

<b>Institutional Handbook of Operating Procedures Policy 08.01.30</b>	
Section: Health, Safety, and Security	Responsible Vice President: EVP and Chief Financial Officer
Subject: Health and Safety	Responsible Entity: Environmental Health & Safety

## I. Title

*Hazard Communication Act*

## II. Policy

The Texas Hazard Communication Act (HCA) of the Texas Health and Safety Code (Chapter 502) is a law that requires public employers to provide employees with specific information regarding [hazardous chemicals](#) to which employees may be exposed in the workplace. UTMB Health’s goal is to comply with the Texas Hazard Communication Act as well as with OSHA’s Hazard Communication Standard (29 CFR 1910.1200). Consumer products used in the same manner as normal consumer use and with the same frequency or duration of use as a consumer would not be subject to these requirements.

## III. Procedures

### A. All Entities:

Each department is required to:

1. Develop and maintain a list (inventory) of hazardous chemicals used or stored in the workplace; the inventory must be revised as necessary, but at least annually. The inventory can be maintained electronically or in hard-copy format, but it must be readily available for review upon request by Environmental Health & Safety (EH&S) or other regulatory agencies.
  - a. Effective September 1, 2023, hazardous chemical inventories for research laboratories shall be maintained in [EHS Assistant](#).
  - b. Hazardous chemical inventories must include at a minimum the name of the hazardous chemical (matching the name on the container label and Safety Data Sheet) as well as the quantity of material. Quantity can be the actual amount of the hazardous chemical on-hand, or it could be the maximum anticipated amount of the chemical to be stored.
  - c. Refer to the [UTMB Safety Manual](#) Chapter 7 (Chemical Safety), Section 2.3 for specifics of what must be included in the hazardous chemical inventory.
2. Acquire & retain readily accessible and current Safety Data Sheets (SDSs) for these chemicals (hard-copy or online). All staff should be trained to know where and how to access the SDS.
  - a. An SDS is considered acceptable if the product name matches the product name on the container label, and if the chemical contents of the product match exactly the chemical contents listed on the SDS (For example, an SDS that says “Sodium hypochlorite” would not be acceptable if the container label says “Clorox Bleach”).
  - b. SDS are made available to all UTMB Employees through the [EHS Assistant SDS Hub](#) (login required). Departments are responsible for ensuring that SDS for their chemicals are available in the SDS Hub.
    - i. If a chemical SDS is not found in the SDS Hub, then the department must either maintain a copy of the SDS in a manner available to employees, or the department must provide a copy of the SDS to EH&S for uploading into the SDS Hub.

- ii. If the SDS is available in the EHS Assistant SDS Hub, then it is not required for departments to maintain a separate copy unless they have employees without access to a computer and/or UTMB computer account.
  - c. In healthcare areas, SDS are also accessible from the [UTMB Health Environment of Care Website](#).
- 3. Ensure labeling information for the chemicals is provided on primary and secondary containers; labeling systems shall comply with OSHA's revised Hazard Communication Standard. Employees shall not be required to work with unlabeled chemicals except for portable containers for immediate use, the contents of which are known to the user, and that will not be used by more than one employee.
- 4. Maintain an employee education program related to hazard communication for specific chemicals or hazard classes of chemicals that the employees will use in their job duties. This training program will include training on the hazards of the chemicals and measures employees can take to protect themselves from those hazards. The employee education program shall be documented, available for review by EH&S, and include at minimum a list of topics covered during the training but may also include when available a copy of training materials used (e.g. PowerPoints, handouts, etc.). The training shall be repeated as needed, but at least whenever new chemicals are introduced into the workplace or new information is received on the chemicals already present. All employees receive general hazard communication training upon hire through the online orientation training. Employees shall receive chemical-specific training following the entity-specific procedures defined below.
- 5. Maintain hazard communication training documentation for each employee for the duration of the employee's employment plus 3 years.

