

# HAZARD COMMUNICATION PLAN

Bowie State University

## Purpose

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The purpose of this Hazard Communication Plan (HCP) is to ensure that all employees at Bowie State University are informed about the hazards of chemicals they may encounter while working, and that proper precautions, training, and protective measures are provided to prevent workplace injuries and illnesses. This plan is developed in accordance with OSHA 29 CFR 1910.1200 (Hazard Communication Standard) and MOSH COMAR 09.12.31 (State Plan regulations for workplace safety).

## Scope

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This plan applies to all employees, contractors, and temporary workers who may be exposed to hazardous chemicals as part of their duties at Bowie State University. The university will comply with both OSHA and MOSH requirements for hazard communication and employee protection.

## Responsibilities

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### *Safety and Environmental Compliance Coordinator:*

- The Safety and Environmental Compliance Coordinator is responsible for the overall implementation of this plan, ensuring that it aligns with both OSHA and MOSH regulations. The coordinator is also responsible for maintaining the hazardous chemical inventory, facilitating employee training, and ensuring access to Safety Data Sheets (SDS).

### *Supervisors:*

- Supervisors are responsible for ensuring that their staff members are trained in the proper handling and safe use of hazardous chemicals. Supervisors will also ensure that labels are not defaced and that chemical containers are appropriately labeled according to OSHA and MOSH standards.

### *Employees:*

- Employees are responsible for following the procedures outlined in this plan, using proper personal protective equipment (PPE), reading labels and SDS, and reporting any chemical-related hazards or accidents to their supervisor.

## Hazardous Chemical Inventory

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A comprehensive hazardous chemical inventory will be maintained, ensuring compliance with OSHA and MOSH requirements for chemical hazard communication. This inventory will include:

- Chemical name and identification
- Manufacturer or distributor information
- Hazard classification (e.g., flammable, carcinogenic, corrosive)
- Chemical quantity and location
- Emergency contact information

The inventory will be reviewed annually and updated to ensure that it reflects current chemical usage and complies with OSHA and MOSH regulations.

### Labels and Warning Systems

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In compliance with OSHA 29 CFR 1910.1200(f) and MOSH COMAR 09.12.31, all hazardous chemicals will be labeled with the following information:

- Product identifier (name or code)
- Signal word (e.g., Danger, Warning)
- Hazard statements (brief statements describing the nature of the hazard)
- Precautionary statements (measures to minimize or prevent adverse effects)
- Supplier information (name, address, and telephone number)

Employees are prohibited from removing or altering labels. When chemicals are transferred to secondary containers, the secondary containers must also be labeled in accordance with OSHA and MOSH standards.

### Safety Data Sheets (SDS)

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As per OSHA 29 CFR 1910.1200(g) and MOSH COMAR 09.12.31, Safety Data Sheets (SDS) will be made available for each hazardous chemical used at Bowie State University. SDS will contain:

- Chemical identity and manufacturer's information
- Health and physical hazards
- First-aid measures
- Fire-fighting procedures
- Handling and storage recommendations
- Exposure control measures

SDS will be available in electronic format and accessible to all employees during their working hours. The SDS will be reviewed and updated when new information about chemical hazards becomes available.

### Employee Training

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In accordance with OSHA 29 CFR 1910.1200(h) and MOSH COMAR 09.12.31, all employees working with or potentially exposed to hazardous chemicals will receive training, including:

- Overview of OSHA and MOSH Hazard Communication Standards
- Understanding chemical labels and SDS
- Identification of chemical hazards (e.g., physical and health)
- Safe handling, storage, and disposal practices
- Emergency response procedures (e.g., chemical spills, exposure)
- Proper use of personal protective equipment (PPE)

Training will occur upon initial assignment to tasks involving hazardous chemicals, with refresher training provided annually. Records of employee training will be maintained by the Safety and Environmental Compliance Coordinator for a minimum of 3 years.

#### Hazardous Chemical Handling Procedures

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Employees will be trained and required to follow procedures for the safe handling of hazardous chemicals. These procedures include:

- Proper storage and labeling of chemicals
- Procedures for dealing with chemical spills and accidents
- Disposal of chemical waste in compliance with OSHA and MOSH guidelines
- Use of appropriate PPE, such as gloves, goggles, respirators, and protective clothing

Supervisors are responsible for ensuring that all procedures are followed and that the appropriate PPE is provided and worn.

#### Emergency Procedures

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- First Aid: Employees will be trained in emergency procedures for chemical exposure. This includes knowledge of first aid measures, eye wash stations, and emergency showers.
- Spill Response: Employees will be trained to handle chemical spills in accordance with the OSHA and MOSH spill response regulations. All spill kits will be inspected regularly and will include necessary absorbents, neutralizers, and PPE for cleanup.
- Accident Reporting: Any accidents or incidents involving hazardous chemicals must be reported immediately to supervisors and the Safety and Environmental Compliance Coordinator. An investigation will be conducted to determine causes and implement corrective actions.

#### Record Keeping

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Records of the following will be maintained and accessible in compliance with OSHA and MOSH regulations:

- Hazardous chemical inventory

- SDS for all hazardous chemicals
- Employee training records (retained for 3 years)
- Incident and accident reports
- Emergency procedures
- All records will be maintained by the Safety and Environmental Compliance Coordinator.

#### Plan Review and Updates

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This Hazard Communication Plan will be reviewed annually to ensure its effectiveness and compliance with updated OSHA and MOSH regulations. The plan will be updated if new chemicals are introduced into the workplace, new regulatory standards are enacted, or changes in procedures are necessary.