



Texas A&M University - Central Texas

Environmental Management System:
Document and Records Control Guidance

Level 2

Program: Hazard Communication Program

Doc. No.: ENVM-24-L2-S11-CH6-001

Rev No: Initial document

Date: 09/07/16

Office: A&M – Central Texas Safety & Risk Management



TEXAS A&M
UNIVERSITY
CENTRAL TEXAS

HAZARD COMMUNICATION PROGRAM

September 21, 2016



Office:	A&M – Central Texas Safety & Risk Management
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Submitted by: A&M Central Texas Laboratory Coordinator

Approval Document

Original signed and on file

Laboratory Coordinator

Date

Original signed and on file

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Date

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Provost / Vice President for Academic & Student Affairs

Date

Original signed and on file

President

Date

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	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
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Change No.	Date of Change	Description of Change	Change Made by:
Initial	September 10, 2015	Initial document	Allyson Martinez
1	September 7, 2016	Update to add lab inspection plan to SRMO responsibilities	Shawn Kelley
2	September 7, 2016	Added Appendix F (Lab Safety Inspection Form)	Shawn Kelley
3	September 7, 2016	Edited the responsibilities of the SRMO	Shawn Kelley
4	September, 21, 2016	Added monthly Bloodborne Pathogen, Hazard Communication Training and Hepatitis B Accept/Decline check to monthly checklist	Shawn Kelley



	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management


Table of Contents

Introduction	6
Exemptions and Exceptions.....	6
Duties and Responsibilities	7
Non-Routine Exposure	9
Employee Notice and Rights of Employees	10
Chemical Safety Information and Training.....	10
Safety Data Sheets	11
Hazardous Chemical Inventory	12
Chemical Container Labels	12
Personal Protective Equipment	13

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management

Appendices

Appendix A: Definitions	12
Appendix B: Notice to Employees	15
Appendix C: Training Documentation	17
Appendix D: Chemical Labeling System	20
Appendix E: Work Area Inventory Instructions	26

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management

Introduction

The Texas Hazard Communication Act (THCA), Revised 1993, Chapter 502 of the Health and Safety Code (HSC), requires public employers to provide information to employees regarding hazardous chemicals they may be exposed to in the workplace. The Public Employer Community Right-to-Know Act, Chapter 506 of the HSC, and Texas Administrative Code (TAC), Title 25 Chapter 295, requires public employers to make information regarding hazardous chemicals accessible to local fire departments, local emergency planning committees, and, through the Texas Department of Health, the general public.


The Texas A&M University – Central Texas (A&M – Central Texas) Hazard Communication (HazCom) Program is administered through the Safety & Risk Management office with responsibility and compliance delegated throughout administrative channels to every supervisor. The A&M – Central Texas HazCom Program applies to all employees, including student employees that have occupational exposure to hazardous chemicals.

A&M – Central Texas, through the A&M – Central Texas HazCom Program, will comply with THCA by providing training, appropriate personal protective equipment (PPE), and information regarding hazardous chemicals. In addition, a master copy of the written HazCom program will be maintained by the Safety and Risk Management Officer (SRMO), and a copy will be maintained within each workplace.

Exemptions and Exceptions

The provisions of this Program do not apply to chemicals in the following categories:

1. Hazardous waste regulated under the Federal Resource Conservation Recovery Act
2. Tobacco or tobacco products
3. Wood or wood products
4. Any article that is formed to a specific shape or design during manufacture, that has end-use functions dependent in whole or in part of its shape or design during end use, and that does not release or otherwise result in exposure to a hazardous chemical under normal conditions of use (e.g., tires, PVC piping)
5. Food, drugs, cosmetics, or alcoholic beverages in a retail food sale establishment that are packaged for sale to consumers
6. Food, drugs, or cosmetics intended for personal consumption by an employee while in the workplace
7. Any consumer product or hazardous substance if the product is used in the workplace in the same manner as normal consumer use and if the use results in a duration and frequency of exposure that is not greater than exposures experienced by consumers
8. Any drug, as defined in the Federal Food, Drug, and Cosmetic Act
9. Radioactive Waste

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management

10. A hazardous chemical in a sealed and labeled package that is received and subsequently sold or transferred in that package if:

- The seal and label remain intact in the workplace
- The chemical does not remain in the workplace more than five working days
- Personnel training requirements are met
- The chemical is not an extremely hazardous substance at or above the threshold planning quantity or 500 pounds, whichever is less.


Duties and Responsibilities

The Unit Head will administer and coordinate the HazCom Program in each of their departments as follows:

- Ensure implementation and compliance with the A&M – Central Texas HazCom Program in their Department.
- Ensure work area chemical inventories are compiled annually and submitted to the SRMO.
- Maintain chemical safety training records for each employee for a minimum of 5 years.
- Allow the local fire department to conduct on-site inspections upon request.
- Provide employees with appropriate PPE as outlined under the **Personal Protective Equipment** section of this program.
- Inform employees of any non-routine chemical exposure.
- Maintain a copy of the A&M – Central Texas HazCom Program for review by employees.

The A&M – Central Texas SRMO will:

- Make available to each A&M – Central Texas unit the official *Notice to Employees* (**Appendix B**) to post at locations where notices are normally posted.
- Compile workplace chemical lists from the submitted work area chemical inventories and maintain a copy of each list for 30 years.
- Provide a copy of the workplace chemical list to employees upon request.
- Assist Unit Heads with implementation of and compliance with this program.
- Provide General Hazard Communication Training as described in the **Chemical Safety Information and Training** section of this program.
- Submit, follow up, and ensure completion of all laboratory maintenance work-orders. All maintenance requests will be tracked on the Maintenance Connection Work Order Tracker, see sample tracker in Appendix G, using a Red/Amber/Green system to indicate work order status: Red, email indicating a maintenance work order has been submitted. Amber, email indicating a work order has been assigned to a SSC employee or professional contractor. Green, email and SRMO verification of work order

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management

completion. The order of escalation for non-completed/failed work orders will be the SRMO, the VPFA, and the University President.


