



**TEXAS WOMAN'S**  
**UNIVERSITY™**

# Hazard Communication Program

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Office of Environmental Health & Safety

940-898-4001, option 3

[risk@twu.edu](mailto:risk@twu.edu)

<https://twu.edu/health-safety>



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## I. STATEMENT OF PURPOSE

The purpose of this program is to ensure that Texas Woman's University meets the requirements of the following:

- U.S. Occupational Safety and Health Administration (OSHA) Hazard Communication standard (29 CFR §1910.1200)
- Texas Hazard Communication Act (Chapter 502 of the Texas Health and Safety Code)
- Texas Department of State Health Services Hazard Communication regulations (25 TAC 295 Subchapter A)
- Texas Woman's University Regulations and Procedures [Policy 04.430: Environmental Health and Safety](#)

## II. SCOPE

Texas Woman's University (TWU) is committed to ensuring that all faculty, staff, and students working with or around chemicals are informed of the specific physical and health hazards of those chemicals and are protected against their hazards. This written Hazard Communication Program defines how the federal and state Hazard Communication standards will be implemented at all TWU campuses.

For the purposes of this program, a "chemical" is defined as any element, compound, or mixture of elements and/or compounds.

The scope of this program includes chemicals used, stored, or produced at TWU with the following exceptions:

- Hazardous or regulated wastes managed under TWU's Hazardous/Regulated Waste Disposal procedure.
- Articles formed to a specific shape or design during manufacture and that do not release or otherwise result in exposure to a hazardous chemical under normal conditions of use.
- Food, drugs, or cosmetics.
- Consumer products or hazardous substances used in the workplace in the same manner as normal consumer use and if the use results in a duration and frequency of exposure that is not greater than exposures experienced by a consumer.

All faculty, staff, and students who have the potential to handle or be exposed to chemicals must abide by the rules within this program. Faculty, staff, and students who do not comply with the requirements of this program are subject to disciplinary action, up to and including termination.

Laboratories must comply with all provisions of this program, with the exception of the use of the third edition Hazardous Material Information System (HMIS III) labeling system (see [Section IV](#)) in laboratories under the direct supervision or guidance of a technically qualified individual. Laboratories must, however, use the HMIS III labeling system whenever possible, and must conform to the requirements of the TWU Chemical Hygiene Plan.

### III. SAFETY DATA SHEETS (SDS)

Safety Data Sheets (SDS) shall be accessible for all chemicals used or stored on campus for which the manufacturer or importer has developed an SDS.

Chemicals for which an SDS is not accessible are prohibited from being used at TWU, with the exception of chemicals or mixtures/solutions created in laboratories for which an SDS was not provided by a manufacturer.

SDS will be accessible to anyone with computer access, with most available in a web-based database. SDS may be viewed on-screen, downloaded, or printed. TWU's current SDS management system is CampusOptics, accessible via <https://twu.campusoptics.com/sds>.

If an SDS is not available in the web-based database, contact TWU's Office of Environmental Health & Safety (EH&S) for assistance obtaining a current version of the SDS for the respective product.

Regulatory-required lists of chemicals in use on campus can also be obtained from the web-based database.

It is recommended that well-organized paper copies of SDS be maintained wherever employees do not have ready access to a computer, but this is not specifically required under this program.

### IV. CONTAINER LABELS

A labeling system has been established so faculty, staff, and students are made aware of the type and degree of hazard of chemicals in the workplace. Knowing the type and degree of hazards will allow employees to use and handle chemicals properly.

Faculty, staff, students, and contractors are prohibited from defacing any container labels. Defaced labels shall be replaced immediately.

