

# Augusta University

## Policy Library

# Hazardous Chemical Protection and Right to Know Policy

**Policy Owner: Environmental Health and Safety Division**

### **POLICY STATEMENT**

To provide guidelines, assign responsibilities and outline procedures to protect employees at Augusta University against exposure to hazardous chemicals in the workplace. Copies of this program, as well as a listing of hazardous chemicals, and safety data sheets (SDS), are available in the Environmental Health & Safety Division's Chemical Safety Office for review by all employees.

### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other: Hazardous chemical protection and training shall be provided to all employees who handle chemicals, or who are potentially exposed to chemicals during their normal course of employment, and any time a new chemical hazard is introduced into the workplace.

### **DEFINITIONS**

- **ASTM** - American Society of Testing and Materials.
- **CAS** -Chemical Abstract Service.
- **Chemical identity** – A name that will uniquely identify a chemical. This can be a name that is in accordance with the nomenclature systems of the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS), or a technical name.
- **EINECS** - European Inventory of Existing Commercial Chemical Substances.
- **Hazard category** – The division of criteria within each hazard class, e.g., oral acute toxicity includes five hazard categories and flammable liquids includes four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.
- **Hazard class** – The nature of the physical, health or environmental hazard, e.g., flammable solid carcinogen, oral acute toxicity.
- **Hazard statement** – A statement assigned to a hazard class and category that describes the nature of the hazards of a hazardous product, including, where appropriate, the degree of hazard.
- **IUPAC** – The International Union of Pure and Applied Chemistry.
- **Label** – An appropriate group of written, printed or graphic information elements concerning a hazardous product, selected as relevant to the target sector(s), that is

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**Office of Compliance and Enterprise Risk Management Use Only**

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affixed to, printed on, or attached to the immediate container of a hazardous product, or to the outside packaging of a hazardous product.

- **Mixture** – A combination of chemicals or a solution composed of two or more substances which co-exist in a stable state.
- **Pictogram** - A graphical composition that may include a symbol plus other graphic elements, such as a border, background pattern or color that is intended to convey specific information.
- **Precautionary statement** - A phrase (and/or pictogram) that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous product, or its improper storage or handling.
- **Product identifier** - The name or number used for a hazardous product on a label or in the SDS. It provides a unique means by which the product user can identify the substance or mixture within the particular use setting (e.g. transport, consumer or workplace).
- **SDS** - Safety Data Sheet and also referred to as a Safety Data Sheet (SDS).
- **Substance** - Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

## PROCESS & PROCEDURES

All Augusta University employees shall comply with the standards provided in the written Hazardous Chemical Protection and Communication Program policy. No employee of Augusta University shall be discharged, disciplined, or discriminated against for exercising their rights under this plan.

Exposure to hazardous chemicals is one of the most serious threats facing American workers today. Knowledge provided through a written Hazard Chemical Protection and Communication Program helps to provide safer workplaces for employees. When employees have information about the chemicals being used, they can take steps to reduce exposures, substitute less hazardous materials, and establish proper work practices to prevent the occurrence of work related illness and injuries caused by chemicals.

The Environmental Health & Safety Division's Chemical Safety Officer shall serve as the institution's hazardous chemical protection communication coordinator, hereafter known as the Right-to-Know Coordinator (RTK Coordinator). The RTK Coordinator acts as liaison between Augusta University and the Georgia Department of Labor on hazardous chemicals issues, determines the applicability of the rules to individual work areas on the campus using on-site inspections and review of records, including Safety Data Sheets (SDS) and industrial hygiene studies, and makes arrangements for or provides appropriate and adequate training to all employees as described in the institutions written HazCom RTK Training program.

The written Augusta University HazCom RTK Program was designed to comply with the Georgia Public Employees Hazardous Chemical Protection and Right-to-Know Act (RTK) of 1988 as amended, Georgia Department of Labor Chapter 300-3-19 Public Employee

Hazardous Chemical Protection and Right-To-Know Rule, the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) for the communication of hazards to emergency responders, and the OSHA Hazard Communication Standards for hazardous chemicals.

#### **REFERENCES & SUPPORTING DOCUMENTS**

- *Board of Regents Training Resources* – Right to Know on-line Training
- *Augusta University Training Resources* – Augusta University institutional training resources for Chemical & Biological Safety Training
- *Institutional Chemical Safety Committee Resources*
- *Institutional Chemical Safety Committee Applications*
- *Hazardous Chemical Protection and Hazard Communication Program* – Augusta University Policy
- *Safety Data Sheets Program* – Links to Chemical Vendor/Supplier Web sites for SDS research
- *Georgia Department of Labor Right-to-Know Poster* – Georgia Department of Labor Rules
- *Chemical & Laboratory Safety Guide* – Chemical & Laboratory Safety Practices and Procedures

#### **RELATED POLICIES**

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#### **APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: 05/03/2018