7. Coordinate with the Laboratory Coordinator and SSC to have annual fume hood inspections and certifications.
8. Conduct weekly eyewash and deluge shower tests in the absence of the Laboratory Coordinator.
9. Conduct monthly safety inspections of all laboratory facilities using the Lab Safety Inspection Form found in Appendix F. A separate form will be completed for each laboratory and laboratory preparation area in all buildings located on A&M Central Texas property. The laboratory inspection form will be submitted monthly to the VPFA for review as a part of all Fire & Life Safety monthly/annual inspection report. See the Fire & Life Safety Plan for more details.
10. Collect copies of Bloodborne Pathogen and Hazard Communication Training records, and Hepatitis B Accept/Decline Forms for all new employees assigned to the Biology, Chemistry, and University Police Department (UPD/College of Arts and Sciences/Employee Services). See Appendix D of the Fire & Life Safety Plan for more details.

Supervisors will:

1. Ensure that all employees receive appropriate Hazard Communication training before working with or in an area containing hazardous chemicals.
2. Provide work area specific training to the employees under their supervision as described in the **Chemical Safety Information and Training** section of this program.
3. Provide to the Unit Head all Hazard Communication training records upon request (See **Appendix C** for Training Documentation forms).
4. Inform employees regarding the procedures for accessing Safety Data Sheets (SDSs) and for obtaining the workplace chemical list.
5. Update work area chemical inventory whenever a new hazardous chemical or an additional quantity is purchased, regardless of quantity.
6. Conduct weekly eyewash and deluge shower tests.
7. Ensure that all accidents involving hazardous chemicals are reported to the **SRMO**, regardless of whether or not someone was injured.

Employees will:

1. Attend appropriate Hazard Communication training.
2. Use prudent practices and good judgement when using hazardous chemicals or hazardous procedures.
3. Request additional training when needed for a specific chemical or chemical procedure.

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management

4. Wear appropriate PPE when using hazardous chemicals or hazardous procedures.
5. Notify other individuals who might be affected by the chemicals they use.

Note: Personnel who work with hazardous materials are expected to assume reasonable responsibility for the safety and health of themselves, others around them, and the environment.

Contracted Construction, Repair, and Maintenance: Contractors will comply with the Texas Federal Hazard Communication Acts and the A&M – Central Texas HazCom Program regarding hazardous or nuisance materials used during projects within Texas A&M University – Central Texas facilities and property.

1. The Contractor will provide to the A&M – Central Texas Project Coordinator, a list of any hazardous or nuisance materials to be used on the project and will provide appropriate hazard information, including SDSs.
2. The Contractor will provide prior notification of intended use of hazardous or nuisance materials to A&M – Central Texas Project Coordinator, the SRMO, and the Unit Head of any affected A&M – Central Texas workplace.
3. The A&M – Central Texas Project Coordinator will provide the SRMO pertinent information, including SDSs for the chemicals involved.
4. The Unit Head will ensure that individuals in the affected workplace be provided information on the hazards of the chemicals, measures that they can take to protect themselves from those hazards, and access to SDSs.


Non-Routine Exposure

Planned Release

1. Parties that are responsible for the planned release of hazardous or noxious chemical, such as paint vapors produced during renovations in the work place will:
 - a. Notify all individuals in the affected area(s) as well as the SRMO.
 - b. Provide to the SRMO the appropriate precautionary information, including SDSs for the chemical(s) involved.
 - c. Ensure, with the input and/or assistance of the SRMO, that individuals in the affected area are provided information on the hazards of the chemicals, measures that they can take to protect themselves from those hazards, and access to appropriate SDSs.

Accidental Release

1. Parties that are responsible for the accidental release of hazardous or noxious chemicals will:

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management

- a. Evacuate the affected area(s) as necessary.
 - b. Call 911 if necessary.
 - c. Immediately notify the University Police Department.
 - d. Immediately notify the SRMO and individuals in the affected area(s) of the release.
 - e. Provide to the SRMO and to any emergency responders the appropriate hazard information, including SDSs for the chemical(s) involved.
2. The SRMO will:
- a. Implement emergency response procedures for a chemical release.
 - b. Provide hazard information to emergency responders and to the employees in the affected area(s) as appropriate.

Employee Notice and Rights of Employees

An official Texas Department of Health *Notice to Employees* (**Appendix B**) will be posted at the location(s) within each workplace where notices are normally posted. The SRMO will ensure that A&M – Central Texas employees who may be exposed to hazardous chemicals (including products with which they do not work directly) are informed of exposure and are provided access to pertinent workplace chemical list and SDSs for those hazardous chemicals.


An employee shall not be disciplined, harassed, or discriminated against by an employer for filing complaints, assisting inspectors of the TDH, participating in proceedings related to THCA, or exercising any rights under THCA. Employees cannot waive their rights provided by the THCA.

Chemical Safety Information and Training

Employee education and training are essential components of the A&M – Central Texas HazCom Program. Appropriate training will be provided to employees who use or handle hazardous chemicals as part of their normal work assignments. Training of a new or newly assigned employee will be given before the employee works with or handles hazardous chemicals. Employees will receive additional training when the potential for exposure to hazardous chemicals in the employee's work area increases significantly or when the employer receives new and significant information concerning the hazards of a chemical in the employee's work area.

Training topics will include:

1. Interpreting SDSs and labels, and the relationship between the two methods of hazard communication
2. Location of SDSs and methods for obtaining SDSs
3. Hazards associated with applicable categories of hazardous chemicals (e.g., flammable, corrosive, toxic, and reactive) including acute and chronic effects

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management

4. Methods for identifying specific chemicals within each chemical hazard group (e.g., DOT labels, NFPA 704 system, chemical container labels)
5. Identity and location of hazardous chemicals the employee will handle
6. Safe handling procedures, including proper storage and separation of incompatibles
7. Location, selection, use and care of appropriate PPE to minimize exposure to hazardous chemicals
8. First aid treatment to be used with respect to the hazardous chemicals the employee will handle
9. Instructions on spill cleanup procedures and proper disposal of hazardous chemicals

Lab Personnel/Students: All personnel who work in Laboratories and Laboratory Support Facilities will receive the appropriate training. Students enrolled in Laboratory Courses will receive appropriate safety information and instruction if class work involves hazardous chemicals; the Laboratory Coordinator will provide this training.

