

XAVIER UNIVERSITY

WRITTEN HAZARD COMMUNICATION PLAN

GENERAL COMPANY POLICY

This plan describes how Xavier University is complying with the OSHA Chemical Hazard Communication Standard, 29 CFR 1910.1200. This plan applies to work operations where an employee may be exposed to hazardous chemicals under normal working conditions or during an emergency situation.

ROLES AND RESPONSIBILITIES

Company Name	Xavier University
Date	Revised : June 25, 2007

The following will be provided by your employer:

- A written hazard communication plan
- A List of hazardous chemicals at this facility or in your work area
- MSDS for each hazardous chemical including those chemicals located in pipes
- Assure all chemicals are labeled
- “Effective” training and information for all hazardous chemicals at this facility

Employees	ALL EMPLOYEES
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As an employee you must read this written hazard communication plan and:

- Follow all safety instructions provided by this plan and your employer
- Complete hazard communication Training video and test
- Obtain a MSDS for any new chemical you may be required to purchase
- Forward new MSDS to MAXCOM administrator to facilitate updating the plan
- Label containers that are used for the transfer chemicals (secondary or portable containers)
- Read safe use guide information and chemical labels prior to working with a chemical
- Always wear personnel protective equipment specific to each chemical

Contractors	ALL EMPLOYEES
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Contractors and their employees must read this plan and provide the following information to the MAXCOM administrator:

- A list of hazardous chemicals they will use while at this workplace
- A MSDS for each hazardous chemical being used by contractor
- Follow all safety rules at this workplace
- Always wear personnel protective equipment for each hazardous chemical

MAXCOM™ Administrator	Steve Owen, Director for EH&S Steve Nichols, Lab Manager, Chemistry
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Responsibilities:

- Review and update the HazCom program, as necessary.
 - As new chemicals arrive, the administrator sends new MSDS (via fax, posting or email) to MAXCOM™.
 - MAXCOM™ adds the MSDS information to the database.
 - Administrator then prints out the new MSDS Index and puts it in the MAXCOM™ Manual. Update the MSDS index as necessary.
- Contact chemical manufacturers or vendors if additional research is necessary or if a MSDS has not been supplied with an initial shipment.
- Ensure that all hazardous chemicals are properly labeled.
- Implement and over-see the employee training sessions.

The MAXCOM System

Your employer has selected the MAXCOM System as a means to provide you with an “effective” information and training program that will meet all requirements of the OSHA employee right-to-know standard and to insure your safety.

Chemical list or inventory

Your Hazard Communication Program must begin with a **current** list of ***all*** hazardous chemicals found in any form such as solid, liquid, vapor, gas or mist that is specific to your worksite (*see section 4 MAXCOM Manual*). This list must be kept current at all times. Once this list has been compiled, each chemical or product is evaluated to determine the physical and health hazards, the target organs affected by these hazards.

Please review this list to make certain all chemicals located in your work area are included. Should you encounter a chemical that is not on this list, contact your supervisor or safety officer immediately so that he/she can locate the corresponding MSDS and have it reviewed by MAXCOM staff and added to the list.

Each chemical has been reviewed by a certified toxicologist and assigned to chemical category numbered “1” through “36”. These chemical categories are the primary hazards of the chemical and they are referred to as safe-use-guides (*see section 5 MAXCOM Manual*). In addition to the primary hazards, all of the other known hazards specific to each chemical have been included in the list.

Each chemical at your facility has also been evaluated to determine the degree of danger or the hazard level associated with it. Each level of danger is indicated by a red, yellow, or green stop light icon in your chemical list.

Special note: *If you respond to an emergency involving a red or high hazard level, always refer to the MAXCOM Manual first to determine the correct response or action.*

Target Organs

Each product or chemical used at your facility has been reviewed to determine the target organs that may be affected if you use these chemicals without protective measures or proper PPE.

Our target organs allow our body to function properly and any chemical that adversely affects those target organs should be considered hazardous. Many target organs work like the filters on your car by trapping substances that can harm your body. If these filters are plugged or not functioning properly your body's ability to fight disease will be greatly diminished.

These hazards can be greatly reduced and even eliminated with the use of proper protective measures and in some cases by using safer chemicals or even finding a different way to accomplish the task at hand.






