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1. **Purpose** – Hazard Communication Standard at MacroTechnology Works

2. Internal Reference

- a. MacroTechnology Hazard Communication Checklist
- b. MacroTechnology Chemical Approval Process
- c. MacroTechnology Chemical Approval Form
- d. ASU EHS Hazard Communication <http://www.asu.edu/aad/manuals/ehs/ehs103.html>

3. External Reference

- a. OSHA 29 CFR Part 1910.1200

4. Definitions


- a. Employee – ASU employees **and direct contractors**
- b. Direct Contractors – contract employees who are “directly” supervised by an ASU Employee, such as a contract employee working on the manufacturing floor in a manufacturing capacity, or a contract employee doing administrative assistant tasks
- c. Indirect Contractors – those contract employees who are “indirectly” supervised, such as an electrical contractor on site to install electrical equipment, or a contract employee running the facilities operations
- d. EHS – Environmental Health and Safety

5. Equipment – Materials

- a. NA

6. Responsibility – Training

- a. EHS Professional
 - Provide Hazard Communication Training
 - Update training as needed due to incident or regulatory requirement
 - Tracking training
- b. Supervisor/Manager
 - i. Completing **Hazard Communication Checklist** for each direct report, this is required in order to obtain credit for Hazard Communication Training. It is also encouraged for supervisor/Manager to keep copy on employees file.
 - ii. Ensure all employees receive Hazard Communication Training
 - iii. Ensure that employees understand the requirements and if deficient send to Hazard Communication Training again.

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- c. Employee
 - i. Attend Hazard Communication Training, and other related trainings (OTJ, Signage, Policy, Procedures) and adheres to the site trainings, policies, procedures, etc.

7. Responsibility – General

- a. EHS Professional
 - Maintain Hazard Communication written program for MacroTechnology Works
 - Provide access/copy of written Hazard Communication program to all employees, designated representatives, and OSHA
 - Provide assistance in implementation of this program
 - Auditing to ensure requirements are being met
 - Ensure that multi-employer workplace requirements are met, including access to MSDS's, protection required in normal operation and in emergencies, knowledge of the system
- b. Supervisors/Managers
 - i. Inform EHS of employee issues associated with chemical exposure
 - ii. Ensuring all employees attend Hazard Communication Training
- c. Employees
 - i. Attend Hazard Communication Training
 - ii. Follow EHS procedures and warnings per labels, placards, signs, and MSDS's to avoid chemical exposure
 - iii. Request information from Supervisors/Managers/HSE Professional regards to hazardous chemicals that they are working with, and requirements of Hazard Communication
- d. Indirect Contractor Sponsor (Project Manager/Facilities)
 - i. Ensure all indirect contract employees follow established EHS site policies
 - ii. Ensure all indirect contract employees receive required site training
 - iii. Ensure indirect contractor company is compliant with governmental regulations

8. Responsibility – Labeling

- a. EHS Professional
 - i. Provide guidance on requirement for container labeling
 - ii. Assist supervisors/managers in maintaining labels on piping, equipment, bulk containers and tanks

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b. Supervisor/Managers/Indirect Contractors

- i. Ensure ALL chemical containers are properly labeled. At a minimum this includes chemical identification and physical/health hazards
- ii. Ensure any temporary chemicals (mixtures) are properly labeled

c. Employees

- i. Inform supervisor/managers when deficiencies in labeling occur
- ii. Know the chemical working with based on the label


9. Responsibility – Material Safety Data Sheets (MSDS)

a. EHS Professional

- i. Review, evaluate and approve hazards of new chemicals on the site
- ii. Approve or reject chemical orders
- iii. Maintains index of MSDS's and file of MSDS's for all chemicals used (may delegate)
- iv. Ensures employees/indirect contractors are aware of MSDS locations
- v. Ensures employees/indirect contractors have access to MSDS
- vi. Provide MSDS for employee/indirect contractor/emergency services personnel
- vii. If MSDS, review, evaluation and approval is not obtained, ensure that the chemicals are quarantined
- viii. Maintain MSDS's for 30 years

b. Manager/Supervisor /Indirect Contract Sponsor (Project Manager)

- i. Reviews, evaluate and approves hazards of new chemicals in their work area
- ii. Ensures employees /indirect contractors are aware of locations of MSDS
- iii. Ensures employee/Indirect contractors have access to MSDS
- iv. Provide MSDS for employee/indirect contractor/emergency services personnel
- v. Ensure all chemicals in workplace have MSDS and employees follow proper procedures for chemical approval
- vi. Providing information to employees on new chemicals in work area
- vii. If MSDS, review, evaluation and approval is not obtained, ensure that the chemicals is quarantined
- viii. Provide MSDS for employee/indirect contractor/emergency services personnel

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c. Chemical Requestor

- i. Responsible for following proper procedures for ordering chemicals see documents **MacroTechnology Works Chemical Approval Process**, see also **MacroTechnology Works Chemical Approval Form**

d. Indirect contractors

- i. Maintain on –site MSDS file or database of MSDS for employees
- ii. Provide access to MSDS, especially for EHS professional
- iii. Receive approval from EHS professional for new hazardous materials brought on site

e. Employee

- i. Know where to locate MSDS
- ii. Understand the hazards associated with the chemicals they are using via MSDS or applicable
- iii. Escalate concerns of chemicals to supervisor/manager/EHS Professional
- iv. Follow established procedures in workplace
- v. Know and follow emergency procedures

10. Records

- a. NA

11. Revision

- a. Document created by James Kotonias on 4-5-05