Guest: All Guest will be under the direct supervision of the SRMO, the Chemical Hygiene Officer, and/or a Full-Time Biology or Chemistry Faculty Member at all times while in the Laboratories or Laboratory Support Facilities.

Training Records: Each Unit will maintain, for at least 5 years for employees and 1 year after close of semester for students, a record of each training session, including:


1. The date of training
2. An attendance roster
3. Specific topics covered
4. Names of instructor(s)

Documentation of HazCom training should also be placed in the employee's personnel file (See **Appendix C** for suitable Training Record Form).

Notification of Training Completion: Units will provide annual written notices of training completion to the SRMO stating that the required training for all Unit employees has been completed. This may be accomplished by a letter or a memo.

Safety Data Sheets

Safety Data Sheets (SDSs) are legal documents that provide hazard information on chemicals or chemical products produced or distributed in the United States. Federal and State laws require employers to provide employees access to SDSs on hazardous chemicals or chemical products in the work environment. Each Unit will:

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management

1. Maintain a file of current SDSs for all hazardous chemicals purchased. The file may be electronic or printed and will be readily available, on request, for review by employees at their workplace. It is recommended that SDSs be maintained within each work area for those hazardous chemicals being used.
2. Provide a copy of SDSs to the SRMO within three (3) working days of receiving the chemical. Follow up with an updated copy of the chemical inventory.
3. Submit a request within 30 days to any manufacturer who fails to supply a current SDS with a hazardous chemical that was purchased.

A copy of SDS may also be obtained by contacting the A&M – Central Texas Laboratory Coordinator at 254-501-5843.

Hazardous Chemical Inventory

Work Area Chemical Inventory (WACI): A&M – Central Texas will develop and maintain a list of hazardous chemicals normally present in the workplace, regardless of quantity. The hazardous chemicals or products will be listed using the same name found on the label and SDS. The WACI will include, as appropriate:


1. Name and telephone number of person responsible for the work area and the name and signature of the person responsible for compiling the inventory
2. The Unit name
3. Location of the hazardous chemical (building and room)
4. Chemical name or the common name of a product and its hazardous ingredients
5. CAS number, if available
6. The physical state of the chemical (e.g., solid, liquid, gas)
7. Quantity or volume of product per container
8. The total number of containers
9. The date each item was received
10. Hazard associated with the product

Instructions for completing a WACI may be found in **Appendix F** of this plan.

Chemical Container Labels

Containers of hazardous chemicals will be properly labeled.

1. Labels on the primary container must:


	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
		Date:	09/07/16
	Level 2	Office:	A&M – Central Texas Safety & Risk Management

- a. Identify the material as it is on the SDS.
 - b. Include appropriate hazard warnings (An appropriate hazard warning includes the key word(s) of the chemical hazard such as, poison, flammable, corrosive, carcinogen, etc.).
 - c. Include the manufacturer's name and address.
2. Labels on an existing container of a hazardous chemical may not be removed or defaced unless they are illegible, inaccurate, or do not conform to the OSHA Hazard Communication Standard or other labeling requirement. If a primary container label is removed or missing, the container must be relabeled with at least the information in 1 (above).
3. Labels on secondary containers of non-research laboratory chemicals will include the chemical identity, as it appears on the SDS, and appropriate hazard warning.
4. Complete labels are not required on portable container(s) intended for the immediate (within a work shift) use by the employee who performs the transfer. However, the contents should be readily identifiable.

Personal Protective Equipment

All A&M – Central Texas Unit Heads will be responsible for ensuring that appropriate PPE is provided to all employees who use or handle hazardous chemicals. The employee's supervisor will assume overall responsibility for ensuring that appropriate equipment and training are provided to his/her employees, including the following:

1. Proper selection of PPE based on:
 - a. Routes of entry
 - b. Permeability of PPE
 - c. Duties being performed by the employee
 - d. Hazardous chemicals in use or present in the work area
2. Proper fit and functionality of PPE as described by the manufacturer's specifications
3. Appropriate maintenance and storage of PPE

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management

Appendix A: Definitions

CHEMICAL NAME: The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) of the Chemical Abstracts Service (CAS) rules of nomenclature or a name that clearly identifies the chemical for the purpose of conducting a hazard evaluation.

COMMON NAME: A designation of identification, such as a code name, code number, trade name, or generic name, used to identify a chemical other than by its chemical name.

EMPLOYEE: A person who is on the payroll of A&M – Central Texas and who may be or may have been exposed to hazardous chemicals in the person’s workplace under normal operating conditions or foreseeable emergencies.


EXPOSE or EXPOSURE: An employee is subjected to a hazardous chemical in the course of employment through any route of entry, including inhalation, ingestion, skin contact, or absorption. The term includes potential, possible, or accidental exposure under normal conditions of use or in a reasonably foreseeable emergency.

EXTREMELY HAZARDOUS SUBSTANCE: Any substance as defined in EPCRA, Section 302, or listed by the United States Environmental Protection Agency in 40 CFR Part 355.

HAZARDOUS CHEMICAL: Any element, compound, or mixture of elements or compounds that is a physical or health hazard. Relatively innocuous materials such as NaCl, sugars, enzymes, etc. are exempt. A hazard determination may be made by employers who choose not to rely on the evaluations made by their suppliers if there are relevant qualitative or quantitative differences. A hazard determination shall involve best professional judgement: factors such as quantity, concentration, physical properties (i.e., volatility) and use may be considered.

HEALTH HAZARD: Chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on hemopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

LABORATORY: Any research, analytical, or clinical facility equipped for experimentation, observation, or practice in a science or for testing and analysis.

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management

NAME: The chemical identity on the container label, the SDS, and Inventory list

PERSONAL PROTECTIVE EQUIPMENT: Clothing or devices intended to prevent exposure to hazardous chemicals (e.g., respirator, gloves, lab coat).

PHYSICAL HAZARD: A material for which there is scientifically valid evidence that it is a combustible liquid, explosive, flammable, compressed gas, organic peroxide, oxidizer, pyrophoric, unstable (reactive), or water reactive.

