	Hazardous Materials Information & Training	Effective:	7 th May 2006
		Originator	D. McKoy
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		Updated by:	D. McKoy

1. Purpose:

1.1 The purpose of this Policy is to outline requirements for safety and training under the Hazardous Substances Information and Training Act. It is the responsibility of every supervisor to ensure that employees who receive, use, store, and transport hazardous materials have received information required by state law.

2. Scope:

2.1. Hazardous Materials are not limited to the laboratory. Familiar materials such as cleaning agents, paints, photocopy supplies, art materials, air conditioning gases and automotive supplies may also contain hazardous components.

3. Procedure

Whenever there is doubt about the hazard associated with any material, please contact the Safety & Security Department at ext 191/215.

3.1 Information and Training Requirements

Employers are required to obtain and make available Material Safety Data Sheets (MSDSs) for every hazardous material used in the workplace. MSDSs are prepared by manufacturers and describe properties of hazardous materials and protective measures to be used when handling them. Employees must be provided with training when they are hired, when their exposure to hazardous materials changes and within 30 days of the date that new or significantly revised MSDSs are received.

Supervisors must provide employees with the following information:

- **An explanation of the contents of an MSDS and the location of MSDSs in the department.** See also SafetyWeb “Glossary of MSDS Terms” to aid in understanding some of the terms used on MSDSs.
- **A description of all operations in the work area that involve hazardous materials.**
- **A warning that if employees must perform a non-routine or unfamiliar operation that may involve hazardous materials, they should contact their supervisor first.**

- **The location and availability of Ross University’s written hazardous materials communication program and how employees can apply the program to their job situations.**
- **The methods available for detection of hazardous materials in work areas** including alarms if present, visible emissions or odors, and characteristic physiological sensations. Few hazardous materials have reliable warning properties, especially in the low concentrations found in most university environments.
- **A description of labeling requirements.** Each hazardous material container in the workplace must be labeled to identify the substance it contains and any hazard warnings. Labels must not be removed, defaced or illegible. Call the Safety & Security Department ext. 191/215 if you need guidance on how to comply with this requirement.
- **Methods that minimize harmful effects of hazardous materials in the workplace,** including good hygienic practices, protective equipment, maintenance of equipment in good working order, and emergency procedures.
- **Notification to employees that they or their personal physician or collective bargaining agent may receive information contained in MSDSs,** and that no discriminatory action including dismissal or discharge may be taken against them if they exercise their legal rights to existing health and safety programs.

3.2 Requesting Material Safety Data Sheets

- **Orders for hazardous materials.** MSDSs should be requested from the manufacturer or vendor when ordering hazardous materials.
- **A stamp with a statement requesting MSDSs for use on purchase orders is available from the Purchasing Department.** If an order is placed by phone, be sure to request an MSDS. If the phone order is followed up with a written purchase order, repeat the request for an MSDS.
- MSDSs are available electronically on the web site of the manufacturer or distributor. See available links below for further information on MSDS resources.












3.3 Receipt and Display of Material Safety Data Sheets

- When a shipment is received, check the packing materials carefully for MSDSs. Some vendors prefer to provide MSDS information electronically at no charge in lieu of shipping a paper copy with each order.
- MSDSs will be kept in a prominently labeled binder at the Safety & Security Department and will be accessible to all faculty and staff on all shifts. A copy of this SafetyWeb and other information about the Hazardous Substances Information and Training Program will be kept in the same location.
- Inform all employees **in writing** of the location of MSDSs.
- MSDSs may be kept electronically providing employees have guaranteed access during all hours of work. It is still good practice to keep paper copies of MSDSs on the most hazardous and most common chemicals to ensure speedy access.

3.4 **Documentation**

Any safety-training program is only as good as its documentation. Safety training documentation should include the name of the person(s) conducting training, the signature(s) of the person(s) receiving training, the date of the training and a brief description of the subjects covered. **Documentation should be kept with other departmental personnel records.**

Links to MSDS Resources

 Definitions
 Glossary of MSDS Terms
 Chem Quik - UC-MSDS Management System
 TOMES
MICROMEDEX® TOMES CPS- Web based consolidated database search system including MEDITEXT®, HAZARDTEXT®, CHRIS, HSDB, IRIS, RTECS®, REPROTEXT®, REPROTOX® and other health and safety related information. Access to this system is secured and accessible only from the UC Davis network.
 Biosafety Related MSDSs (LCDC Canada)
 CambridgeSoft Chemical Finder - Search for information regarding a specific chemical.
 ChemExper (MSDSs/chem info from Belgium)
 Chemical Compatibility/Reactivity Database
 Chemical Reactivity Worksheet (database of reactivity info for 4,000+ chemicals)
 Cornell University MSDS database - This easy to use site has more than 325,000 items.
 ECDIN (120,000 MSDSs from Italy)
 Envirocare MSDS Search - Reported 850,000 MSDS Documents.
 EPA Chemical Fact Sheets
 EXTOXNET
 Fisher Scientifics
 National Library of Medicine Health & Safety Information on Household Products
 Material Safety Data Sheets (Hewlett-Packard toners and inks)
 MSDS Search
 MSDSs for Inks and Toners and all XEROX Products
 MSDSsolutions.com - FREE Online MSDS Database
 National Toxicology Program Chemical Health and Safety Database
 NIST Chemistry WebBook
 NWFSC MSDS Search (US Dept. Commerce)
 Oxford University - Read disclaimer
 Sigma/Aldrich Chemical Search - Sigma/Aldrich database
 Vermont SIRI MSDS Collection - Very useful site
 Web Elements

