



**THE OHIO STATE UNIVERSITY  
COLLEGE OF BIOLOGICAL SCIENCES  
WRITTEN HAZARD COMMUNICATION PLAN  
APPENDIX B**

**UNIVERSITY HAZARD COMMUNICATION POLICY**  
**(29CFR 1910.1200)**

SUBJECT: HAZARD COMMUNICATION

APPLIES TO: ALL UNIVERSITY EMPLOYEES

**POLICY**

TO ENSURE THAT ALL THE OHIO STATE UNIVERSITY EMPLOYEES ARE PROTECTED BY A HAZARD COMMUNICATION PROGRAM.

**SUMMARY**

THE PURPOSE OF THE STANDARD IS TO ENSURE THAT THE HAZARDS OF ALL CHEMICALS ARE EVALUATED AND THAT INFORMATION CONCERNING THEIR HAZARDS IS TRANSMITTED TO EMPLOYERS AND EMPLOYEES. INFORMATION IS TO BE TRANSMITTED TO EMPLOYEES THROUGH A WRITTEN HAZARD COMMUNICATION PROGRAM, LABELS AND OTHER FORMS OF WARNING, MATERIAL SAFETY DATA SHEETS (MSDS), AND INFORMATION AND TRAINING.

**DEFINITIONS**

UNIVERSITY EMPLOYEE: ANY INDIVIDUAL RECEIVING A PAYCHECK FROM THE OHIO STATE UNIVERSITY.

**POLICY GUIDELINES**

**I. RESPONSIBILITIES**

**THE STATE UNIVERSITY, REPRESENTED BY THE OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY WILL:**

- A. DEVELOP A WRITTEN HAZARD COMMUNICATION PLAN FOR THE UNIVERSITY WHICH MAY BE MODIFIED AND ADOPTED BY COLLEGES, DEPARTMENTS AND LIKE UNITS.
- B. ESTABLISH AND MAINTAIN A MSDS SYSTEM FOR ADOPTION BY THE COLLEGES, DEPARTMENTS AND LIKE UNITS.
- C. PROVIDE NOTICE TO UNIVERSITY CONTRACTORS ON THE OHIO STATE UNIVERSITY HAZARD COMMUNICATION PLAN, POLICIES AND AVAILABILITY OF MSDS'S.
- D. DEVELOP A HAZARD COMMUNICATION TRAINING PROGRAM, SYSTEM OF DELIVERY AND WORK WITH COLLEGES AND LIKE UNITS TO TRAIN ALL EMPLOYEES AT THE OHIO STATE UNIVERSITY IN HAZARD COMMUNICATION.

**THE OHIO STATE UNIVERSITY  
COLLEGE OF BIOLOGICAL SCIENCES  
WRITTEN HAZARD COMMUNICATION PLAN  
APPENDIX B**

**THE DEANS AND DIRECTORS OF COLLEGES, REGIONAL CAMPUSES AND LIKE UNITS WILL:**

- A. MODIFY, IF NECESSARY, AND ADOPT THE UNIVERSITY WRITTEN HAZARD COMMUNICATION PLAN.
- B. MAINTAIN A PHYSICAL INVENTORY FOR ALL HAZARDOUS MATERIALS AS DEFINED BY THE HAZARD COMMUNICATION STANDARD.
- C. ADOPT AND MAINTAIN A MSDS SYSTEM.
- D. PROVIDE NOTICE TO CONTRACTORS CONDUCTING WORK SPECIFICALLY FOR THE COLLEGE, REGIONAL CAMPUS OR LIKE UNIT.
- E. MAKE AVAILABLE ALL FACILITY, STAFF, GRADUATE ASSISTANTS AND OTHER EMPLOYEES FOR HAZARD COMMUNICATION TRAINING.

**DEPARTMENTS WILL:**

- A. MODIFY, IF NECESSARY, AND ADOPT THE COLLEGE WRITTEN HAZARD COMMUNICATION PLAN.
- B. IDENTIFY ALL HAZARDS AS DEFINED BY THE WRITTEN HAZARD COMMUNICATION PLAN.
- C. MAINTAIN A PHYSICAL INVENTORY OF ALL HAZARDOUS MATERIALS AS DEFINED BY THE HAZARD COMMUNICATION STANDARD.
- D. ADOPT AND MAINTAIN A MSDS SYSTEM.
- E. PROVIDE NOTICE TO CONTRACTORS CONDUCTING WORK SPECIFICALLY FOR THE DEPARTMENT OR LIKE UNIT.
- F. MAKE AVAILABLE ALL FACULTY, STAFF, GRADUATE ASSISTANTS AND OTHER EMPLOYEES FOR HAZARD COMMUNICATION TRAINING.

**THE OHIO STATE UNIVERSITY  
COLLEGE OF BIOLOGICAL SCIENCES  
WRITTEN HAZARD COMMUNICATION PLAN  
APPENDIX B**

**ALL PRINCIPAL INVESTIGATORS AND SUPERVISORS WITHIN DEPARTMENTS OR LIKE UNITS WILL:**

- A. IDENTIFY ALL HAZARDS AS DEFINED BY THE WRITTEN HAZARD COMMUNICATION PLAN.
- B. PROVIDE NOTICE TO CONTRACTORS CONDUCTING WORK SPECIFICALLY FOR THE DEPARTMENT OR LIKE UNIT.
- C. ASSURE WARNING LABELS ARE ON CONTAINERS AS DEFINED BY THE WRITTEN HAZARD COMMUNICATION PLAN.
- D. MAKE AVAILABLE ALL FACULTY, STAFF, GRADUATE ASSISTANTS AND OTHER EMPLOYEES FOR HAZARD COMMUNICATION TRAINING.
- E. IDENTIFY NEW HAZARDS IN THE WORKPLACE AND CONDUCT, OR ASSIST IN CONDUCTING, SUCH ADDITIONAL HAZARD COMMUNICATION TRAINING.

**ALL EMPLOYEES WILL:**

- A. IDENTIFY HAZARDS AS DEFINED BY THE WRITTEN HAZARD COMMUNICATION PLAN.
- B. ASSURE WARNING LABELS ON CONTAINERS AS DEFINED BY THE WRITTEN HAZARD COMMUNICATION PLAN.
- C. MAKE THEMSELVES AVAILABLE FOR HAZARD COMMUNICATION TRAINING.