PRIMARY CONTAINER: The container in which the chemical arrives from the manufacturer.

READILY AVAILABLE: Accessible during an individual's work shift.

RESEARCH LABORATORY: Facility equipped for scientific investigation or experimentation aimed at the discovery and interpretation of facts, revision of accepted theories or laws in the light of new facts, or practical application of new or revised theories or laws. **NOTE:** For the purpose of the Texas Hazard Communication, this DOES NOT include teaching labs or chemical stock rooms.


SAFETY DATA SHEET: A document designed to communicate chemical hazard and safe handling information that is prepared in accordance with the requirements of the Globally Harmonized System (GHS) as adopted by the Occupational Safety & Health Administration's (OSHA) Hazard Communication Standard. A current SDS is one which contains the most recent significant hazard information for the hazardous chemical as determined by the chemical's manufacturer. An appropriate SDS is one which conforms to the most current requirements by OSHA standards. The term "Safety Data Sheet" replaces the term "Material Safety Data Sheet".

SECONDARY CONTAINER: A container which the hazardous chemical is transferred to after receipt from the supplier.

SUPERVISOR: For the purpose of this Program, includes anyone who has oversight of one or more employees. This can include Principal Investigators, lab managers, etc.

UNIT: Includes Colleges, Departments, Offices, Centers and Institutes.


UNIT HEAD: Includes Deans, Department Chairs, Directors, and Center and Institute Heads

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management

WORK AREA: A location within a workplace that consists of one or more rooms of common use that are interconnected (e.g., laboratory suite or shops), where hazardous chemicals are present, produced, or used and where employees are present.

WORKPLACE: For the purposes of this Program, A&M – Central Texas defines workplace as A&M – Central Texas owned buildings as well as the grounds immediately adjacent to that building. A workplace may also be defined as the portion of a building that is leased by A&M – Central Texas and occupied by A&M – Central Texas personnel.

WORKPLACE CHEMICAL INVENTORY: A list of all hazardous chemicals in a designated workplace.

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management

Appendix B: Notice to Employees

NOTICE TO EMPLOYEES

The Texas Hazard Communication Act, codified as Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees with specific information on the hazards of chemicals to which employees may be exposed in the workplace. As required by law, your employer must provide you with certain information and training. A brief summary of the law follows.

HAZARDOUS CHEMICALS

Hazardous chemicals are any products or materials that present any physical or health hazards when used, unless they are exempted under the law. Some examples of more commonly used hazardous chemicals are fuels, cleaning products, solvents, many types of oils, compressed gases, many types of paints, pesticides, herbicides, refrigerants, laboratory chemicals, cement, welding rods, etc.

WORKPLACE CHEMICAL LIST

Employers must develop a list of hazardous chemicals used or stored in the workplace in excess of 55 gallons or 500 pounds. This list shall be updated by the employer as necessary, but at least annually, and be made readily available for employees and their representatives on request.

EMPLOYEE EDUCATION PROGRAM

Employers shall provide training to newly assigned employees before the employees work in a work area containing a hazardous chemical. Covered employees shall receive training from the employer on the hazards of the chemicals and on the measures they can take to protect themselves from those hazards. This training shall be repeated as needed, but at least whenever new hazards are introduced into the workplace or new information is received on the chemicals which are already present.

SAFETY DATA SHEETS

Employees who may be exposed to hazardous chemicals shall be informed of the exposure by the employer and shall have ready access to the most current Safety Data Sheets (SDSs) or Material Safety Data Sheets (MSDSs) if an SDS is not available yet, which detail physical and health hazards and other pertinent information on those chemicals.

LABELS

Employees shall not be required to work with hazardous chemicals from unlabeled containers except portable containers for immediate use, the contents of which are known to the user.

EMPLOYEE RIGHTS

Employees have rights to:

- access copies of SDSs (or an MSDS if an SDS is not available yet)
- information on their chemical exposures
- receive training on chemical hazards
- receive appropriate protective equipment
- file complaints, assist inspectors, or testify against their employer

Employees may not be discharged or discriminated against in any manner for the exercise of any rights provided by this Act. A waiver of employee rights is void; an employer's request for such a waiver is a violation of the Act. Employees may file complaints with the Texas Department of State Health Services at the telephone numbers provided below.

EMPLOYERS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES AND CIVIL OR CRIMINAL FINES RANGING FROM \$50 TO \$100,000 FOR EACH VIOLATION OF THIS ACT

Further information may be obtained from:

Texas Department of State Health Services
Division for Regulatory Services
Policy, Standards, & Quality Assurance Unit
Environmental Hazards Group
PO Box 149347, MC 1987
Austin, TX 78714-9347

(800) 452-2791 (toll-free in Texas)

(512) 834-6787

Fax: (512) 834-6726

TXHazComHelp@dshs.texas.gov



TEXAS
Department of
State Health Services

Worker Right-To-Know Program
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Texas A&M University - Central Texas

Environmental Management System:
Document and Records Control Guidance

Level 2

Program:	Hazard Communication Program
Doc. No.:	ENVM-24-L2-S11-CH6-001
Rev No:	Initial document
Date:	09/07/16
Office:	A&M – Central Texas Safety & Risk Management

AVISO AL EMPLEADO

La Ley de Comunicación sobre Peligros de Texas, codificada como el capítulo 502 del Código de Salud y Seguridad de Texas, exige que los empleadores públicos le provean a los empleados información específica sobre los peligros de los químicos a los que los empleados podrían estar expuestos en el centro de trabajo. Según exige la ley, su empleador debe proveerle cierta información y capacitación. A continuación presentamos un breve resumen de la ley.

QUÍMICOS PELIGROSOS

Los químicos peligrosos son cualquier producto o material que represente algún peligro físico o de salud al ser usado, a menos que este quede exento bajo la ley. Como ejemplos de químicos peligrosos más comúnmente usados están los combustibles, los productos de limpieza, los solventes, muchos tipos de aceite, los gases comprimidos, muchos tipos de pintura, los pesticidas, los herbicidas, los refrigerantes, los químicos de laboratorio, el cemento, las varillas de soldadura, etc.

