



## **Hazard Communication at ASU**

### **Applicable Regulations**

29CFR1910.1200; Toxic and Hazardous Substances; Hazard Communication.

### **Applicability**

It is the responsibility of ASU to provide a safe workplace for its employees. The main objective of the ASU Hazard Communication Program is to minimize employee exposure to hazardous chemicals in the workplace. ASU's HAZCOM ensures employees are informed of the potential hazards in their workplace, and also the appropriate means to protect themselves. The written HAZCOM shall be readily available to all employees, employee representatives and appropriate regulatory agencies upon request.

### **Requirements**

Hazardous Materials Chemical Inventories | EHS Registration

- A copy of the prepared chemical inventory shall be forwarded to Environmental Health and Safety at and updated at least annually along with registration information –similar to responsible party information collected for laboratories.
- Chemical inventories should be placed with the SDS for each shop locations. Information shall be accessible to all employees at all times. Chemical inventories are to be forwarded to EHS and updated at least annually.
- Chemical inventory templates and registration documents are to be obtained from the Facilities Safety Program Manager or EHS.

Supervisors are also responsible to ensure Vendors, Contractors and Visitors under their control understand that they are responsible for the following:

- Complying with all applicable EHS regulations and ASU Policies related to their activities related to their purchase order, contract or any other agreement with ASU.
- Informing each ASU department of any hazardous chemicals they may be using during the performance of their work.
- Notifying their ASU contact of their activities and reviewing any information provided related to Hazardous Chemicals in use at ASU.
- Providing SDS and related hazard information to their ASU contact prior to utilizing any Hazard Chemical associated with their activities at ASU.

Each ASU employee is responsible for knowing the following:

- Assist in implementing recommendations for improving safety.
- Attend initial and follow-up hazard communication training as required.
- Ensure proper labeling of hazardous chemical containers.
- Know the location and how to use the information provided in the SDS.
- Report potential hazards; accidents and near-misses to supervisor immediately.

### **Training**

The workplace supervisor will ensure that employees are trained in the specific topics covered in the HAZCOM and provide further training relative to the specific hazardous chemicals employees will use in the performance of their duties.



## ASU Facilities Management Supervisor's Safety Manual

### Additional Information

#### ASU Laboratories:

Laboratories at ASU contain hazardous materials and processes. Notify lab occupants prior to entering and working in any laboratory and determine if there are any special entry requirements. Explain to lab occupants that FDM employees will not work in locations where there is a potential for them to be exposed to hazardous chemicals or processes. SDS are available for any chemical used in a particular laboratory and must be provided by the laboratory upon request.

### Resources for obtaining SDS

SDSs can be obtained by contacting the vendor selling the product or the product manufacturer. Most SDS can be found by a simple web search such as Google. If you have difficulty locating an SDS please contact EHS.

### Additional Information

Contact ASU EHS: [asuehs@asu.edu](mailto:asuehs@asu.edu)