

24.01.01.K0.04 Hazard Communication Program



Approved: July 24, 2013

Revised: April 05, 2016

Next Scheduled Review: April 05, 2021

Procedure Statement

The purpose of the Hazard Communication Program is to establish procedures and to identify the parties responsible for ensuring the safety and health of Texas A&M University-Kingsville (TAMUK) employees, students, and visitors, as well as the surrounding community, in compliance with the Texas Hazard Communication Act and the Public Employers Community Right-to-Know Act.

Reason for Procedure

This procedure is required as a supplement to System Policy 24.01 and System Regulation 24.01.01.

Procedures and Responsibilities

1. STANDARD ADMINISTRATIVE PROCEDURE

- 1.1 In order to ensure the safety and health of its faculty, staff, students, and visitors, TAMUK shall establish, implement, and maintain a written Hazard Communication (HazCom) Program. This is applicable throughout the university and to any employee who may be exposed to hazardous chemicals during normal work activities but particularly all employees within the following Adloc's:

17132416 Dept of Environmental Engineering
17132115 Dept of Human Sciences
17132415 Dept of Chemical & Natural Gas Engineering
17463900 Caesar Kleberg Wildlife Research Institute
17132110 Dept of Animal and Wildlife Science
17132410 Dept of Mechanical & Industrial Engineering
17132215 Dept of Chemistry
17132210 Dept of Biological & Health Sciences
17151001 University Police
17310650 Recreational Sports
17140005 University Farm
17132520 Dept of Health & Kinesiology
17216555 Student Health & Wellness

17132405 Dept of Electrical Engineering & Computer Science
17132270 Dept of Physics & Geosciences
17330000 Office of Residence Life
17160020 Citrus Center
17158001 Enterprise Risk Management
17160130 Institute for Sustainable Energy & the Environment
17137101 College of Agriculture, Natural Resources & Human Sciences
17460571 National Natural Toxins Research Center
17137401 College of Engineering
17132280 Dept of Art, Communications, & Theater
17120331 Housing Special
17315050 Athletics
17137501 College of Education & Human Performance
17132100 Dept of Agronomy & Resource Science

2. RESPONSIBILITIES

2.1 TAMUK Environmental Health and Safety (EHS) shall:

- 2.1.1 Fulfill the duties and responsibilities outlined in the TAMUK Hazard Communication Program.
- 2.1.2 Serve as the TAMUK liaison and provide reports to the Texas Department of State Health Services (DSHS), the Local Emergency Planning Committees (LEPCs), and local fire departments, as required.
- 2.1.3 Monitor compliance with the HazCom Program through safety inspections.

2.2 TAMUK Departments shall:

- 2.2.1 Administer and coordinate the TAMUK Hazard Communication Program within their Departments by fulfilling the duties and responsibilities outlined in the Program. Areas of responsibility identified in the HazCom Program include but are not limited to:
 - 2.2.1.1.1 Maintaining updated workplace chemical inventories.
 - 2.2.1.1.2 Maintaining current Safety Data Sheets.
 - 2.2.1.1.3 Maintaining Training records.
 - 2.2.1.1.4 Providing Personal Protective Equipment (PPE) at no cost to employee.
 - 2.2.1.1.5 Monitor and ensure departmental compliance with the HazCom Program.

2.3 Supervisors shall:

- 2.3.1 Fulfill the duties and responsibilities outlined in the TAMUK Hazard Communication Program.

2.3.2 Ensure that all employees receive appropriate training prior to working with or in an area containing hazardous chemicals. This training shall be documented within TrainTraq for ease of reporting.

2.3.3 Ensure compliance with the HazCom Program within their work areas.

2.4 Employees shall:

2.4.1 Fulfill the duties and responsibilities outlined in the TAMUK Hazard Communication Program.

2.4.2 Assume responsibility for the safety and health of themselves, others around them, and the environment.

3. PROVISIONS:

3.1 The TAMUK Hazard Communication Program details responsibilities and establishes the procedures by which information is provided to employees regarding the hazardous chemicals to which they may be exposed during normal employment activities or during emergency situations. Information shall be provided through

3.1.1 Posting of an official DSHS “Notice to Employees” in an area where notices are usually posted.

3.1.2 Providing chemical safety training.

3.1.3 Making available Safety Data Sheets (SDSs).

3.1.4 Maintaining Workplace Chemical Inventories.

3.1.5 Ensuring proper container labeling.

3.1.6 Providing notification in the event of a non-routine chemical exposure.

3.2 A copy of the complete TAMUK Hazard Communication Program is available from the TAMUK Environmental Health and Safety office’s web page

<http://www.tamuk.edu/finance/risk/ehs/LabSafe/Chemical%20Hygiene%20Plan%202011.pdf>

Related Statutes, Policies, Rules or Requirements

[System Policy 24.01, Risk Management](#)

[System Regulation 24.01.01, Risk Management Programs](#)

[Texas Hazard Communication Act \(THCA\) - Health and Safety Code \(HSC\) Title VI, Subtitle D, Chapter 502](#)

[Public Employer Community Right-to-Know Act – \(HSC\) Title VI, Subtitle D, Chapter 506](#)

[Hazard Communication – Texas Administrative Code \(TAC\) Title 25, Part 1, Chapter 295, Subchapter A](#)

[Hazardous Chemical Right-to-Know – TAC Title 25, Part 1, Chapter 295, Subchapter H](#)

[Federal Hazard Communication Standard - 29 CFR Section 1910.1200](#)

Definitions

Refer to above references for any applicable definitions.

Contact Office

Enterprise Risk Management
(361) 593-2237