

## Written Hazard Communication (HAZCOM) Program:

The written Hazard Communication Program describes the potential and actual chemical hazards in your workplace and how you will be informed about potential risks during use.



### Each workplace should have the following information:

- A list of all hazardous materials in the workplace
- How the needed labels, MSDS's, and employee training will be provided
- How employees will be informed of hazards in their workplace
- How workers will be informed about the hazards of non-routine operations/tasks

## Employee Training

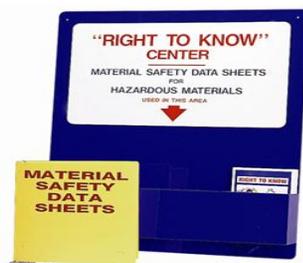
Employee training is an integral part of this program to ensure everyone who uses hazardous chemicals are provided with the information on how to work with them safely. Training focuses on hazards workers generally face in their workplace. The specific training shall be provided by the supervisor

### EH&S provides training that covers:

- How to detect the release of hazardous chemicals
- The potential hazards of chemicals in the work area
- How to protect yourself from these potential hazards and safe work practices
- It is the responsibility of the Supervisor to provide training for processes which are unique to that department.

## Policy Highlights:

- All materials will have warning labels listing the materials name, hazardous ingredients, warnings, and the manufacturer's name
- All containers shall be labeled in English
- Each department is responsible for the implementation of HAZCOM for their respective work areas
- MSDS's shall be maintained by each department for all hazardous chemicals and be readily available at anytime
- Each department shall compile and maintain a Chemical Material List
- The EH&S office has developed several employee training modules for specific work areas and hazardous materials. It is the responsibility of each department to provide its employees training for processes which are unique to that department.
- Contractors shall be advised of all potential hazards by the Project Manager so that the contractor may train their employees accordingly
- Each departments shall provide EH&S with the names and telephone numbers of knowledgeable representatives who can be contacted in the event of an emergency



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### VISION STATEMENT

*We provide expert guidance and timely service to the University Community through our commitment to health and safety. Employing best practices and collaboration, and by building long term relationships, we promote a productive and safety conscious work environment.*

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## Hazard Communication (HAZCOM)



### Elements of the Standard

The Hazard Communication Standard focuses on five main areas:

- Identifying hazardous materials
- Product warning labels
- Material Safety Data Sheets (MSDSs)
- Written Hazard Communication Program
- Employee Training

### Types of Chemical Hazards:

- **Physical Hazards:** Can produce a dangerous situation outside your body
- **Health Hazard:** damage to your health
  - ❖ **Acute** hazards that can damage rapidly from short-term exposure
  - ❖ **Chronic** hazards that can damage body slowly through long term exposure



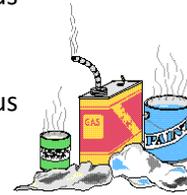
## Product Warning Labels



Warning labels are designed to alert users that a material is dangerous. They must identify all the hazards of a material, but they might not tell you everything you need to know about controlling those dangers or protecting yourself.

### Labels are required on:

- All containers of hazardous materials used in the workplace
- All containers of hazardous materials being shipped from one workplace to another



### Warning Labels must give the following information:

- The name of the material in English
- Name, address, and phone number of a responsible source to provide information about the material in case of emergency
- Its physical hazards and health hazards

### Be sure to do your part!

- Read the label on the container of every chemical you use
- Check the MSDS whenever you need more information about how to control hazards
- Follow the instruction on the label and MSDS
- **NEVER** assume an unlabeled container is harmless



## Material Safety Data Sheets

The MSDS give the handlers and users detailed information about the hazards of specific materials and how to control them.

MSDS's must be available to workers in the area where each hazardous material is used.

### MSDS should tell you:

- The common/chemical name of the materials, unless it is trade secret
- Name, address, and phone number of the manufacturer
- Emergency numbers you can use to get immediate data on specific hazards
- The date the MSDS was written or last revised
- Any hazardous ingredients in the chemicals and safe limits of exposure
- Information about the chemicals hazards, if the material is a trade secret
- Physical information that will help identify the chemical and how it behaves

