long-term exposure;
- (d) Numerical measures of toxicity (such as acute toxicity estimates);
- (e) Whether the hazardous chemical is listed in the National Toxicology Program (NTP) 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.

#### **12. Ecological Information (non-mandatory)**

- (a) Ecotoxicity (aquatic and terrestrial, where available);
- (b) Persistence and degradability;
- (c) Bioaccumulative potential;
- (d) Mobility in soil.

**13. Disposal Considerations (non-mandatory)**

Description of waste residues and information on their safe handling and methods of disposal, including the disposal of any contaminated packaging.

**14. Transport Information (non-mandatory)**

- (a) UN number;
- (b) UN proper shipping name;
- (c) Transport hazard class(es);
- (d) Packing group, if applicable;
- (e) Environmental hazards (e.g., Marine pollutant (yes/no));
- (f) Transport in bulk;
- (g) Special precautions, which a user needs to be aware of, or needs to comply with, in connection with transport or conveyance either within or outside their premises.

**15. Regulatory Information (non-mandatory)**

Safety, health and environmental regulations specific for the product in question.

**16. Other information, including date of preparation or last revision**

APPENDIX C -

2012 HAZARD COMMUNICATION STANDARD REVISIONS – LABEL DEFINITIONS AND PICTOGRAMS

**Product Identifier:** the name or number used for a hazardous chemical on a label or in the Safety Data Sheet (SDS). It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

**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 signal words used in this section are “danger” and “warning”. “Danger” is used for the more severe hazards, while “warning” is used for the less severe.

**Hazard Statement:** a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

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

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

HCS Pictograms and Hazards

<p><b>Health Hazard</b></p>  <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>	<p><b>Flame</b></p>  <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>	<p><b>Exclamation Mark</b></p>  <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 (Non-Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>■ Gases Under Pressure</li> </ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>■ Skin Corrosion/Burns</li> <li>■ Eye Damage</li> <li>■ Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>■ Explosives</li> <li>■ Self-Reactives</li> <li>■ Organic Peroxides</li> </ul>
<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>■ Oxidizers</li> </ul>	<p><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>■ Aquatic Toxicity</li> </ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>■ Acute Toxicity (fatal or toxic)</li> </ul>

## APPENDIX D -

### HAZARD COMMUNICATION TRAINING

#### Course Outline - General Training

##### I. OSHA's Hazard Communication Standard

###### A. Purpose and Scope

- *to ensure that the hazards of all chemical produced or imported are classified, and that information concerning the classified hazards is transmitted to employers and employees.*

###### B. Elements of the Standard

1. Hazard Classification - performed by manufacturers, importers, or distributors
2. Labels and Other Forms of Warning
3. Safety Data Sheets (SDS)
4. Written Hazard Communication Program
5. Training

##### II. Health Hazards and Physical Hazards of Chemicals

1. General Toxicology
2. Flammable Materials
3. Compressed Gases
4. Understanding SDSs

##### III. Personal Protective Equipment

1. Eye Protection
2. Glove Selection and Use
3. Respiratory Protection
4. Other PPE as appropriate

##### IV. Chemical Spills

1. Notifications
2. Response Action
3. Support and Organizational Capabilities

## APPENDIX E -

### HAZARD COMMUNICATION SUMMARY

**This Hazard Communication Plan contains the following information and is in compliance with OSHA's Hazard Communication Standard 29 CFR 1910.1200:**

1. The Hazard Communication Standard employee information and training requirements;
2. Any operations in work areas where hazardous chemicals are present;
3. The location and availability of the Hazard Communication Program, including the lists of hazardous chemicals and Safety Data Sheets;
4. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
5. The physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, as applicable, of the chemicals in the work area;
6. The measures workers can take to protect themselves from these hazards, including specific procedures implemented to protect workers from exposure such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and
7. The details of the HCP, including an explanation of the labels received on shipped containers and the workplace labeling system used by Flagler College; the Safety Data Sheet, including the order of information and how workers can obtain and use the appropriate hazard information.

**Original Hazard Communication Training Records are maintained by the EHS Coordinator**

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