LISTA DE QUÍMICOS EN EL CENTRO DE TRABAJO

Los empleadores deben desarrollar una lista de los químicos peligrosos usados o almacenados en el centro de trabajo que sobrepasen los 55 galones o las 500 libras. El empleador debe renovar la lista de ser necesario, y al menos anualmente, y debe ponerla a fácil disposición de los empleados y de sus representantes al esta ser solicitada.

PROGRAMA DE INSTRUCCIÓN DEL EMPLEADO

Los empleadores deben proveerle capacitación a los empleados recién asignados antes de que los empleados trabajen en un área de trabajo que contenga químicos peligrosos. Los empleados contemplados en la ley deben recibir capacitación del empleador sobre los peligros de los químicos y sobre las medidas que ellos mismos pueden tomar para protegerse de dichos peligros. La capacitación debe repetirse de ser necesario, y al menos cuando se introduzcan nuevos peligros en el centro de trabajo o se reciba nueva información sobre los químicos que ya están presentes.

HOJAS DE DATOS DE SEGURIDAD

El empleador debe informar de la exposición a los empleados que pudieran estar expuestos a químicos peligrosos y ellos deben tener acceso fácil a las hojas de datos de seguridad (SDS) o las hojas de datos de seguridad del material (MSDS) más recientes si es que todavía no hay una SDS disponible, las cuales detallan los peligros físicos y de salud y cualquier otra información pertinente sobre dichos químicos.

ETIQUETAS

No se requerirá que los empleados trabajen con químicos peligrosos provenientes de contenedores que no están etiquetados con excepción de los contenedores portátiles de uso inmediato, el contenido de los cuales el usuario conoce.

DERECHOS DEL EMPLEADO

Los empleados tienen derecho a:

- acceder a copias de las SDS (o una MSDS si es que todavía no hay una SDS disponible)
- la información sobre sus exposiciones químicas
- recibir capacitación sobre los peligros químicos
- recibir el equipo protector apropiado
- presentar quejas, asistir a los inspectores y testificar en contra de su empleador

No se despedirá a los empleados ni se les discriminará de ninguna manera por ellos ejercer cualquiera de los derechos que esta ley estipula. Las renuncias de derechos del empleado no tienen ninguna validez; el que el empleador solicite ese tipo de renuncia infringe esta ley. Los empleados pueden presentar sus quejas ante el Departamento Estatal de Servicios de Salud de Texas llamando al teléfono sin costo provisto abajo.


LOS EMPLEADORES PODRIAN ESTAR SUJETOS A SANCIONES ADMINISTRATIVAS Y A MULTAS CIVILES O PENALES QUE VAN DESDE LOS \$50 HASTA LOS \$100,000 DÓLARES POR CADA INFRACCIÓN DE ESTA LEY

Puede obtener mayor información en:
Texas Department of State Health Services
Division for Regulatory Services
Policy, Standards, & Quality Assurance Unit
Environmental Hazards Group
PO Box 149347, MC 1987
Austin, TX 78714-9347

(800) 452-2791 (llamada gratuita dentro de Texas)
(512) 834-6787
Fax: (512) 834-6726
TXHazComHelp@dshs.texas.gov



Worker Right-To-Know Program
Publication # E23-14173
Revised 03/2014

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management


Appendix C: Training Documentation

1. Online Hazard Communication Training Record:

General Hazard Communication Training is available online through TrainTraq. Employees must complete the course titled “Hazard Communication” to receive credit for General Hazard Communication Training. A copy of the employee’s TrainTraq transcript listing the course, along with a copy of the course description, shall meet the documentation requirements of this Program.

2. Employee Hazard Communication Training Roster

The attached Employee Hazard Communication Training Roster will be used to document work area specific training. The roster may be used to document attendance to classroom-based or one-on-one training.

	Texas A&M University - Central Texas	
	Environmental Management System: Document and Records Control Guidance	Program: Hazard Communication Program
		Doc. No.: ENVM-24-L2-S11-CH6-001
		Rev No: Initial document
	Level 2	Date: 09/07/16
	Office: A&M – Central Texas Safety & Risk Management	

TEXAS A&M UNIVERSITY – CENTRAL TEXAS


EMPLOYEE HAZARD COMMUNICATION TRAINING ROSTER

Texas Hazard communication Act, Section 502.009(g)

Training Topic: _____ Date: _____

Instructor: _____ Location of Training: _____

Last name	First Name	UIN	PI/Supervisor	Department	Signature

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management

EMPLOYEE HAZARD COMMUNICATION TRAINING ROSTER (Continued)

A. Per Sections 502.009 (c) and (g) of the Texas Hazard Communication Act (THCA), the following subject(s) were covered in this training:


- ☐ Reading and interpreting chemical container labels (*Check all applicable*): ☐ GHS ☐ HMIS ☐ NFPA
- ☐ Reading and interpreting alternative labeling systems (*Describe*): _____
- ☐ Reading and interpreting Safety Data Sheets (SDSs)
- ☐ Location of hazardous chemicals in the workplace
- ☐ Physical and health effects of exposure
- ☐ Proper use of PPE
- ☐ First aid treatment for exposure
- ☐ Safety instructions on handling, clean-up, and disposal procedures

B. Per Section 502.009 (g) of the THCA, training was conducted based on one of the following:

- ☐ Categories of hazardous chemicals (*Check all applicable*):
☐ Flammables ☐ Corrosives ☐ Toxins/Irritants ☐ Reactive/Unstable Chemicals
- ☐ Individual hazardous chemicals (*List; attach additional sheet if necessary*): _____

Per Section 502.009 (a), (e), and (f) of the THCA, and per the **Chemical Safety Training** section of this Program, this training was provided as:







- ☐ New employee training ☐ New chemical hazard ☐ Increased potential for exposure
- ☐ Periodic/refreshers training ☐ New hazard information on existing chemical


	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management




Appendix D: Chemical Labeling Systems

1. Globally Harmonized System (GHS)

The *Globally Harmonized System of Classification and Labeling of Chemicals*, or GHS, was developed to provide a common way to classify chemical hazards and communicate chemical hazard information worldwide. The goal of GHS is to improve safety through “consistent and simplified communications on chemical hazards and practices to follow for safe handling and use.” Pictograms are used to identify distinct hazards. Below are the GHS pictograms along with the hazard(s) each represent. The pictograms should be used in conjunction with the SDS to determine the particular hazard associated with the chemical.

