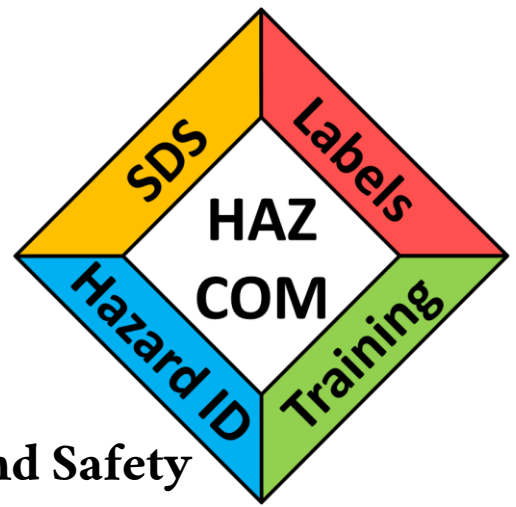


# Hazard Communication



## Stanford University Department of Environmental Health and Safety

The Stanford University Hazard Communication Program has been developed to communicate hazard and safety information about hazardous substances to employees and comply with Cal/OSHA requirements (8 CCR Section 5194). Key elements of this program include: hazard identification, training and communication, labels, and Safety Data Sheets (SDSs). The Stanford University Hazard Communication Program can be found online at: <https://ehs.stanford.edu/topic/general-workplace-safety/hazard-communication>.

### Hazard Identification

Prior to using hazardous substances, personnel need to be aware of the associated hazards to ensure safe use, handling, and storage.

#### Supervisors are to:

- Identify hazardous substances in the work area and potential hazards with their use
- Consult SDS for hazard information ([msds.stanford.edu](http://msds.stanford.edu))
- Update chemical inventory as needed ([chemtracker.stanford.edu](http://chemtracker.stanford.edu))
- Consult EH&S Occupational Health and Safety (OHS) Program (723-0448) as needed

#### Employees are to:

- Know the hazards associated with hazardous substances in the work area
- Consult supervisor
- Consult SDS
- Consult EH&S OHS Program (723-0448) as needed

### Training and Communication

Non research personnel who may come into contact with hazardous substances require initial Hazard Communication training (EHS-4300) and job-specific training from the supervisor on safe use/handling/storage specific to hazardous substances in the work area. Additional training is required when a process changes significantly, or a new substance is introduced into the work area.

#### Supervisors are to:

- Provide EHS-4300 and job-specific training to employees
- Review with employees the hazards, handling and storage procedures, and personal protective equipment required for hazardous substances
- Include refresher training if unsafe work practices involving hazardous substances are observed

#### Employees are to:

- Complete required training
- Follow established safe work practices for planning and carrying out work
- Attend training (EH&S-4300 and job-specific)
- Request training from supervisor when a process changes or new material is introduced

## Labels

All non original containers of hazardous materials shall be labeled with the following information:

- Substance/Material name,
- Hazard warnings and/or pictograms.

### Supervisors are to:

- Ensure all containers are appropriately labeled
- Ensure employees know how to appropriately label non original containers

### Employees are to:

- Label containers of hazardous and non hazardous substances appropriately

## Pictograms

These pictograms are used on labels to convey specific information about the hazards of a chemical.



Irritant, Dermal sensitizer, Acute toxicity (harmful), or Respiratory tract irritant



Corrosives



Carcinogen, Reproductive toxicity, or Target organ toxicity



Acute toxicity (severe)



Gas under pressure



Oxidizers



Flammables, Self-reactives, or Pyrophorics



Explosives, Self-reactives, or Organic peroxides



Environmental toxicity

## Safety Data Sheet (SDS)

SDSs shall be made available to personnel who use hazardous substances. A Safety Data Sheet (SDS) is a document produced by the manufacturer that includes:

- Chemical composition and properties of the hazardous substance
- Health and physical hazards of the hazardous substance
- Safe handling/storage/control methods
- Emergency response and first aid procedures

### Supervisors are to:

- Obtain SDSs for hazardous materials used in the work area from vendor or SDS database ([msds.stanford.edu](http://msds.stanford.edu))
- Ensure employees know where to obtain SDSs
- Update SDSs when necessary
- Maintain on site binder with copies of SDSs

### Employees are to:

- Know where to obtain SDSs and how to read SDSs
- Attend EHS-4300 and job-specific training
- Consult supervisor
- Consult EH&S OHS Program (723-0448) as needed