

## WHO AND WHAT DOES THE STANDARD COVER?

- Anyone who comes in contact with hazardous chemicals
- Information about the hazards employees are exposed to
- How to protect themselves from these hazards
- Training and written materials that will keep you informed

## LABELS AND OTHER FORMS OF WARNING

All containers of hazardous materials must bear a label that is fixed to the outside of the container. It is the responsibility of the suppliers to properly label chemicals and include a MSDS. Each office and/or department has the responsibility of coordinating the ordering of hazardous chemicals and assuring that all chemical suppliers provide MSDS information to the appropriate department.

### What goes on the label?

- Common name
- Name, address & phone number
- Principal hazards-physical and/or health hazard
- First aid measures
- Precautionary measures
- Handling and storage info
- Special instructions concerning children

## SECONDARY LABELING SYSTEM

Secondary hazard labeling must be applied when a hazardous chemical is transferred to another container or when a manufacturer's label has become defaced or illegible.

### WRITTEN PROGRAM

It is the policy of Kent State University to promote the health and safety of our employees in their work environment. In an effort to ensure proper implementation and adherence by all employees to the requirements of OSHA Standard 29 CFR 1910.1200 and all other applicable requirements, Kent State University has established a Hazard Communication Written Program. This program includes:

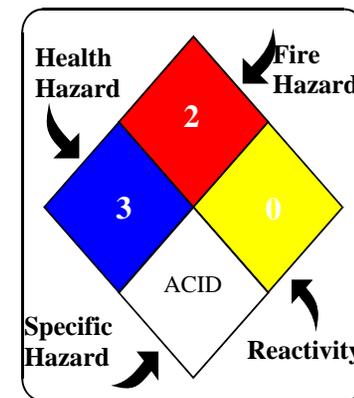
- Provisions for container labeling
- MSDS availability & requirements
- Employee training
- Hazardous chemical list
- How employees are to be informed of the hazards of non-routine tasks
- How contractors will be informed
- The name of the Hazard Communications Administrator

### HAZARDOUS CHEMICALS LIST

Each department is required to have a list of all chemicals used in their areas and this list will be maintained to correspond with the MSDS Books. It is important that the MSDS's be updated as new chemicals are added.



# Hazard Communication



The Occupational Safety and Health Administration (OSHA) expects employees to know that they are exposed to hazardous chemicals, how to read and use labels and material data sheets, and that as a consequence of learning this information, they are following the appropriate protective measures established by the employer. For more information, contact the Manager of Environmental Health and Safety, (330) 672-1950, [dbaden@kent.edu](mailto:dbaden@kent.edu), (330) 672-9565 or [dehead@kent.edu](mailto:dehead@kent.edu)

## Environmental Health and Safety

## THE MATERIAL SAFETY DATA SHEET (MSDS)

The objective of the MSDS is to concisely inform you about the hazards of the materials you work with so that you can protect yourself and respond to emergency situations. The law states that you must have access to MSDS's and be taught to read and understand them.

An MSDS is required (in English) for every chemical and hazardous material in the workplace. The purpose of an MSDS is to tell you:

- The material's physical properties or fast-acting health effects that make it dangerous to handle
- The level of protective gear you need
- The first aid treatment to be provided when you are exposed to a hazard
- The preplanning needed for safely handling spills, fires, and day-to-day operations
- How to respond to accidents
- Additional information not contained on the label

There is no specified format for the MSDS under the OSHA rule, however there are specific information requirements. OSHA has developed a non-mandatory format, OSHA Form 174, which may be used by chemical manufacturers and importers to comply with the rule.

The OSHA MSDS Form contains the following information:

### Section 1: Product and Company ID

- Identity (As Used on Label & List)
- Manufacturer's Name & Address
- Emergency Telephone Number
- Telephone Number for Information
- Date Prepared
- Signature of Preparer (*optional*)

### Section 2: Hazard Ingredients/Identity Information

- Hazardous Components (Specific Chemical Identity; Common Name(s))
- OSHA PEL (*Permissible Exposure Limit*)
- ACGIH TLV (*American Conference of Governmental Industrial Hygienists' Threshold Limit Value*)
- Other Limits Recommended
- % (*optional*)

### Section 3: Physical/Chemical Characteristics

- Boiling Point
- Vapor Pressure (mm Hg.)
- Vapor Density (AIR = 1)
- Specific Gravity (H<sub>2</sub>O = 1)
- Melting Point
- Evaporation Rate (Butyl Acetate = 1)
- Solubility in Water
- Appearance and Odor

### Section 4: Fire and Explosion Hazard Data

- Flash Point (Method Used)
- Flammable Limits
- Lower Explosive Limit
- Upper Explosive Limit
- Extinguishing Media
- Special Fire Fighting Procedures
- Unusual Fire and Explosion Hazards

### Section 5: Reactivity Data

- Stability (Stable or Unstable)
- Conditions to Avoid
- Incompatibility (Materials to Avoid)
- Hazardous Decomposition or Byproducts
- Hazardous Polymerization (May Occur or Will Not Occur)
- Conditions to Avoid

### Section 6: Health Hazard Data

- Route(s) of Entry (Inhalation?; Skin?; Ingestion?)
- Health Hazards (Acute and Chronic)
- Carcinogenicity (NTP?; IARC Monographs?; OSHA Regulated?)
- Signs and Symptoms of Exposure
- Medical Conditions Generally Aggravated by Exposure
- Emergency and First Aid Procedures

### Section 7: Precautions for Safe Handling and Use

- Steps to be Taken in Case Material is Released or Spilled
- Waste Disposal Method
- Precautions to be Taken in Handling and Storing
- Other Precautions

### Section 8: Control Measures

- Respiratory Protection (Specify Type)
- Ventilation (Local Exhaust; Special; Mechanical (General); Other)
- Protective Gloves
- Eye Protection
- Other Protective Clothing or Equipment
- Work/Hygienic Practices