HAZARDOUS CHEMICAL TRAINING POLICY

Adopted 1/1/1986
Revised 08/31/2005

Introduction

The Texas Hazard Communication Act (HCA) is a law that requires all employees in the State of Texas who are, or may be, exposed to hazardous chemicals to be given specialized chemical training. This training, or Employee Education Program (EEP), must be provided to all new or newly assigned employees before working with, or in an area containing, hazardous chemicals. Hazardous chemicals are defined in the Act as any of the 450 substances listed in 29 CFR 1910.1200, parts (c) or (d), or by the American Conference of Governmental Industrial Hygienists in their booklet titled “Threshold Limit Values and Biological Exposure Indices.” The training must be given to all new employees using or handling hazardous chemicals and to all employees as update changes occur. Non-compliance with the HCA will subject the University to civil and criminal fines.

The HCA Employee Education Program must include, as appropriate, general information on the interpretation of chemical container labels and Material Safety Data Sheets, as well as safety instructions on the handling, cleanup procedures, and disposal of hazardous chemicals. Information regarding chemicals used by the employees must be provided and must include: chemical location, toxic effects, target organs, safe handling, necessary protective equipment, and first aid treatment.

Basic Requirements

• All employees who work with or around hazardous chemicals are required to receive training.
  1. Before they begin work with or around hazardous chemicals, or within ten days after beginning employment, whichever is shorter.
  2. Periodically thereafter from a designated HCA trainer.

• All employees designated as HCA trainers are required to receive training from Environmental Health and Safety.

Employee Education Program

• Initial orientation for all newly hired employees will be provided by Human Resources. This orientation will include:
  1. Employee rights under the law
  2. How to interpret chemical container labels
  3. How to read and interpret Material Safety Data Sheets and container labels
  4. How and where to get additional information

• Training will be provided to all current and new employees by HCA trainers. This training will include:
  1. Location of hazardous chemicals
  2. Toxic effects and target organs
  3. Safe handling and disposal procedures
  4. How to read and interpret Material Safety Data Sheets and container labels
  5. Protective equipment
  6. First aid treatment
• Employees will receive retraining from the HCA trainer as needed. The retraining will include:
  1. New hazards introduced into the workplace
  2. New information when received on chemicals already present
  3. Updates, if any, on regulations, policies, procedures, or other information

• All designated HCA trainers will be required to attend an initial, one-time training course from EHS/B&C. The training will include:
  1. Exactly what information must be covered with employees under each of the categories listed in Basic Requirements and Employee Education.
  2. Environmental Health and Safety documentation of training procedures
  3. Effective training methods
  4. Changes in HCA rules and regulations
  5. How to instruct employee to complete HCA documentation

Identification of Covered Employees

• Human Resources will provide General Hazard Communication Act (HCA) Training to all new employees during New Employee Orientation.

• Principal Investigators and supervisors are responsible for notifying the designated HCA trainer of any employees whose duties require him/her to work with or around hazardous chemicals.

Documentation

• All training provided under this policy will be documented and contain:
  1. The type of training provided
  2. Date
  3. Signature of the trained employee
  4. Signature of the individual providing the training

Responsibilities

• Environmental Health and Safety
  1. Provide training for HCA trainers

• Human Resources
  1. Provide HCA general training and documentation to all new employees

• Departmental Chairmen/Heads/Directors
  1. Ensure that all employees are properly trained
  2. Provide HCA trainers
  3. Ensure that HCA trainers receive required training
  4. Ensure completed documentation is provided to EHS/B&C

• HCA trainers
  1. Attend training classes for trainers
  2. Provide required training to employees
E. Employees requiring training
   1. Become familiar with the information provided with the MSDS’s and container labels
   2. Use and disposal of hazardous chemicals as described in training
   3. Notify supervisor of any unsafe acts or conditions