Below is a list of the possible target organs.

- **Liver**; (Hepatotoxin) Degeneration of the liver, liver poison, enlargement of the liver, hepatitis,
- **Kidneys**; (Nephrotoxins) Bladder symptoms, kidney poison, edema, urinary infection, degeneration of the kidneys
- **Central Nervous System**; (Neurotoxins) Depression, injury to the brain such as permanent damage, unconsciousness or even a coma, decreased motor strength, lack of coordination, changes in or a slowing of your reflexes, damage to your nerves, increased heart rate, increased blood pressure,
- **Blood**; (Hematopoietic) Red blood cell damage, deprive the body tissue of valuable oxygen, leukemia, blood diseases, abnormal increase in red blood cells
- **Lungs**; Cough, tightness in the chest, shortness of breath, respiratory failure, pneumonia, asthmatic breathing, asthma, hemorrhaging irritation of the upper respiratory tract
- **Cutaneous or skin hazards**; De-fatting of the skin (eliminates the skins protective barrier), itching, dermatitis, swelling, freeze burn, rashes, discoloration, thermal burns,
- **Eyes**; Corneal damage, inflammation of the iris, permanent eye damage, blindness, halos around lights, visual disturbances
- **Heart**; Heart attack, increased pulse rate, permanent damage to the heart
- **Reproductive Toxin**; Affects reproductive capabilities, may cause mutation, effects fetus, embryonic toxin, birth defects, sterility
- **Irritation**; Not corrosive but causes inflammatory effect, irritation of the skin, eyes, mucous membrane, gastrointestinal irritation
- **Sensitizer**; Allergic reaction after repeated exposure, difficulty breathing, wheezing, coughing, respiratory failure
- **Carcinogen**; Known to or suspected to cause cancer

SAMPLE LIST OF HAZARDOUS CHEMICALS

The MSDS Index is provided in [Section 4: MSDS Index](#) of this MAXCOM™ Manual and online at designated computers. The MSDS Index lists hazardous chemicals used at the facility, workplace or work area.

Sample MSDS Index

MaxCom ID#	Chemical Name	Manufacturer/Distributor	MSDS Summary	Safe Use Guide
80673	KnockDown	Ball Industries	<p><u>MSDS Revision Date:</u> 03/15/1995</p> <p><u>Hazards:</u> Non-Reactive Asphyxiant Gases (Compressed, Liquefied or Cryogenic),Irritant</p> <p><u>Target Organs:</u> Lungs/Skin/Eyes</p> <p><u>Required PPE:</u> Gloves-Impervious; Resp-None Required w/Good Ventilation; Eyewear-Safety Glasses/Goggles; Clothing-Apron;</p>	 9 Medium Hazard
80677	N-L Concentrate All Purpose Cleaner	National Laboratories	<p>ID#: ED-302;</p> <p><u>MSDS Revision Date:</u> 09/05/1990</p> <p><u>Hazards:</u> ,Irritant</p> <p><u>Target Organs:</u></p> <p><u>Required PPE:</u> Gloves-None Required; Resp-None Required; Eyewear-None Required; Clothing-None Required;</p>	 10 Low Hazard
80674	Professional Love My Carpet Liquid Shampoo	National Laboratories	<p>ID#: ED-149;</p> <p><u>MSDS Revision Date:</u> 09/01/1990</p> <p><u>Hazards:</u> Flammable & Combustible Liquids,Irritant/Carcinogen</p> <p><u>Target Organs:</u> Skin/Eye</p> <p><u>Required PPE:</u> Gloves-Rubber; Resp-None Required; Eyewear-Protective; Clothing-Protective;</p>	 1 High Hazard
80679	Professional Love My Carpet Rug Cleaner	National Laboratories	<p>ID#: DD-135;</p> <p><u>MSDS Revision Date:</u> 09/01/1990</p> <p><u>Hazards:</u> ,Irritant/Carcinogen</p> <p><u>Target Organs:</u></p> <p><u>Required PPE:</u> Resp-None Required; Clothing-None Required;</p>	 10 Low Hazard
80672	Blue X Glass Cleaner w/Ammonia	National Sanitary Supply Co.	<p><u>MSDS Revision Date:</u> 02/04/1994</p> <p><u>Hazards:</u> Flammable & Combustible Liquids,Irritant</p> <p><u>Target Organs:</u> Skin/Eye</p> <p><u>Required PPE:</u> Gloves-None Required; Resp-None Required; Eyewear-None Required; Clothing-None Required;</p>	 1 High Hazard

