



Chemical Hazard Communication Plan

1.0 Purpose

The purpose of the Idaho State University (ISU) Chemical Hazard Communication Plan is to protect human health and safety from the risks associated with hazardous chemical products. This plan details the methods and practices ISU has implemented to ensure chemical hazards and safe handling procedures are effectively communicated.

2.0 Scope

The requirements of the ISU Chemical Hazard Communication Plan apply to all persons at an ISU campus including employees, students, service providers, and visitors. Situations where employees and students representing ISU at non-campus locations are also within the scope of this plan.

Laboratory environments within the scope of the ISU Chemical Hygiene Plan are subject to the requirements of that plan and are NOT covered by the ISU Chemical Hazard Communication Plan.

3.0 Responsibilities

3.1 *ISU Environmental Health and Safety (EHS) Department* – The EHS Department is responsible for the overall management of the Chemical Hazard Communication program at ISU, including communication and maintenance of this plan.

3.2 *ISU Leadership* – All persons in a leadership position at ISU are responsible to ensure that their subordinates (including students) are aware of the requirements of this plan where appropriate and comply with these requirements when applicable.

3.3 *ISU Employees* – Persons employed by ISU (including student employees) are responsible to follow the requirements of this plan. Employees with questions concerning the requirements of this plan should contact their manager or the EHS Department.

- 3.4 *ISU Students (non-employees)* – Students at ISU are responsible to follow the requirements of this plan when advised of applicable requirements by an ISU faculty or staff member. Student questions regarding this plan should be directed to the relevant faculty member, relevant staff member, or the EHS Department.
- 3.5 *ISU Employees Serving as a Point of Contact for Service Provider Activities* – Employees acting as a point of contact for service provider activities at ISU are responsible to ensure their service providers comply with the requirements of this plan.
- 3.6 *Service Providers* – All persons conducting work for ISU are expected to comply with responsible chemical hazard communication practices at least as stringent as the requirements detailed in this Chemical Hazard Communication Plan. Service Provider questions regarding this plan should be directed to the ISU point of contact or the EHS Department.
- 3.7 *ISU Employees Hosting Visitors* – Employees hosting visitors are responsible to determine if visitors may be at risk from hazardous chemicals on site. If visitors may be at risk from hazardous chemicals, ISU hosts are responsible to ensure that visitors are aware of potential hazards and that necessary safety precautions are taken.
- 3.8 *Visitors* – Persons visiting the ISU campus are expected to behave in a safe and responsible manner. Hosts will inform visitors if there is non-compliance with this plan and visitors are expected to respond appropriately.

4.0 Regulatory Basis

This Chemical Hazard Communication Plan is required by the OSHA Hazard Communication Standard found at 29 CFR 1910.1200.

5.0 Standard Operating Procedures

5.1 General Requirements

- 5.1.1 Inventory of Chemical Products – ISU maintains a list of hazardous chemical products on campus in an electronic inventory system titled “Chimera”. The Chimera system is available to chemical users directly online and the information is also provided by EHS upon request.
- 5.1.2 Non-Routine Tasks – Supervisors notify employees of potential hazards whenever a non-routine task will be conducted utilizing a hazardous chemical product that may be new to an employee. The health & safety risks as well as safe handling procedures are reviewed prior to conducting work.
- 5.1.3 Unlabeled Pipes – Employees are instructed to notify their supervisor whenever their work tasks may place them at risk from the contents of an unlabeled pipe. Work is halted until the contents of the pipe are identified and the supervisor confirms any necessary safety measures are implemented.
- 5.1.4 Service Providers
 - 5.1.4.1 Persons providing a service for ISU that are not directly employed by ISU (e.g. – contractors, vendors) are informed by their ISU point of contact if the service to be provided may place their health & safety at risk due to exposure to hazardous chemicals near the site of service.
 - 5.1.4.2 Service providers are required to notify their ISU point of contact prior to performing a service if their service activities may involve hazardous chemicals that may impact the health & safety of persons nearby.
 - 5.1.4.3 Service providers that unexpectedly encounter a potentially hazardous chemical while providing a service for ISU are instructed to immediately minimize the risk of exposure and promptly notify their point of contact or the EHS Department.

5.1.4.4 The ISU point of contact instructs service providers about the availability of Safety Data Sheets for hazardous chemicals managed by ISU.

5.1.4.5 Service providers are required to have a Safety Data Sheet immediately available for hazardous chemicals utilized to provide a service for ISU or otherwise brought onto an ISU campus.

5.1.4.6 The ISU point of contact verifies with the service provider that the service provider's employees are familiar with the hazard communication labeling system utilized at ISU.

5.1.5 Chemical Hazard Communication Plan Availability – The ISU Chemical Hazard Communication Plan is available online at the EHS Department web site. Hard copies are provided by the EHS Department upon request.

5.2 Labels and Other Forms of Warning

5.2.1 Container Labels – Hazardous chemical containers at ISU are required to be labeled by one of the following two methods.

5.2.1.1 The Global Harmonized System labeling format may be utilized including a product identifier, signal word, hazard statement, pictogram, precautionary statements, and manufacturer's contact information.

5.2.1.2 An alternative labeling format may be utilized that effectively identifies the chemical product and related hazards. The most common examples are the NFPA Safety Diamond and the DOT hazardous material shipping labels.

5.2.1.3 Signs and placards can be used instead of labels to identify the contents of tanks.

5.2.2 Label Management

5.2.2.1 Transfer containers must be promptly labeled unless all of the transferred product is immediately used.

5.2.2.2 Labels that have been removed or fallen off must be promptly replaced.

5.2.2.3 Labels must be legible in English. ISU leadership supervising an employee that can not read English should contact the EHS department.

5.2.3 Door Signs – The EHS Department provides many areas at ISU with door signs describing the hazards within. These door signs use the Chimera inventory system to generate a sign that lists the emergency contact for the area and a single NFPA Safety Diamond containing the highest hazard ratings for the chemicals in the area.

5.3 Safety Data Sheets (SDS)

5.3.1 SDS Availability – Safety Data Sheets for hazardous chemical products at ISU are directly available online via the Chimera chemical inventory system. SDSs may also be obtained from the EHS Department upon request either electronically or as a hard copy. Many chemical manufacturers have also established online sites where SDSs are readily available.

5.3.2 SDS Updates – The Chimera chemical inventory system automatically updates SDS files when the SDS is revised by the manufacturer.

5.4 Employee Information and Training

5.4.1 Training Requirement – ISU employees working with hazardous chemicals receive Chemical Hazard Communication Training prior to working with a hazardous chemical product and whenever a new hazardous chemical product is introduced.

5.4.2 Training Content- ISU Chemical Hazard Communication Training contains the following minimum content.

- Requirements of the OSHA Hazard Communication Standard
- A description of hazardous chemicals in the work area
- Availability of the ISU Hazard Communication Plan
- SDS availability for chemicals at ISU
- How to acquire a list of hazardous chemicals in the work area

- How to detect hazardous chemicals in the work area
- Hazards associated with chemicals in the work areas
- Measures to protect health & safety from chemical hazards
- Description of the ISU Chemical Hazard Communication Program

6.0 Revision History

Version	Change	Author	Date
1.0	Initial plan developed	C. Rizzo	8/30/2021