

SUBJECT: Employee Hazard Communication

1.0 BACKGROUND AND PURPOSE

Various chemicals present potential hazards to the employees of the Colorado School of Mines. Affected personnel have a need and a right to know about such work hazards and how to protect themselves. This policy describes the elements of a Hazard Communication Program intended to provide the information and training needed to inform and protect employees of the School.

2.0 POLICY

The Federal Occupational Safety and Health Administration (OSHA) establishes rules for safety in the workplace. One of these rules is called the "Hazard Communication Standard." This rule is more commonly known as "Employee Right-To-Know" because the rule affirms that each employee has the right to know the hazardous properties of chemicals in the workplace. In addition, employees must be given adequate training concerning procedures for safely handling these chemicals. This policy is intended to conform to the Federal Hazard Communication Standard.

2.0 OPERATIONS

Employees of Mines have certain rights and responsibilities under this policy. Employees have the right to be informed of the identity and hazards of the chemicals in the workplace. Employees have the right to be trained regarding safe chemical handling procedures. Employees have the right to be provided with protective equipment and to receive training concerning the use of protective equipment. Employees have the responsibility to know and conform to safe procedures that are established by their supervisors. Compliance with safety rules is a condition of employment and negligence or willful disregard of the supervisor's instructions is grounds for termination of employment.

The School, through its supervisory personnel, also has rights and responsibilities. The School has the right to require employees to conform to the prescribed safety procedures related to chemical handling. The School has the responsibility to inform employees of chemical hazards in the workplace and to train employees in safe work practices.

Each department is required to adopt a written Hazard Communication Program which is tailored to the needs of the individual department. This written program should be made available to each employee and should cover, at a minimum, all of the topics addressed in the Employee Hazard Communication Program.

The Environmental Health and Safety Department (EHS) assists other departments in the implementation and maintenance of their separate Hazard Communication Programs. EHS Maintains a Hazard Communication Program template that may be

modified for individual department needs. The EHS Department provides general training sessions to complement the more specific instruction provided by other

departments. The EHS Department procures and maintains health and safety information for the chemicals received for use at the School.

RESPONSIBILITIES:

- Environmental Health and Safety Department
 - Assists other departments in the implementation and maintenance of their separate Hazard Communication Programs
 - Provides general training sessions to complement the more specific instruction provided by other departments
 - Procures and maintains health and safety information for the chemicals received for use at the Institution
 - Reviews, revises and maintains this Employee Hazard Communication Program.
- All Department Heads/Directors
 - Direct the Hazard Communication Program adopted by the particular Department
 - Ensure that employees are informed of the hazards in the workplace
 - Facilitate conformance with prescribed safety procedures
- All Employees
 - Perform work duties in accordance with the Departmental Hazard Communication Program
 - Use established safe work practices
 - Utilize personal protective equipment as instructed

REFERENCES:

Title 29, Code of Federal Regulations, Part 1910.1200, Occupational Safety and Health Administration Hazard Communication Standard.