



## **Introduction**

The Hazard Communication Standard (HCS) was promulgated by the Occupational Safety and Health Administration (OSHA), in the Federal Register on November 25, 1983 (29 CFR 1910.1200). It became applicable to instrumentalities of the State of Ohio in March of 1993, by action of the Ohio Legislature. The United Nation's Globally Harmonized System (GHS) of classification and labelling of chemicals was incorporated into the Standard and was effective May 25<sup>th</sup>, 2012. This standard requires chemical manufacturers and transporters to provide information regarding those products which contain hazardous chemicals. Employers are responsible for protecting their employees from chemical hazards in the workplace, including those brought onto campus by outside contractors. The dissemination of this information is accomplished through a comprehensive Hazard Communication Program.

## **Program Scope**

Cleveland State University must make available to its employees all pertinent information concerning chemical hazards to which they may be exposed during routine working conditions, as well as in the event of an emergency. This standard is applicable to all laboratory and physical plant personnel. Affected individuals will be provided with information regarding labeling, chemical hazards, the location and use of Safety Data Sheets (SDS), chemical inventories and training in 0 Tdi(in)2(g)]TJ 0 Tc 0 Tw 3.08 0 Td ( )Tjy



2. Any chemical listed in Threshold Limit Values for Chemical Substances in the Work Environment, American Conference of Governmental Industrial Hygienists (ACGIH).
3. Any chemical listed in the Annual Report on Carcinogens, National Toxicology Program (NTP).
4. Any chemical listed in Monographs, International Agency for Research on Cancer (IARC).

The Chemical Procurement process has been developed and instated to ensure the EHS staff are aware of the chemicals coming into the University so guidance can be provided when needed.

### **Definitions of Common Chemical Terms**

1. Absorption - mode of chemical entry

11. Dermal – relating to the skin

12. Dose – the amount of substance that enters the body of a period of time.

13. Dose Response Relationship – a larger dose causes a mor Tj -0.014 Tc 0. Td ( w 2.26)2 Tw 2.05

28. Fume – solid particles in air, generated by heating a solid material (example: a welding rod).

29. Hazard (chemical) – any chemical whose presence or use is a physical or health hazard

30. Hazardous Decomposition Products – dangerous materials which result from the chemical breakdown of a substance.

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## 46. Systemic

Art/Sculpture Department  
Advanced Manufacturing Center (AMC)  
Duplicating Services  
Facilities Department  
Grounds Department  
Physics Department

It is understood that chemical or chemical product use may not be limited to the above-mentioned areas. Any campus office or shop may at some point acquire chemicals on a non-routine ch ( 0.27 0 Td [(0 Tw z149bJ5ho14(e)-2 Tc 0.002 Tw 0.52 0 Td [(An

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- Determine the physical and health effects of the chemicals they are working with and how to protect themselves from chemical exposure or injury.
- Become aware of the use of personal protective equipment to eliminate the risk of chemical exposure
- Understand and interpret labeling requirements and be able to label containers properly.
- Read and understand SDS and be able to use this information to protect themselves and others.

### **Additional Training Materials**

The Office of Environmental Health & Safety maintains an extensive collection of training videos and computer modules dealing with a variety of topics pertaining to safety and health. Any member of the CSU community may enroll in online safety training at the following link:

<https://www.csuohio.edu/ehs/online-safety-training-sign>

### **Labeling**

Manufacturers are required to ensure that their products have accurate identification and labels. All chemicals received onto campus will be inspected to ensure that proper labels are affixed and that they are legible. In the event a chemical is transferred from its original container into another container for storage or use, the new container must be labeled with the chemical name, hazard warning and contact information of the chemical manufacturer. Chemicals placed into buckets or beakers for use by one employee only during a specified time period (class period, one employee shift) are exempted from this requirement.

### **Safety Data Sheet**

A Safety Data Sheet is a document prepared by the manufacturer that provides comprehensive information about a particular chemical. GHS now requires a standard, 16-section format which allows users to easily find information.

### **Employee Responsibilities**

Employees share responsibility for a safe and healthy work environment with their employers. Workers should act responsibly to prevent incidents from occurring. This can be accomplished by:

- a) Obey all warning signs and labels
- b) Assess and identify potential hazards PRIOR to beginning work and reporting

- issues to their supervisors immediately.
- c) Obtain a copy of and read the SDS for chemicals PRIOR to use
  - d) Use proper personal protective equipment when specified

### **Emergencies**

For all emergencies on campus (fire, explosion, medical, hazardous materials):

DIAL 9-1-1

Cell phone users are to also DIAL 9-1-1 and tell the operator to transfer you to CSU Police.

### **Contractors**

Contractors shall inform Cleveland State University of all chemicals containing hazardous components they intend to use on campus. The contractors themselves can contact EHS to obtain information regarding any chemicals present in areas they will be working.