B. HCA Training- Academic Enterprise:

- 1. Each department/laboratory is required to identify an HCA Trainer to provide specialized chemical training for all employees who may be exposed to hazardous chemicals. The designation of HCA Trainer must be made in writing to EH&S.
- 2. Unless the designated HCA trainer is a Principal Investigator, the HCA trainer must receive training from EH&S prior to providing HCA training to other staff. A Principal Investigator acting as the HCA trainer maintains responsibility for staying abreast of changes and updates to regulatory and policy requirements.
- 3. HCA training must be provided to all new or newly assigned employees before working with hazardous chemicals or within 10 days after beginning employment, whichever is shorter. HCA training must also be provided any time new chemicals are introduced into the department/laboratory.
- 4. Documentation of chemical specific training must be retained by the department for review by EH&S. Documentation should include at a minimum the date of training, person trained (name & UTMB ID #) and the name of the person providing the training.

C. HCA Training- Healthcare Enterprise:

- 1. The department manager is responsible for ensuring that all employees who may be exposed to hazardous chemicals receive specialized chemical training. The department manager may delegate this task to another employee as long as they have been appropriately trained to provide this training to staff. The department manager is responsible for ensuring that the delegate is appropriately trained to provide this training.
- 2. HCA training must be provided to all new or newly assigned employees before working with hazardous chemicals or within 10 days after beginning employment, whichever is shorter. HCA training must also be provided any time new chemicals are introduced into the department. In

addition, retraining may be required based upon a demonstrated need for training identified by EH&S. Training should be provided based upon the HCA toolkit provided to the department by EH&S.

3. Documentation of chemical specific training must be retained by the department for review by EH&S. Documentation should include at a minimum the date of training, person trained (name & UTMB ID #) and the name of the person providing the training.

D. HCA Training- Institutional Support:

1. The department manager is responsible for ensuring that all employees who may be exposed to hazardous chemicals receive specialized chemical training. The department manager may delegate this task to another employee as long as they have been appropriately trained to provide this training to staff.
2. HCA training must be provided to all new or newly assigned employees before working with hazardous chemicals or within 10 days after beginning employment, whichever is shorter. HCA training must also be provided any time new chemicals are introduced into the department.
3. Documentation of chemical specific training must be retained by the department for review by EH&S. Documentation should include at a minimum the date of training, person trained (name & UTMB ID #) and the name of the person providing the training.

E. Contractors: Contract employees should receive HCA training from their employer. Departments will make contract employees aware of chemicals their employees used if there is the potential for contract employees to be exposed. If contract employees bring hazardous chemicals onto UTMB Health premises and there is the potential that UTMB Health employees may be exposed to those chemicals, the contractor must provide copies of the SDS to the potentially exposed department and ensure that those potentially exposed employees are appropriately trained on the hazards of the chemicals.

**IV. Definitions**

Consumer Product: any article, or component of an article, produced or distributed for sale to a consumer or for personal use, consumption, or enjoyment of a consumer in or around a permanent or temporary household or residence, a school, in recreation, or otherwise.

**V. Relevant Federal and State Statutes**

[Texas Health & Safety Code Title 6, Subtitle D, Chapter 502: Hazard Communication Act](#)  
[Occupational Safety Health Administration 29 CFR 1910.1200: Hazard Communication](#)

**VI. Related UTMB Policies and Procedures**

[UTMB Safety Manual: Chapter 7](#)

**VII. Additional References**

Joint Commission Hospital Accreditation Manual: EC.02.02.01, EP1  
 Joint Commission Hospital Accreditation Manual: EC.02.02.01, EP11  
 Joint Commission Hospital Accreditation Manual: EC.02.02.01, EP12

**VIII. Dates Approved or Amended**

<i>Originated: 11/07/2017</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
12/17/2024	

**IX. Contact Information**  
Environmental Health & Safety  
(409) 747-0515