Health Hazard 	Flame 	Exclamation Mark 
<ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder 	Corrosion 	Exploding Bomb 
<ul style="list-style-type: none"> • Gases Under Pressure 	<ul style="list-style-type: none"> • Skin Corrosion/Burns • Eye Damage • Corrosive to Metals 	<ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management

Flame Over Circle 	Environment (Non-Mandatory) 	Skull and Crossbones 
<ul style="list-style-type: none"> • Oxidizers 	<ul style="list-style-type: none"> • Aquatic Toxicity 	<ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

2. NFPA 704 (Also known as the NFPA Diamond)

The National Fire Protection Association (NFPA) through NFPA Standard 704 established a system to aid emergency responders in quickly identifying chemical hazards in fire situations. The square-on-point or “diamond” shaped symbol is easily recognizable and has been incorporated by many chemical manufacturers on their container labels.

Each colored section of the diamond represents a different hazard type. The number assigned, from 0-4 identifies the level of hazard. Zero (0) indicates minimal or “no” hazard, while four (4) indicates severe hazards.



Red: Flammability

0 – Will not burn

1 – Must be heated in order to ignite; flash point exceeds 200°F (93°C)

2 – Moderate heat for ignition; flash point between 100°F (38°C) and 200°F (93°C)

3 – Liquids or solids that ignite at most ambient temperature conditions; flash point between 73°F (23°C) and 100°F (38°C)


4 – Extremely flammable; readily vaporizes at normal temperature and pressure; flash point below 73°F (23°C)

Blue: Health Hazard

0 – Does not pose a health hazard greater than normal material

1 – May cause irritation and minor residual injury

2 – Intense or extended exposure may cause incapacitation

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management

3 – Short exposure may cause serious temporary injury or residual injury

4 – Very brief exposure may cause death or major residual injury

Yellow: Instability

0 – Normally stable; not reactive with water

1 – May become unstable at elevated temperature and pressure; may be mildly reactive to water

2 – Unstable; may undergo violent decomposition but will not detonate; may react violently with water or form explosive mixture with water

3 – May detonate or react explosively; requires strong initiating source; may react explosively with water

4 – Readily detonates or undergoes explosive decomposition at normal temperature and pressure

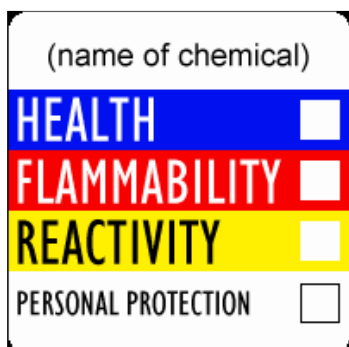
White: Special Hazard

W – Reacts with water

OX – Oxidizer

3. Hazardous Material Information System (HMIS®)

The Hazardous Material Information System (HMIS®) is a labeling method designed to assist employers in complying with OSHA's Hazard Communication Standard. It was developed by the National Paint & Coatings Association (NPCA) as a means to provide safety information to all employees who handle hazardous chemicals. HMIS® utilizes colored bars to identify different hazard groups and a scale of zero (0) to four (4) to rate severity of the hazard. While similar to the NFPA Diamond, the HMIS® method does differ in some ways. For instance, under HMIS® the assigned hazard value is for chemicals in normal conditions. Thus, HMIS® is not intended for emergency response. Another difference is that the bottom white bar is used to identify appropriate PPE rather than to identify special hazards.




(name of chemical)

HEALTH ☐

FLAMMABILITY ☐

REACTIVITY ☐

PERSONAL PROTECTION ☐




HMIS®

HEALTH ☐

FLAMMABILITY ☐

PHYSICAL HAZARD ☐


PERSONAL PROTECTION

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
		Date:	09/07/16
	Level 2	Office:	A&M – Central Texas Safety & Risk Management

Above are examples of the HMIS[®] label. The one on the left is an older version. The yellow “Reactivity” bar has been replaced with an orange “Physical Hazard” bar in the newer version.

HEALTH	
* = Chronic Hazard	Chronic (long-term) health effects may result from repeated overexposure.
0 = Minimal Hazard	No significant risk to health.
1 = Slight Hazard	Irritation or minor reversible injury possible.
2 = Moderate Hazard	Temporary or minor injury may occur.
3 = Serious Hazard	Major injury likely unless prompt action is taken and medical treatment is given.
4 = Severe Hazard	Life-threatening, major, or permanent damage may result from single or repeated exposure

FLAMMABILITY	
0 = Minimal Hazard	Materials that will not burn.
1 = Slight Hazard	Materials that must be preheated before ignition will occur. Includes liquids, solids, and semi-solids having a flash point above 200°F. (Class IIIB)
2 = Moderate Hazard	Materials which must be moderately heated or exposed to high ambient temperatures before ignition will occur. Includes liquids having a flash point at or above 100°F but below 200°F. (Classes II and IIIA)
3 = Serious Hazard	Materials capable of ignition under almost all normal temperature conditions. Includes flammable liquids with flash points below 73°F and boiling points above 100°F, as well as liquids with flash points between 73°F and 100°F. (Classes IB and IC)
4 = Severe Hazard	Flammable gases or very volatile flammable liquids with flash points below 73°F and boiling points below 100°F. Materials may ignite spontaneously with air. (Class I)

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
		Date:	09/07/16
	Level 2	Office:	A&M – Central Texas Safety & Risk Management

PHYSICAL	
0 = Minimal Hazard	Materials that are normally stable under fire conditions and will not react to water, polymerize, decompose, condense, or self-react.
1 = Slight Hazard	Materials that are normally stable but can become unstable at high temperature and pressures. Materials may react non-violently with water or undergo hazardous polymerization in the absence of inhibitors.
2 = Moderate Hazard	Materials that are unstable and may undergo violent chemical change at normal temperature and pressure with low risk for explosion. Materials may react violently with water or form peroxides upon exposure to air.
3 = Serious Hazard	Materials that may form explosive mixtures with water and/or are capable of detonation or explosive reaction in the presence of a strong initiating source. Materials may polymerize, decompose, self-react, or undergo other chemical changes at normal temperature and pressure with moderate risk of explosion.
4 = Severe Hazard	Materials that are readily capable of explosive water reaction, detonation, or explosive decomposition, polymerization, or self-reaction at normal temperature and pressure.