All chemicals used or stored at TWU must be labeled with one of the following:

- The manufacturer's label
- A properly completed third edition Hazardous Materials Information System (HMIS III) label (see Attachment A for an example label)

A label from the chemical manufacturer must include the specific physical and health hazard(s), including target organ effects, of the chemical in the container. The label must also describe appropriate exposure controls/personnel protective equipment to safely handle the chemical, as well as the following:

- Identity of chemical (matching that listed on the corresponding SDS)
- HMIS III Health, Flammability, and Physical Hazard numeric rankings
- Required personal protective equipment (PPE) or HMIS III PPE letter code designation

The information required for completion of the HMIS III label shall be obtained from the SDS. Appropriate PPE shall be selected depending on the information in the SDS, as well as a hazard assessment of the specific tasks for which the container of chemicals

will be used. If assistance in preparing the HMIS III label is required, contact the chemical manufacturer or EH&S for assistance.

The HMIS III numeric rankings are described in the table below:

<b>HEALTH (blue section of label)</b>		
*	Chronic Hazard	Chronic (long-term) health effects may result from repeated overexposure.
4	Severe Hazard	Life-threatening, major, or permanent damage may result from single or repeated overexposures.
3	Serious Hazard	Major injury likely unless prompt action is taken, and medical treatment is given.
2	Moderate Hazard	Temporary or minor injury may occur.
1	Slight Hazard	Irritation or minor reversible injury possible.
0	Minimal Hazard	All materials have some degree of toxicity.
<b>FLAMMABILITY (red section of label)</b>		
4	Severe Hazard	Flammable gases, or very volatile flammable liquids, with flash points below 73°F and boiling points below 100°F. Materials may ignite spontaneously with air (Class IA).
3	Serious Hazard	Materials capable of ignition under almost all normal temperature conditions. Includes flammable liquids with flash points below 73°F and boiling points above 100°F, as well as liquids with flash points between 73°F and 100°F (Classes IB & IC).
2	Moderate Hazard	Materials which must be moderately heated or exposed to high ambient temperatures before ignition will occur. Includes liquids having a flash point at or above 100°F but below 200°F (Classes II & IIIA).
1	Slight Hazard	Materials that must be preheated before ignition will occur. Includes liquids, solids, and semi-solids having a flash point above 200°F (Class IIIB).
0	Minimal Hazard	Material that will not burn.
<b>PHYSICAL HAZARD (orange section of label)</b>		
4	Severe Hazard	Materials that are readily capable of explosive water reaction, detonation, or explosive decomposition, polymerization, or self-reaction at normal temperature and pressure.
3	Serious Hazard	Materials that may form explosive mixtures with water and are capable of detonation or explosive reaction in the presence of a strong initiating source. Materials may polymerize, decompose, self-react, or undergo other chemical change at normal temperature and pressure with moderate risk of explosion.
2	Moderate Hazard	Materials that are unstable and may undergo violent chemical changes at normal temperature and pressure with low risk for explosion. Materials may react violently with water or form peroxides upon exposure to air.
1	Slight Hazard	Materials that are normally stable but can become unstable (self-react) at high temperatures and pressures. Materials may react non-violently with water or undergo hazardous polymerization in the absence of inhibitors.

0	Minimal Hazard	Materials that are normally stable, even under fire conditions, and will NOT react with water, polymerize, decompose, condense, or self-react. Non-Explosives.
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The HMIS III PPE letter codes indicate that the following PPE is required when using the chemical (see Attachment B for a graphical version of the following table):

Predefined Sets	
A	Safety glasses
B	Safety glasses and gloves
C	Safety glasses, gloves, and synthetic apron
D	Face shield, gloves, and synthetic apron
E	Safety glasses, gloves, and dust respirator
F	Face shield, gloves, and synthetic apron
G	Safety glasses, gloves, and vapor respirator
H	Splash goggles, gloves, synthetic apron, and dust respirator
I	Safety glasses, gloves and dust and vapor respirator
J	Splash goggles, gloves, synthetic apron, and dust and vapor respirator
K	Air line mask or hood, gloves, full suit, and boots
X	Consult supervisor or Standard Operating Procedure (SOP) for special handling instructions
Individual Items	
n	Splash goggles
o	Face shield and eye protection
p	Gloves
q	Boots
r	Synthetic apron
s	Full suit
t	Dust respirator
u	Vapor respirator
w	Dust and vapor respirator
y	Full face respirator
z	Air line hood or mask

The above letter codes are not required to be used on HMIS labels and are simply provided as an option for use in work areas where the codes are posted, or employees are otherwise well informed of their meanings.

