CHEMICAL HAZARD COMMUNICATION

MSDS
MSDS is a document providing information on chemical hazards. Information included on a MSDS: manufacturer, hazardous ingredients, physical properties, fire/explosion data, reactivity data, health hazard data, safe handling information, control measures. When a product is delivered to your department it should have it an MSDS. This form needs to be placed in a common area so that all personnel who are in possible exposure situations can easily obtain the MSDS. If a substance comes into your department without a MSDS, one can normally be obtained from the manufacturer.

Chemical Waste
If hazardous chemicals are no longer useful, they must be disposed of through the Environmental, Health and Safety Department. Hazardous chemicals may not be flushed down the drain or placed in the trash.

Asbestos
Asbestos materials exist in some university buildings. An inventory of these materials is available from the Environmental, Health and Safety Department. All facilities are maintained in such a manner that airborne asbestos is reduced to as low a level as reasonably achievable.

Biological Hazards
All employees with occupational exposure to human blood or tissue, and/or other infectious materials must attend training on how to avoid contact with these materials and be given an opportunity to receive the Hepatitis B vaccine. For more information, contact the Environmental, Health and Safety Department (6496).

Sharps
Sharps must be disposed of in puncture-proof Sharps Bio-Hazard containers. If you are not trained to handle sharps, do not attempt to handle them. Sharps include the following:

• Needles
• Syringes
• Scalpel Blades
• Razor Blades
Any exposure to blood or bodily fluids must be reported.

PROTECTIVE EQUIPMENT
Protective equipment must be used to protect people from specific hazards and certain equipment is required by regulation. Specific requirements concerning protective equipment are available from the Environmental, Health and Safety Department. Employees are expected to use appropriate equipment and to ensure that it is in good repair.

(Safety shoes, safety goggles, safety gloves, hearing protection)

FIRST AID
First aid kits must be readily available and maintained at all university buildings. A first aid trained person must be on site whenever two or more Eastern Washington University employees work together. In life threatening situations, the victim must be stabilized and 911 called for emergency care.

BASIC SAFETY RULES
• You shall not do things that are unsafe in order to get the job done. If a necessary activity is unsafe, report it to your supervisor or safety committee, representative so it can be evaluated and alternate methods developed.
• No person may operate a piece of equipment unless he or she has been trained and is authorized.
• Obey all safety warning signs.
• Working under the influence of or consumption of alcohol or illegal drugs is prohibited.
• Firearms are not permitted on EWU property
• Smoking is only permitted outside the building away from any entry or ventilation intake.
• Good housekeeping is an important part of accident prevention. Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard.
OCCUPATIONAL HEALTH & SAFETY: YOUR RIGHTS

- Review copies of appropriate standards, rules, regulations, and requirements.

- Request information from EWU on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if the employee is involved in an accident or is exposed to toxic substances.

- Have access to relevant employee exposure and medical records.

- Request an inspection if you believe hazardous conditions or violations of standards exist in the workplace.

- Have an authorized employee representative accompany the WISHA compliance officer during an inspection tour.

- Respond to questions from the compliance officer, particularly if there is no authorized employee representative accompanying the compliance officer on the inspection “walk around.”

- Observe monitoring or measuring of hazardous materials and see the resulting records.

- Review the Log and Summary of Occupational injuries (OHSA No. 300) at a reasonable time in a reasonable manner.

- Submit a written request to the National Institute for Occupational Safety and Health (NIOSH) for information on whether any substance in the workplace has potentially toxic effects in the concentration being used, and have their names withheld from EWU, if so requested.

- Be notified by EWU if the University applies for a variance from a WISHA standard, testify at a variance hearing, and appeal the final decision.

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Computer Ergonomics

- Avoid repetitive actions
- Stretch frequently
- Use neutral body posture

Electrical Hazards

- Overloaded sockets
- Frayed cords
- Downed wire
- Water/electrical shock potential
- Never use adapters
- Do not use equipment with worn or frayed cords

Lifting Hazards

- Bend at the knees, not the back
- Be aware of over the head obstacles when standing up
- Make more small loads instead of a few big ones
- Hold load close to your body
- Get help

Chemical Hazards

These hazards involve the handling, storing, spill or release of chemical substances. Every department must maintain an inventory of hazardous chemical products. Employees must read the product labels and properly handle chemical products.

Chemical Spills

For all chemicals in your department, there must be a Material Safety Data Sheet (MSDS). This document will explain the hazards of the chemical and how to protect yourself while storing, transporting, using or disposing of the chemical. It is important for chemical users to be aware of safe handling procedures of the chemicals they are using. For non-Chemistry personnel the chemicals may include such substances as:

- Cleaning Products
- Flammables
- Office Supplies

If injury occurs from a chemical spill, call 911 immediately. Then contact the Environmental, Health and Safety Department (6496). If there is a chemical spill suspected, try to read at least the label on the container, but only if you can do this without getting too close. Immediately notify the nearest office and anyone in the vicinity of the concern.