

<b>Enterprise Risk Management Standard Administrative Procedures</b>	<b>07/24/13</b>	<b>-</b>	<b>Effective</b>
<b>24.01.01.ERM.04</b>	<b>05/01/19</b>	<b>-</b>	<b>Revised</b>
<b>Hazard Communication Program</b>	<b>ERM</b>	<b>-</b>	<b>Author</b>

## **Introduction**

The purpose of the Hazard Communication Program is to establish procedures and to identify the parties responsible for ensuring the safety and health of Texas A&M University-Kingsville (TAMUK) employees, students, and visitors, as well as the surrounding community, in compliance with the Texas Hazard Communication Act and the Public Employers Community Right-to-Know Act.

## **Purpose**

This procedure is required as a supplement to System Policy 24.01 and System Regulation 24.01.01.

## **Procedures and Responsibilities**

### **1. STANDARD ADMINISTRATIVE PROCEDURE**

- a. In order to ensure the safety and health of its faculty, staff, students, and visitors, TAMUK shall establish, implement, and maintain a written Hazard Communication (HazCom) Program. This is applicable throughout the university and to any employee who may be exposed to hazardous chemicals during normal work activities but particularly all TAMUS System Risk Management identified job title codes.

### **2. RESPONSIBILITIES**

2.1 TAMUK Environmental Health and Safety (EHS) shall:

- a. Fulfill the duties and responsibilities outlined in the TAMUK Hazard Communication Program.
- b. Serve as the TAMUK liaison and provide reports to the Texas Department of State Health Services (DSHS), the Local Emergency Planning Committees (LEPCs), and local fire departments, as required.
- c. Monitor compliance with the HazCom Program through safety inspections.

## 2.2 TAMUK Departments shall:

- a. Administer and coordinate the TAMUK Hazard Communication Program within their Departments by fulfilling the duties and responsibilities outlined in the Program. Areas of responsibility identified in the HazCom Program include but are not limited to:
- b. Maintaining updated workplace chemical inventories.
- c. Maintaining current Safety Data Sheets.
- d. Maintaining Training records.
- e. Providing Personal Protective Equipment (PPE) at no cost to employee.
- f. Monitor and ensure departmental compliance with the HazCom Program.

## 2.3 Supervisors shall:

- a. Fulfill the duties and responsibilities outlined in the TAMUK Hazard Communication Program.
- b. Ensure that all employees receive appropriate training prior to working with or in an area containing hazardous chemicals. This training shall be documented within TrainTraq for ease of reporting.
- c. Ensure compliance with the HazCom Program within their work areas.

## 2.4 Employees shall:

- a. Fulfill the duties and responsibilities outlined in the TAMUK Hazard Communication Program.
- b. Assume responsibility for the safety and health of themselves, others around them, and the environment.

## 3 PROVISIONS:

3.1 The TAMUK Hazard Communication Program details responsibilities and establishes the procedures by which information is provided to employees regarding the hazardous chemicals to which they may be exposed during normal employment activities or during emergency situations. Information shall be provided through

- a. Posting of an official DSHS “Notice to Employees” in an area where notices are usually posted.
- b. Providing chemical safety training.
- c. Making available Safety Data Sheets (SDSs).
- d. Maintaining Workplace Chemical Inventories.
- e. Ensuring proper container labeling.
- f. Providing notification in the event of a non-routine chemical exposure.

3.2 A copy of the complete TAMUK Hazard Communication Program is available from the TAMUK Environmental Health and Safety office's web page  
<http://www.tamuk.edu/finance/risk/ehs/LabSafe/Chemical%20Hygiene%20Plan%202011.pdf>

## **Related Statutes, Policies, Rules or Requirements**

[System Policy 24.01, Risk Management](#)

[System Regulation 24.01.01, Risk Management Programs](#)

[Texas Hazard Communication Act \(THCA\) - Health and Safety Code \(HSC\) Title VI, Subtitle D, Chapter 502](#)

[Public Employer Community Right-to-Know Act – \(HSC\) Title VI, Subtitle D, Chapter 506  
Hazard Communication – Texas Administrative Code \(TAC\) Title 25, Part 1, Chapter 295,  
Subchapter A](#)

[Hazardous Chemical Right-to-Know – TAC Title 25, Part 1, Chapter 295, Subchapter H](#)

[Federal Hazard Communication Standard - 29 CFR Section 1910.1200](#)

## **Definitions**

Refer to above references for any applicable definitions.

## **Contact Office**

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