Texas A&M University - Central Texas

Environmental Management System:
Document and Records Control Guidance

Level 2

Program: Hazard Communication Program


Doc. No.: ENVM-24-L2-S11-CH6-001

Rev No: Initial document

Date: 09/07/16

Office: A&M – Central Texas Safety & Risk Management

HAZARDOUS MATERIALS IDENTIFICATION SYSTEM			
HAZARD INDEX 4 = SEVERE HAZARD 3 = SERIOUS HAZARD 2 = MODERATE HAZARD 1 = SLIGHT HAZARD 0 = MINIMAL HAZARD		An asterisk(*) or other designation corresponds to additional information on a data sheet or separate chronic effects notification Additional Information	
PERSONAL PROTECTION EQUIPMENT			
A Safety Glasses	n Splash Goggles	o Face Shield & Eye Protection	p Gloves
q Boots	r Synthetic Apron	s Full Suit	t Dust Respirator
u Vapor Respirator	w Dust & Vapor Respirator	y Full Face Respirator	z Airline Hood or Mask
PERSONAL PROTECTION INDEX			
A			
B +			
C + +			
D + +			
E + +			
F + + +			
G + +			
H + + +			
I + +			
J + + +			
K + + +			
X Consult your supervisor or S.O.P. for "SPECIAL" handling directions			

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management


Appendix E: Work Area Chemical Inventory Instructions

A Work Area Chemical Inventory Excel spreadsheet will be provided. Inventories must be kept up to date and chemicals must be entered immediately upon arrival. All Chemical Inventory Spreadsheets must be sent to the Unit Head by December 1st of each year, or upon request.


General Instructions: List hazardous chemicals (e.g. fuels, cleaning chemicals, etc.) that have a physical or health hazard identified on a SDS. Do not include chemical waste. List the chemicals or products by the same name that is on its label and on the SDS. Detailed instructions and hazard information are provided as sheets within the Work Area Chemical Inventory Excel spreadsheet.

Specific Instructions:

1. Enter the Chemical Owner's Name and Department in the appropriate blanks.
2. Enter the Campus and Building in which the chemicals are located in the appropriate blanks.
3. Complete the inventory information in the appropriate column. All information is required unless otherwise noted.
 - a. Room #: Enter the room number where the chemical is stored and/or used. If the chemical is located in a room within a suite, give the sub room number (ex: 200A).
 - b. Manufacturer Name: Identify the company who manufactured the product, usually found on the container label.
 - c. Product or Catalog Number: Provide the product or catalog number, if available.
 - d. Chemical or Product Name: Enter the chemical or product name, as it appears on the SDS. If the product you are reporting has a trade secret formula, the generic name (provided on the SDS) may be used, such as "petroleum distillates". If the SDS does not provide a generic chemical name, the words "Trade Secret" may be used.
 - e. CAS Number: Place the Chemical Abstract Service (CAS) Number of the substance in this column. The CAS number is usually available on the SDS for the product. If the product itself does not have a CAS Number, you may indicate the CAS Number of the primary hazardous ingredient.
 - f. Physical State: Enter the physical state of the chemical (S = Solid, L = Liquid, G = Gas).
 - g. Amount per Container: Enter the amount of the chemical in a single container when received from the manufacturer or supplier. For example, if you purchased a case of 4 liter bottles of Methanol, you would enter "4" in this column, regardless of the number of containers you received. If a container is only partially full at the time you take the inventory, enter the amount as if it were full.

	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
	Level 2	Date:	09/07/16
		Office:	A&M – Central Texas Safety & Risk Management

- h. Unit of Measure: Examples: L, ml, gal, qt, fluid oz (for liquids), oz (of solids, lb, g, kg, cubic ft (for gas), etc.
- i. Number of Containers: Enter the number of containers you have for the chemical that are of the same size. For example, in the example described in (g) above, the case of Methanol has 6 bottles. In this case, you would enter “6”. If you have 3 bottles that are 4 L in size, and 3 that are 500 ml in size, you would need to enter the two sizes in separate lines.
- j. Shelf: Enter the shelf identifier where the chemical is stored, if available.
- k. Received Date: Enter the date the chemical was received in this column.
- l. Expiration Date: Enter the expiration date provided by the manufacturer. If one is not provided and the chemical is time-sensitive (ex: peroxide formers), then the expiration date should be one year from the Received Date.

	Texas A&M University - Central Texas	
	Environmental Management System: Document and Records Control Guidance Level 2	Program: Hazard Communication Program
		Doc. No.: ENVM-24-L2-S11-CH6-001
		Rev No: Initial document
	Date: 09/07/16	
Office: A&M – Central Texas Safety & Risk Management		

Appendix F



TAMUCT LAB SAFETY INSPECTION FORM

Department Name:	Area Inspected:
Inspected by:	Date of Inspection:

Administrative:

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are SDS available in the lab?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is there a current Chemical Hygiene Plan (CHP) in the lab?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is there a current Hazardous Communication Plan (HazCom) in the lab?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is the chemical inventory current (updated within 12 months)?

General Safety Concerns

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are rooms, cabinets, designated areas containing such materials as regulated hazardous substances, radioactive materials, and biohazardous materials, posted with the appropriate warning signs?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are all exits and aisles to the outside free from any obstructions?

Fire Safety

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is overhead storage minimized?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is overhead storage restrained?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is overhead storage kept 24" below ceiling or 18" below sprinkler heads?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are emergency shutoff valves free from any obstructions?