MATERIAL SAFETY DATA SHEETS (MSDSs) AND OTHER INFORMATION

Accessing information is important to work safely with chemicals and in an emergency. The MAXCOM™ System provides simple procedures to identify the Hazard Level and Hazard Category (Safe Use Guide Number), which identify the types of chemicals you are working with.

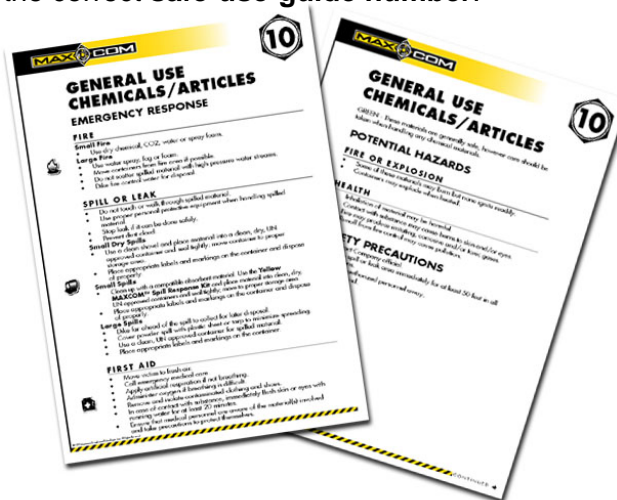
Hazard Level

indicated by colored label:



There are three places to locate information about the chemicals in your workplace:

1. The MSDS Index – located in Section 4 of the MAXCOM™ Manual, provides the identity of each chemical in your work area by common name or synonym, the physical and health hazards, target organ effects, routes of entry into the body and PPE for each chemical. The most important item in the index is the **hazard level** and the correct **safe-use-guide number**.
2. Safe Use Guides – numbered **1 through 36**, provide the safety precautions and potential hazards and the proper emergency response for fires, spills and first aid involving a chemical release.
3. MSDSs – though complicated, provide you with specific information for each chemical you use. The MAXCOM™ Administrator will maintain MSDSs on every substance on the list of hazardous chemicals. Your company's MSDS are provided online using the MAXCOM System. A back-up CD-Rom is also available from your administrator.



To access the MAXCOM System online during an emergency simply double click on the MAXCOM™ icon located on your desktop or logon onto www.maxcomonline.com and enter your company information:

Company Login: Xavier
Password: Call 745-1923 for the password

Note: All employees and students of Xavier University are allowed and encouraged to use this database.

After logging into the website, follow the procedures to obtain an MSDS.

MSDS PROCEDURES

A MSDS must accompany any chemical or chemical product that is in the facility. If you as an employee purchase or are given a product, you must obtain a MSDS with the product. The MSDS then must be given to the MAXCOM™ Administrator for categorization and database introduction.

If you discover a missing, misplaced or loose MSDS, contact your MAXCOM™ Administrator immediately.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is important that you wear the appropriate and recommended personal protective equipment for all chemicals that you are working with or may come into contact with on the jobsite.

Before you work with, respond to any emergency situations or treat a person exposed to a chemical, you must read the MSDS Index and Safe Use Guide for the chemical involved. The MSDS Index and Safe Use Guide direct you to the appropriate PPE to wear. If for some reason the MSDS Index or Safe Use Guide is not available, unreadable or missing, refer to the chemical specific MSDS for the chemical. The MSDS are available in the listed locations above.

LABELS AND OTHER FORMS OF WARNING

Most workplace chemicals are labeled by the chemical manufacturer. The manufacturer labels must identify the name of the chemical, name and address of the manufacturer and appropriate hazard warnings.

If an employee transfers chemicals from a labeled container to a portable container that is intended only for **immediate** use, labels are not required on the portable container. If chemicals are transferred from a labeled container to a portable container that is intended for more than immediate use or for another person's use, the container will be labeled with the chemical name, manufacturer and primary hazard of the chemical.