## V. UNKNOWN CHEMICALS & SPILL RESPONSE

If a chemical's identity is unknown, attempts should be made by the laboratory or staff to identify the chemical by asking co-workers and colleagues if they are aware of the identity of the chemical.

- If the chemical is successfully identified, label the chemical immediately utilizing the proper labeling procedures (see [Section IV](#)) applicable to the space.
- If the chemical remains unidentified or there is any doubt about the identity of the chemical, label the chemical as “unknown” and contact Risk Management for pickup and disposal.

In the event a spill occurs, and the chemical is unknown, EH&S should be contacted *immediately*. DO NOT attempt to clean up spills of an unknown chemical. Utilize the after-hours number (940-898-4001, option 5) if necessary.

## VI. RECEIPT OF CHEMICALS

All faculty, staff, students, or contractors who receive or bring chemicals on campus must retain the SDS provided by the manufacturer or supplier and forward it to EH&S.

If an SDS is not provided with received chemicals, the person who received the chemical must contact the manufacturer or supplier to obtain a current SDS.

If faculty, staff, students, or contractors receive a container which is not properly labeled, or the label is missing or has been defaced, the container shall immediately be labeled with an HMIS III label in accordance with [Section IV](#).

## VII. TRAINING

All TWU employees who have the potential to handle or be exposed to chemicals shall receive Hazard Communication training covering the following subjects:

- The requirements of the applicable federal and state regulations
- The location and availability of this program, SDS and chemical lists, and how to use the web-based systems to access these documents
- Explanation of how to read and interpret SDS, including the order of information and how TWU employees can obtain and use the appropriate hazard information
- Information on interpreting labels and the relationship between labels and SDS
- Explanation of HMIS labeling system used at TWU (see [Section IV](#))
- Measures TWU employees can take to protect themselves by preventing or reducing exposure to hazardous substances, including work instructions, personnel protective equipment (PPE), and emergency procedures
- General safety instructions on the handling, cleanup procedures, and disposal of hazardous chemicals
- Operations/locations at TWU where chemicals are present
- Methods to detect the presence or release of a hazardous chemical in their work areas (such as visual appearance or odor)
- The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in their work area

Training will be provided to new TWU employees and to transferring employees prior to their initial work assignment with applicable chemicals.

Training on the specific hazards and the proper protective measures of the chemicals an employee will be exposed to will generally need to be presented by that employee's supervisor and/or department Pioneer Readiness Officer (bulleted items 6 through 10 above). General training on the TWU Hazard Communication program (bulleted items 1 through 5 above) can be presented by supervisors, Pioneer Readiness Officers, or Risk Management. Training may also be provided via web-based systems that include a testing component (such as [Bridge](#)).

Additional training will be provided to TWU employees whenever new chemicals are introduced that represent physical or health hazards not previously discussed in Hazardous Communication training.

If non-routine tasks involving hazards not previously discussed in previous Hazardous Communication training are to be conducted, additional relevant information shall be provided to the employee prior to beginning the task.

Training records shall be maintained by Risk Management for a minimum of 5 years.

## **VIII. CONTRACTORS**

Contractors working on site who may be exposed to chemicals stored or used by TWU shall be provided with information about this program, including the following:

- How to obtain SDS for chemicals used at TWU
- Any precautionary measures that need to be taken to protect employees during TWU's normal operating conditions and in foreseeable emergencies
- A description of the container labeling system used at TWU (see [Section IV](#))

Contractors must maintain SDS for all chemicals brought onto campus and must make the SDS available to TWU representatives upon request.

If contractors bring chemicals on site to which TWU faculty, staff, students, or visitors may be exposed, the TWU employee responsible for overseeing the contractor on site shall:

- Obtain SDS for the chemicals prior to use of the chemicals
- Ensure that any potentially exposed employees are aware of the chemicals in use and measures they can take to protect themselves

## **IX. EMPLOYEE NOTIFICATION POSTING**

TWU will post the required Texas Department of State Health Services Hazard Communication notice to employees (Attachment C) in at least one location on each campus.

