

### **Purpose, Scope, and Administration:**

Belmont University recognizes that every workplace contains some substances which could pose potential health problems to individuals if exposed to them in a manner not prescribed and that the Belmont population has the right to know the potential safety and health risks posed by such substances. This policy is to ensure the distribution and availability of related information regarding substances on campus.

Belmont University's Hazard Communication Policy will be administered by the Office of Risk Management and Compliance, and enforced by the Supervisors, Managers, Directors, Deans, and Senior Leadership members as needed.

The following procedures do not apply to any substances which are classified as foods, drugs, cosmetics, or tobacco products intended for personal consumption by the campus population or for distribution to the general public.

### **Chemical Inventory and Safety Data Sheets**

- Safety Data Sheets (SDSs) contain information on a hazardous substance. They include information such as product name, chemical abstract service numbers, ingredients, physical data, fire and explosion hazard information, environmental and disposal information, health hazard data, first-aid instructions, and handling precautions.
- Chemical Inventory Lists will be completed/updated annually for each building on campus by department, and turned in to the Office of Risk Management and Compliance by November 1 of each year, using the form in Appendix A (available online at [http://www.belmont.edu/riskmanagement/env\\_health\\_safety/haz\\_comm\\_policy.html](http://www.belmont.edu/riskmanagement/env_health_safety/haz_comm_policy.html)).
- For the initial submission of a Chemical Inventory List, SDSs must also be submitted by the submitting department for each hazardous substance, unless alternative arrangements have been made with the Office of Risk Management and Compliance.
- Whenever a new hazardous substance is received, the substance must be added to the Chemical Inventory List within 30 days and submitted to the Office of Risk Management and Compliance, along with the Safety Data Sheet for the new substance.
- A copy of the SDSs must be kept in each building/area, be easily recognizable, and be readily accessible to members of the Belmont population who may come into contact with the substances.
- If problems arise obtaining an SDS sheet for a substance, contact the Office of Risk Management and Compliance at [riskmanagement@belmont.edu](mailto:riskmanagement@belmont.edu) or 615-460-6023 for assistance.

## Labeling

- All existing labels on containers of hazardous substances must be intact, legible, and written in English. If the label does not meet these criteria, a replacement label must be affixed to the container. The replacement label must include:
  1. Common/trade name of the substance.
  2. Appropriate hazard warning: health, flammability, reactivity, and required personal protective equipment (PPE).
  3. Chemical Abstract Service Number (CAS).
- Portable containers filled with a hazardous chemical must also be labeled with the above information.

## Training

*All areas in which hazardous substances are used must:*

- conduct training on appropriate work and classroom practices, safety measures required, and emergency procedures regarding hazardous materials;
- supply the appropriate PPE equipment and train on its use;
- inform all affected employees and students of the location of the SDS collection; and
- submit employee training records to the Office of Risk Management and Compliance which will maintain Hazardous Communication training records on all employees for length of employment and for 90 days after the employee leaves employment.

## Exposure Procedures

- When a person on campus is exposed or potentially exposed to a hazardous substance, he or she must be immediately notified and provided a medical evaluation, monitoring, or treatment.
- After safety and health precautions have been completed, the employee supervising the area/person affected must complete a report of the exposure and submit it to the Office of Risk Management and Compliance.
- The following information should be included in the report: the specific chemical(s), the duration of the exposure, the type of exposure (inhalation, ingestion, skin contact), and personal protective equipment used.
- If the affected person is an employee, a First Report of Injury form must be completed and submitted to Human Resources as soon as possible, but no later than one business day after the event.