MAXCOM™ Hazard Labels may be used on some containers to **supplement** OSHA mandated manufacturer labels. Contact your supervisor to obtain labels.



HOW TO RESPOND

The MAXCOM™ System provides safety information and emergency response instructions that are easy to follow: **IDENTIFY, LOCATE, RESPOND.**

IDENTIFY -

MAXCOM ID#	Chemical Name	Manufacturer/Distributor	MSDS Summary	Safe Use Guide
0087	Floor Wood & Multi-Purpose Polish	National Laboratories	Full Chemical Name: Floor Wood & Multi-Purpose Polish MSDS Revision Date: 06/01/1990 Hazard: Non-Residue Abrasive Gases (Compressed, Liquefied or Cooled) Target Organs: Skin Resistant PPE: Gloves/Nose Required; Resp/Nose Required; Eyewear/Nose Required; Clothing/Nose Required	9 Medium Hazard
0090	Professional Love My Carpet Rug and Room Deodorizer	National Laboratories	Full Chemical Name: Professional Love My Carpet Rug and Room Deodorizer EID-273 MSDS Revision Date: 08/15/1990 Hazard: Irritant Target Organs: Skin Resistant PPE: Gloves/Nose Required; Resp/Nose Required; Eyewear/Nose Required; Clothing/Nose Required	10 Low Hazard
0093	Professional Lysol Brand Disinfectant Spray Original, Fresh, Light Scent	National Laboratories	Full Chemical Name: Professional Lysol Brand Disinfectant Spray Original, Fresh, Light Scent MSDS Revision Date: 10/01/1990 Hazard: Highly Flammable Gases/Irritant Target Organs: Eyes Resistant PPE:	1 High Hazard

Safe Use Guide

MAXCOM™ Label



Identify the Safe Use Guide Number and Hazard Level in the MSDS Index or from the MAXCOM™ Label on the chemical container.

LOCATE -



MAXCOM™ Manual



MAXCOM™ Software

Locate the corresponding Safe Use Guide in Section 5 of the MAXCOM™ Manual or using the MAXCOM™ Software.

RESPOND -



Respond carefully and appropriately, using the information supplied for a Fire, Spill or Injury in the Safe Use Guide.

TRAINING

Employees that work with or are potentially exposed to hazardous chemicals will receive training on the safe use of hazardous chemicals. Training may be conducted through the use of the MAXCOM™ video and the procedures can be reinforced using the MAXCOM™ Manual and wall chart, located throughout the workplace.

Training emphasizes these items:

- OSHA's Chemical Hazard Communication Standard.
- Summary and procedures of the MAXCOM™ System.
- Hazards of workplace chemicals.
- Procedures to protect against chemicals hazards such as personal protective equipment, work practices or methods to ensure appropriate use and handling of chemicals, and emergency response procedures.

If an employee wants additional training, they should inform their supervisor. If appropriate, the MAXCOM™ Chemical Category Training CD may be provided from you supervisor.

NON-ROUTINE TASKS

If an employee is required to perform hazardous non-routine tasks (e.g., cleaning tanks, entering confined spaces, etc.), a special training session will be conducted to explain any hazardous chemicals which may be present and the precautions to reduce or avoid exposure.

PIPES AND PIPING SYSTEMS (IF PRESENT)

Pipes or piping systems containing hazardous chemicals may be labeled and will be discussed in training sessions if applicable.

There are no hazardous chemical piping systems on the Xavier University Campus.

CONTRACTOR EMPLOYERS

The MAXCOM™ Administrator upon notification by the responsible supervisor will ensure outside contractors are advised of any chemical hazards that may be encountered in the normal course of their work on the premises, the availability of MSDSs, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. Each contractor bringing chemicals on-site must provide the MAXCOM™ Administrator with the appropriate hazard information for these substances, including MSDSs, labels, and precautionary measures to be taken when working with or around these chemicals.

ADDITIONAL INFORMATION

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable MSDSs, and chemical information lists from the MAXCOM™ Administrator.

Contact Steve Owen, Director for Environmental Health & Safety, on 745-1923 or owen@xavier.edu, for additional information.