The posting must be 8-1/2 x 11 inches, clearly visible, and unobstructed in a location where other employee notices are posted. This will generally be in the Human Resources posting area on each campus.



**ATTACHMENT A**

Example of Third Edition Hazardous Material Information System (HMIS III) Label





## **ATTACHMENT C**

Required Employee Notification Posting (English and Spanish)

# NOTICE TO EMPLOYEES

The Texas Hazard Communication Act, codified as Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees with specific information on the hazards of chemicals to which employees may be exposed in the workplace. As required by law, your employer must provide you with certain information and training. A brief summary of the law follows.

## HAZARDOUS CHEMICALS

Hazardous chemicals are any products or materials that present any physical or health hazards when used, unless they are exempted under the law. Some examples of more commonly used hazardous chemicals are fuels, cleaning products, solvents, many types of oils, compressed gases, many types of paints, pesticides, herbicides, refrigerants, laboratory chemicals, cement, welding rods, etc.

## WORKPLACE CHEMICAL LIST

Employers must develop a list of hazardous chemicals used or stored in the workplace in excess of 55 gallons or 500 pounds. This list shall be updated by the employer as necessary, but at least annually, and be made readily available for employees and their representatives on request.

## EMPLOYEE EDUCATION PROGRAM

Employers shall provide training to newly assigned employees before the employees work in a work area containing a hazardous chemical. Covered employees shall receive training from the employer on the hazards of the chemicals and on the measures they can take to protect themselves from those hazards. This training shall be repeated as needed, but at least whenever new hazards are introduced into the workplace or new information is received on the chemicals which are already present.

## SAFETY DATA SHEETS

Employees who may be exposed to hazardous chemicals shall be informed of the exposure by the employer and shall have ready access to the most current Safety Data Sheets (SDSs) or Material Safety Data Sheets (MSDSs) if an SDS is not available yet, which detail physical and health hazards and other pertinent information on those chemicals.

## LABELS

Employees shall not be required to work with hazardous chemicals from unlabeled containers except portable containers for immediate use, the contents of which are known to the user.

## EMPLOYEE RIGHTS

Employees have rights to:

- access copies of SDSs (or an MSDS if an SDS is not available yet)
- information on their chemical exposures
- receive training on chemical hazards
- receive appropriate protective equipment
- file complaints, assist inspectors, or testify against their employer

Employees may not be discharged or discriminated against in any manner for the exercise of any rights provided by this Act. A waiver of employee rights is void; an employer's request for such a waiver is a violation of the Act. Employees may file complaints with the Texas Department of State Health Services at the telephone numbers provided below.

## EMPLOYERS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES AND CIVIL OR CRIMINAL FINES RANGING FROM \$50 TO \$100,000 FOR EACH VIOLATION OF THIS ACT

Further information may be obtained from:

Texas Department of State Health Services  
Consumer Protection Division  
Policy, Standards, & Quality Assurance Section  
Environmental Hazards Unit  
PO Box 149347, MC 1987  
Austin, TX 78714-9347



(512) 834-6787  
(800) 293-0753 (toll-free)  
Fax: (512) 834-6726  
E-mail: [TXHazComHelp@dshs.texas.gov](mailto:TXHazComHelp@dshs.texas.gov)  
Website: [www.dshs.texas.gov/hazcom](http://www.dshs.texas.gov/hazcom)

Texas Department of State  
Health Services

Worker Right-To-Know Program  
Publication # 23-14173  
Revised 05/2018

# AVISO AL EMPLEADO

La Ley de Comunicación sobre Peligros de Texas, codificada como el capítulo 502 del Código de Salud y Seguridad de Texas, exige que los empleadores públicos le provean a los empleados información específica sobre los peligros de los químicos a los que los empleados podrían estar expuestos en el centro de trabajo. Según exige la ley, su empleador debe proveerle cierta información y capacitación. A continuación presentamos un breve resumen de la ley.

