



[Your Department's Name Here]

## **Hazard Communication Program & the Employee Right-to-Know Law**

This program is based on the requirements of the OSHA Hazard Communication Standard (29 CFR 1910.1200) and the State of Wisconsin Employees' Right-to-Know Law (DCOM 32).

The OSHA Standard & Right-to-Know law were developed to promote a safe and healthful workplace and to prevent accidental injury to people and the environment or the loss of valuable property.

### **Purpose:**

The purpose of this program is to ensure that:

- Chemical, biological, and physical hazards are identified and labeled.
- All staff has ready access to information regarding these hazards.
- All staff is given information on how to prevent injury or illness because of exposure to these hazards.

The Right-to-Know Law and this Hazard Communication Program can be divided into five parts:

1. Written Program
2. Hazard Inventory and Hazard Determination
3. Material Safety Data Sheets (MSDSs)
4. Labels and Other Forms of Warning
5. Training

**Authority and Responsibility:**

The Chancellor delegates accountability and authority for implementing and maintaining the Hazard Communication Program to the Director of the Department of [University Safety and Assurances](#) and to each department and division head.

[Your Department's Name] is responsible for:

- Ensuring the proper receiving, labeling, handling, use, storage, and disposal of known or potentially hazardous chemicals and materials within the college;
- Maintaining this written hazard communication program, and a prominent, visual poster explaining the State of Wisconsin Employees' Right-To-Know Law;
- Maintaining a file of MSDSs on all known or potentially hazardous chemicals currently within the college, easily accessible to university staff, students, and other interested parties;
- Making sure that personnel receive the training specified by the standard.

**Written Program:**

- A written copy of the program and its contents will be available for review by personnel. Copies will be kept [Insert the location, for example: Dean's Office, Main Office, etc.]
- A prominent, visual poster explaining the State of Wisconsin Employees' Right-To-Know Law is posted [Insert the location, for example: Dean's Office, Main Office, etc.].

**Hazard Inventory and Hazard Determination:**

- [Your Department's Name] will maintain a list of hazardous chemicals and materials that employees may be exposed to under normal working conditions or in a foreseeable emergency. The inventory is part of the written hazard communication program and must be made available to employees upon request.

**Material Safety Data Sheets:**

- MSDSs will be maintained for each hazardous chemical or material listed on the chemical inventory, readily available to employees during business hours. MSDSs are not required for biological/infectious agents or physical hazards encountered in the workplace.
- A copy of all MSDSs received by the [Your Department's Name] will be submitted to the UWM [Department of University Safety and Assurances](#).
- The UWM Department of University Safety and Assurances will maintain copies of all MSDSs. A copy of the comprehensive UWM MSDS index, inventories, or individual MSDSs can be obtained from UWM Department of University Safety and Assurances.
- MSDSs must be retained for thirty (30) years from the time a material was last used. All outdated MSDSs and MSDSs for products not currently used must be submitted to UWM Department of University Safety and Assurances to be archived.
- Questions regarding MSDSs should be directed to the department supervisor, or to UWM [Department of University Safety and Assurances](#). The chemical manufacturer or supplier will be contacted if additional information is required.

### **Labeling and Other Forms of Warning:**

- All hazardous chemicals, materials, and physical hazards must be properly labeled, tagged or marked.
- Chemical labels must list:
  1. The chemical identity (i.e., name)
  2. Appropriate hazard warning(s).
- Labels on incoming containers must not be removed or defaced unless the container is immediately relabeled with the appropriate information.
- All containers and transfer containers must be labeled as well, unless the contents are intended for the "immediate use" of the employee who performed the transfer. "Immediate use" is defined as "no longer than one shift on the day the material is transferred."
- The building and storage areas that contain hazardous materials will be identified with the NFPA 704 hazard placard designation in accordance with the City of Milwaukee's Department of Building Inspection [Code Requirements for Identification of Fire Hazards of Materials NFPA 704.](#)

**Training:**

All employees will be provided with information and training on hazardous chemicals in the facility. Training is required for current, new, transferred and temporarily assigned employees who may be exposed to hazardous materials. Training is also required whenever a new hazard is introduced into the work area.

Employees shall be informed of:

- The State of Wisconsin Employee's Right-to-Know Law and the UWM Hazard Communication Program;
- The identity of any chemical, biological or physical hazard in the workplace which may result in exposure;
- The location and availability of this written hazard communication program, the inventory of hazardous materials, and corresponding MSDSs.

