

The Federal OSHA program was established in this country in 1970. The hazard communication standard was first established in 1983 and then expanded in 1987 to include all industries except chemical laboratories. The purpose of the hazard communication program is to reduce the incidence of illness and injury due to chemical exposure on the job.

It applies to all employees who use or may be exposed to hazardous chemicals while performing their job duties.

There are seven elements to the program.

## MAIN ELEMENTS

### 1. WRITTEN PROGRAM

A written program is required that explains how the standard will be implemented at the College. It details who is covered under the Plan, responsibilities and each of the elements described here.

A copy of the Plan is available on line at:

<http://www.wellesley.edu/Safety/LocalOnly/hazard.html> .

## For more Information:

Contact your supervisor or Environmental Health and Safety at x3882



For Emergencies– Campus Police at x 5555

### In an Emergency:

- Alert people to evacuate the area
- Attend to injured persons and get medical attention, if necessary
- If a flammable liquid is involved, turn off ignition sources
- Determine if a large spill or small spill and follow appropriate guidelines
- Report the incident to your supervisor
- Fill out appropriate Incident Report Form

### Web sites:

OSHA:  
<http://www.osha.gov/SLTC/hazardcommunications/index.html>

MSDSs on line: <http://hazard.com>

WELLESLEY COLLEGE  
WELLESLEY, MA

## WELLESLEY COLLEGE

### *Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard*

*Learning about workplace hazards and how to protect oneself to reduce chemical injuries and illness*



## 2. LABELS

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Chemical manufacturers and suppliers are required to label every container. It will include the name of the chemical, hazard warnings, and the name and address of the manufacturer.



If an employee transfers a product from one container to another, it must be labeled with the name of the material and its hazards.

Other important information that may be contained on a label:

- A signal word – danger, caution, or warning
- Precautionary measures
- First aid instructions
- Correct storage requirements
- What to do in case of a fire, spill, or leak

## 3. MATERIAL SAFETY DATA SHEETS (MSDS)

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MSDSs are prepared by manufacturers for each hazardous chemical. They are supplied to an employer with their chemical shipment. MSDS must be available for **every** hazardous chemical on-site.

Important information on each MSDS includes potential effects, physical properties, and appropriate personal protective equipment to wear when working with the material.

Each department on campus is responsible for managing their inventory list and MSDSs.

## 4. INFORMATION & TRAINING

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Wellesley College employees will be provided with training at the time of initial assignment and whenever new hazards are introduced into the work area. Trainings shall include:

- How to detect a hazardous chemical
- Hazards of chemicals in the work area
- How to protect oneself
- Emergency procedures

## 5. LIST OF HAZARDOUS CHEMICALS

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Lists of all hazardous materials used will be compiled on an annual basis and be made available to employees. This will be done on a department by department basis. An MSDS will be available for each material on the list.

## 6. NON-ROUTINE TASKS

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Supervisors shall discuss any special hazards that employees may encounter while performing non-routine duties. This shall be done prior to the work being done. Training shall include safe handling procedures, personal protective equipment, and other control measures to reduce and or eliminate exposure.

## 7. UNLABELED PIPING

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Supervisors shall discuss the hazards of any unlabeled pipes that employees may encounter while performing their job.

### Health Hazards

Health hazards may cause measurable changes in the body. These changes are generally seen by the occurrence of signs and symptoms in the exposed employee. The terms "acute" and "chronic" are used to explain the effects on the basis of severity or duration. "Acute" effects usually occur rapidly as a result of short-term exposures, and are of short duration. "Chronic" effects generally occur as a result of long-term exposure, and are of long duration. Classes of chemicals that cause health effects are:

- Carcinogen
- Irritant
- Corrosive
- Sensitizer
- Highly toxic
- Toxic



Chemicals may also target specific organs and are known as:

- Hepatotoxin (liver)
- Nephrotoxins (kidney)
- Neurotoxin (brain/nervous system)
- Agents that act on blood
- Agents that act on lungs
- Reproductive Toxins
- Cutaneous Hazards (skin)
- Eye Hazards