Personal Protective Equipment (PPE)

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is the appropriate personal protective equipment required for the lab available?
						<input type="checkbox"/> Safety Glasses <input type="checkbox"/> Goggles <input type="checkbox"/> Face Shields
						<input type="checkbox"/> Gloves <input type="checkbox"/> Lab Coats
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are appropriate extinguisher(s) available?



Texas A&M University - Central Texas

Environmental Management System:
Document and Records Control Guidance

Level 2

Program:	Hazard Communication Program
Doc. No.:	ENVM-24-L2-S11-CH6-001
Rev No:	Initial document
Date:	09/07/16
Office:	A&M – Central Texas Safety & Risk Management

Laboratory Equipment

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is the eyewash free from any obstructions?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is the eyewash station tested weekly?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is the emergency shower free from any obstructions?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is the emergency shower tested weekly?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are all GFCI outlets tested and working properly?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Has the fume hood been tested within the last year?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is storage with the fume hood minimized?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is non-ionizing radiation equipment (lasers, microwave sources, ultraviolet light sources) properly posted and shielded?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are vacuum systems that are capable of imploding protected with cages or barriers?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are glass LN2 dewars wrapped or shielded?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are proper gloves and safety glasses available for use with liquid nitrogen?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are use logs maintained for all autoclave activities?
					<input type="checkbox"/>	Are biohazard symbols on bags identified as "AUTOCLAVED"?
					<input type="checkbox"/>	Is a log maintained for all autoclave use?
					<input type="checkbox"/>	Is each biohazardous waste autoclaving activity logged?

Refrigerators/Freezers

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are food and beverages kept out of work areas and out of laboratory refrigerators/freezers?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is the proper type of refrigerator used i.e., explosion-proof for flammable liquids?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are laboratory refrigerators/freezers are properly marked,



Texas A&M University - Central Texas

Environmental Management System:
Document and Records Control Guidance

Program:	Hazard Communication Program
Doc. No.:	ENVM-24-L2-S11-CH6-001
Rev No:	Initial document
Date:	09/07/16
Office:	A&M – Central Texas Safety & Risk Management

Level 2

						prohibiting the storage of food or drink?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are refrigerators/freezers free of chemical spills or contamination
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are all containers/packages tightly closed or sealed?

Compressed Gasses

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are all cylinders properly secured in an upright position?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are protective caps in place when the cylinder is not in use?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are incompatible cylinders stored at least 20 feet apart, or in a welder's cart with a fire wall?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are the regulators, connections and supply lines in good condition?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are shatter-resistant supply lines utilized (no hard plastic)?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are flash arresters on flammable gas supplies for atomic absorption instruments, hydrogen and oxy-acetylene torch lines?

Hazardous Materials/Wastes

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are all chemical and waste containers properly labeled with the chemical name(s) and hazard of the material(s)?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are all chemical and waste containers properly labeled with the chemical name(s) and hazard of the material(s)?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are all chemicals color-coded to identify proper storage location?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are all chemicals and wastes stored according to hazard classification and compatibility?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are all containers of potential peroxide-forming chemicals dated upon receipt and utilized or disposed of within one year?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are flammable liquids stored in flammable liquid storage cabinets or in closed metal safety cans whenever possible?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are flammable cabinets free of corrosion, spills, and damage?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are corrosive cabinets free of corrosion, spills, and damage?



Texas A&M University - Central Texas

Environmental Management System:
Document and Records Control Guidance

Level 2

Program: Hazard Communication Program

Doc. No.: ENVM-24-L2-S11-CH6-001

Rev No: Initial document

Date: 09/07/16


Office: A&M – Central Texas Safety & Risk Management

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is storage of corrosive chemicals above eye level avoided?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are all containers kept tightly closed except when adding or removing waste?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are liquid waste containers kept in secondary containment tubs?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Are all "sharps" collected in puncture and leak resistant containers?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is broken glass collected in puncture resistant containers, marked with the words "Broken Glass"
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Is broken glass collected in puncture resistant containers, marked with the words "Broken Glass"

Additional Comments

Inspection Authentication

Name Printed:		Signature:	
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	Texas A&M University - Central Texas		
	Environmental Management System: Document and Records Control Guidance	Program:	Hazard Communication Program
		Doc. No.:	ENVM-24-L2-S11-CH6-001
		Rev No:	Initial document
		Date:	09/07/16
Level 2		Office:	A&M – Central Texas Safety & Risk Management

Appendix G

Maintenance Connection Work Order Tracker (Example)

Maintenance Connection Work Order Tracker				
Work Order Requested	Work Order Description	Work Order Issued	Work Order Complete	Comments
6/26/2016	There are vents in the ceilings of all the bathrooms that I believe may be return air vents for the HVAC. The vents in the 4th floor Women's Restroom is very dirty, also the vents if both of the 3rd floor Restrooms are somewhat dirty.	6/24/2016	6/24/2016	WO#4590
6/23/2016	The strobe on the Eyewash/Deluge Shower station in Bio Lab #1 Room 407 does not work. The audible alarm goes off when the station is activated, but the strobe light does not.	6/24/2016	6/24/2016	WO#4591
6/23/2016	There are a number of light poles along the east Entrance road, and one along the west entrance road, that have loose, damaged, or missing covers around the base. I will send an email attachment showing the approximate locations.	6/23/2016	7/11/2016	WO#4592
7/18/2016	The cover for one of the fire suppression sprinkler heads has fallen off and the sprinkler head appears to be positioned below the ceiling. Please check the sprinkler head for damage and replace the cover.	7/18/2016	8/3/2016	WO#4835
7/18/2016	Please reposition the ceiling tile out of place in the Warrior Bookstore stockroom.	7/18/2016	7/20/2016	WO#4836
7/19/2016	There are stained ceiling tiles in the tutoring center room 111, room 211G, room 205E, biology lab 410, and the cell culture room 410A. Please check for active leaks and replace the tiles as necessary.	7/22/2016	7/25/2016	WO#4844
7/19/2016	There are several return air vents on the 4th floor of Warrior Hall that need to be cleaned. They are located in Biology Lab 1 room 407, Biology Lab 2 room 410, Chemistry Prep room 412, and Chemistry Lab room 413.	7/22/2016	7/22/2016	WO#4846