Employee training must include:

- Identification of hazards in the workplace;
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, such as visual observation, odor, or environmental monitoring;
- Explanations of hazard labeling requirements, the *NFPA Hazard Rating System*; the MSDS and its contents; and how to use the hazard information.
- Procedures to follow to be protected from hazards, including general work practices, specific operating protocols, emergency procedures, and personal protective equipment use.
- Procedures to follow in the event of an injury or accident:

**For Emergencies at UWM:  
Call 9-911 or 229-9911  
Immediately Report Any Fire, Accident, Chemical / Radioactive Spill,  
or Other Incident when Emergency Assistance is Needed**

Questions regarding the UWM Hazard Communication Program, MSDSs, inventories, or the handling, storage, and disposal of chemicals can be directed to UWM [Department of University Safety and Assurances](#) at x-6339.

## APPENDIX 1: Checklist of Contents for Training Sessions

Training must include:

ITEM:	Check:
<ul style="list-style-type: none"> <li>Overview of State of Wisconsin Employees' Right-To-Know laws, the UWM Hazard Communication Program; and the [Your Department's Name] standard operating procedure for hazard communication:</li> </ul>	
<ul style="list-style-type: none"> <li>Names and synonyms of commonly used hazardous material. For mixtures, hazardous components must be indicated;</li> </ul>	
<ul style="list-style-type: none"> <li>Location of the hazardous materials;</li> </ul>	
<ul style="list-style-type: none"> <li>Symptoms of acute (sudden) and chronic (long-term) overexposure;</li> </ul>	
<ul style="list-style-type: none"> <li>Potential for flammability, explosion, energetic chemical reactions;</li> </ul>	
<ul style="list-style-type: none"> <li>Proper conditions for safe use of the hazardous material or agent;</li> </ul>	
<ul style="list-style-type: none"> <li>Special precautions to be taken and personal protective equipment to be worn or used, if any, when handling or coming into contact with the hazardous material;</li> </ul>	
<ul style="list-style-type: none"> <li>Procedures for handling, cleanup, and disposal of hazardous materials.</li> </ul>	
<ul style="list-style-type: none"> <li>Location and availability of the written hazard communication program, including the chemical inventory and MSDS</li> </ul>	
<ul style="list-style-type: none"> <li>Employee rights/responsibilities under the program</li> </ul>	
<ul style="list-style-type: none"> <li>Explanation of a hazardous material (i.e., any chemical or agent that is a physical or health hazard)</li> </ul>	
<ul style="list-style-type: none"> <li>Explanation of the material labeling system(s) used on campus and labeling requirements:</li> </ul>	
<ul style="list-style-type: none"> <li>Identity of the material or physical hazard</li> </ul>	
<ul style="list-style-type: none"> <li>Appropriate hazard warning(s)</li> </ul>	
<ul style="list-style-type: none"> <li>Transfer containers do not have to be labeled if only one person will be using the material for the course of only one shift.</li> </ul>	

## APPENDIX 2: Right-to-Know Binder Checklist

These documents need to be included in the hazard communication program binder(s) for the **[Your Department's Name]**:

ITEM:	Check:
<ul style="list-style-type: none"> <li>Poster: Employees' Right to Know Law SBD-6894 by Wisconsin DCOM (4/87), or combined poster SBD-6894 &amp; SBD-9301.</li> </ul>	
<ul style="list-style-type: none"> <li>Executive Order #175: Relating to Workplace Health and Safety of State Employees by the Governor of the State of Wisconsin (4/93).</li> </ul>	
<ul style="list-style-type: none"> <li>Standard Operating Procedure: Hazard Communication Program For the <b>[Your Department's Name]</b>.</li> </ul>	
<ul style="list-style-type: none"> <li>MSDS Inventory For Hazardous Chemicals used by the <b>[Your Department's Name]</b> (Include the most recent inventory for materials in current use).</li> </ul>	
<ul style="list-style-type: none"> <li>Material Safety Data Sheet(s).</li> </ul>	
<ul style="list-style-type: none"> <li>Reference to the UWM Department of University Safety and Assurances Hazard Communication Index Page  <a href="http://www.uwm.edu/Dept/EHSRM/HAZCOM/">www.uwm.edu/Dept/EHSRM/HAZCOM/</a></li> </ul>	