## QUÍMICOS PELIGROSOS

Los químicos peligrosos son cualquier producto o material que represente algún peligro físico o de salud al ser usado, a menos que este quede exento bajo la ley. Como ejemplos de químicos peligrosos más comúnmente usados están los combustibles, los productos de limpieza, los solventes, muchos tipos de aceite, los gases comprimidos, muchos tipos de pintura, los pesticidas, los herbicidas, los refrigerantes, los químicos de laboratorio, el cemento, las varillas de soldadura, etc.

## LISTA DE QUÍMICOS EN EL CENTRO DE TRABAJO

Los empleadores deben desarrollar una lista de los químicos peligrosos usados o almacenados en el centro de trabajo que sobrepasen los 55 galones o las 500 libras. El empleador debe renovar la lista de ser necesario, y al menos anualmente, y debe ponerla a fácil disposición de los empleados y de sus representantes al esta ser solicitada.

## PROGRAMA DE INSTRUCCIÓN DEL EMPLEADO

Los empleadores deben proveerle capacitación a los empleados recién asignados antes de que los empleados trabajen en un área de trabajo que contenga químicos peligrosos. Los empleados contemplados en la ley deben recibir capacitación del empleador sobre los peligros de los químicos y sobre las medidas que ellos mismos pueden tomar para protegerse de dichos peligros. La capacitación debe repetirse de ser necesario, y al menos cuando se introduzcan nuevos peligros en el centro de trabajo o se reciba nueva información sobre los químicos que ya están presentes.

## HOJAS DE DATOS DE SEGURIDAD

El empleador debe informar de la exposición a los empleados que pudieran estar expuestos a químicos peligrosos y ellos deben tener acceso fácil a las hojas de datos de seguridad (SDS) o las hojas de datos de seguridad del material (MSDS) más recientes si es que todavía no hay una SDS disponible, las cuales detallan los peligros físicos y de salud y cualquier otra información pertinente sobre dichos químicos.

## ETIQUETAS

No se requerirá que los empleados trabajen con químicos peligrosos provenientes de contenedores que no están etiquetados con excepción de los contenedores portátiles de uso inmediato, el contenido de los cuales el usuario conoce.

## DERECHOS DEL EMPLEADO

Los empleados tienen derecho a:

- acceder a copias de las SDS (o una MSDS si es que todavía no hay una SDS disponible)
- la información sobre sus exposiciones químicas
- recibir capacitación sobre los peligros químicos
- recibir el equipo protector apropiado
- presentar quejas, asistir a los inspectores y testificar en contra de su empleador

No se despedirá a los empleados ni se les discriminará de ninguna manera por ellos ejercer cualquiera de los derechos que esta ley estipula. Las renunciaciones de derechos del empleado no tienen ninguna validez; el que el empleador solicite ese tipo de renuncia infringe esta ley. Los empleados pueden presentar sus quejas ante el Departamento Estatal de Servicios de Salud de Texas llamando al teléfono sin costo provisto abajo.

## LOS EMPLEADORES PODRÍAN ESTAR SUJETOS A SANCIONES ADMINISTRATIVAS Y A MULTAS CIVILES O PENALES QUE VAN DESDE LOS \$50 HASTA LOS \$100,000 DÓLARES POR CADA INFRACCIÓN DE ESTA LEY

Puede obtener mayor información en:

Texas Department of State Health Services  
Consumer Protection Division  
Policy, Standards, & Quality Assurance Section  
Environmental Hazards Unit  
PO Box 149347, MC 1987  
Austin, TX 78714-9347

(512) 834-6787  
(800) 293-0753 (llamada gratuita)  
Fax: (512) 834-6726  
E-mail: [TXHazComHelp@dshs.texas.gov](mailto:TXHazComHelp@dshs.texas.gov)  
Website: [www.dshs.texas.gov/hazcom](http://www.dshs.texas.gov/hazcom)



Texas Department of State  
Health Services

Worker Right-To-Know Program  
Publication # 23-14173A  
Revised 05/2018