



PEOSH

HAZARD

COMMUNICATON

PROGRAM

Department of Environmental & Occupational Health & Safety Services
(EOHSS)

PEOSH – HAZARD COMMUNICATION PROGRAM

Table of Contents

	<u>PAGE</u>
I. PEOSH – Hazard Communication Standard (HCS)	2
II. Who is covered by PEOSH-HCS at UMDNJ?	2
A. Full Coverage (Attachment #1)	2
B. Limited PEOSH-HCS coverage	2
III. Hazard Communication Program	3
A. Container Labeling	3
B. List of Hazardous Chemicals	3
C. Right-to-Know Surveys	3
D. Materials Safety Data Sheet (MSDS)	4
E. Employee Training	4
F. Universal Precautions	5
G. Emergency Contact	5

PEOSH – HAZARD COMMUNICATION PROGRAM

I. PEOSH - HAZARD COMMUNICATION STANDARD (HCS)

Provisions of PEOSH Hazard Communication Standard include:

- ❑ Chemical hazard evaluation
- ❑ A written Hazard Communication Program
- ❑ Container Labeling and other forms of hazard warning
- ❑ Preparation, distribution, and maintenance of Material Safety Data Sheets (MSDS).
- ❑ Development and implementation of employee information and training program
- ❑ Trade secret

The PEOSH Hazard Communication Standard (N.J.A.C. 12:100-7) applies to UMDNJ and UMDNJ employees who use or store hazardous chemicals or products containing hazardous chemicals. A hazardous chemical is defined as a chemical which is a physical hazard or a health hazard (N.J.A.C. 12:100-7.3).

The purpose of this standard is to ensure that the hazards of all chemicals produced or imported are evaluated, and that information regarding the hazards of the chemicals is passed on to employers and employees through the Hazard Communication Program.

UMDNJ, as a public employer, must comply with the following applicable provisions of the PEOSH-Hazard Communication Standard (2004)

- A written Hazard Communication Program
- Container labeling and other forms of warning
- Maintenance and distribution of MSDS
- Employee training in Hazard Communication

and the New Jersey Right to Know Act (1993)

- Submit of RTK Survey annually on July 14
- Conduct a full RTK inventory of the university every 5 years
- Make RTK Surveys available to the employees when requested
- RTK posters and RTK brochures

II. WHO IS COVERED BY PEOSH-HCS AT UMDNJ?

A. Full coverage (Attachment #1)

Attachment #1 lists all departments and job titles of UMDNJ staffs who use or store hazardous chemicals.

B. Limited PEOSH-HCS coverage:

- Employees from Shipping/Receiving and General Store with chemicals in sealed containers with limited exposure to chemical hazards.

- Laboratory personnel covered under Occupational Exposure to Hazardous Chemicals in Laboratory Standard 29 CFR 1910.1450.
- Limited coverage provisions:
 - Ensure container labels are not be defaced or removed
 - MSDSs and HSFs can be accessed at all times
 - Employee training the event of a chemical spill or leak.

III. HAZARD COMMUNICATON PROGRAM

A. Container Labeling

- All hazardous chemical containers received by UMDNJ must be properly labeled by the manufacturer and the hazard is fully evaluated.
- Container label must have:
 - Hazard Warnings in either words (flammable, corrosive etc.), or symbols (DOT labels), or picture.
 - Name and address of the manufacturer
- Container label must list any target organs affected by the product.
- Container label must be readable, prominently displayed and must not be defaced.
- If the hazardous product is transferred from a large container to smaller containers (less than 2 liters) to be used on site, the new container must comply with NJRTK Act including:
 - Five top ingredients including water
 - All hazardous ingredients at 1% or above
 - All carcinogen ingredients at 0.1% or above

B. List of Hazardous Chemicals

EOHSS has developed and maintained a Master Chemical Inventory Database using the CHEM Master 2000 program. The inventory listing includes product names, ingredients, inventory quantity, storage location, storage condition and MSDS. This program is administered by the Environmental Coordinator of EOHSS.

Attachment – 2 lists locations where chemical inventory listing and hard copies of MSDS are available to employees. The inventory listing is updated every year in March and each time there is a new hazardous products received.

C. Right to Know Surveys

- The New Jersey RTK Survey is submitted to the NJDHSS on July 14 every year. Copies are distributed to the local fire department, police department, health agencies and the campus libraries.
- Availability of RTK Surveys:

Employees can review the RTK Surveys at the following UMDNJ locations:

- EOHSS Department – SSB 443, Newark campus
- Newark campus - Library
- New Brunswick campus – Library
- Piscataway campus – Library
- Stratford campus – Library
- Scotch Plain – EOHSS office

D. Material Safety Data Sheet (MSDS)

- All hazardous chemical products received by UMDNJ must have MSDS.
- If the MSDS is not received with the shipment, Receiving department should contact the manufacturers for the missing MSDSs.
- Employees should have access to the MSDS at all times during their work shifts. All MSDS locations are listed in Attachment # 2.
- Employees can also access to MSDS electronic copies *and Hazardous Substance Fact Sheets (HSFS)* from EOHSS website:
<http://www2.umdj/ehssweb/msds/html>
- Supervisors at each location have the responsibility to forward a copy of MSDS of any new chemical products to EOHSS Department to update the Master Chemical Inventory Database.
- EOHSS will assist the department to obtain MSDS from the manufacturer if requested.

E. Employee Training

- Initial training for new employees prior to job assignment.
- Refresher training every 2 years to all employees continuing to be exposed to hazardous chemicals or when a new hazard is introduced to the job site.
- Training content:
 - Applicable provisions of the PEOSH-Hazard Communication Std.
 - Applicable provisions of the RTK Act (survey, labeling, posters)
 - Location and availability of the written hazard communication program
 - How to access MSDS, *HSFS* and RTK Surveys.
 - Method to identify and recognize hazardous materials
 - Discussion of physical & health hazards and how to control the exposures to hazardous products (flammable, corrosive, toxic, reactive, carcinogen, mutagen and teratogen).
 - Review MSDS of specific hazardous products
 - Copy of RTK brochure in hand-out materials.
- Training records:
 - All training records are kept at EOHSS Department, SSB-443

F. Universal Precautions

- Minimize all chemical exposures
- Provide adequate ventilation
- Keep exposures below OSHA Permissible Exposure Limit (PEL)
- Employees must have appropriated PPE when handling hazard chemicals
- No smoking or eating allowed where chemicals are used and stored

G. Emergency Contact

Public Safety should be contacted for all emergencies at UMDNJ:

<i>Newark campus</i>	<i>2-4490</i>
<i>Piscataway campus</i>	<i>5-4000</i>
<i>New Brunswick campus</i>	<i>5-4000</i>
<i>Stratford campus</i>	<i>7-7777</i>
<i>Camden campus</i>	<i>7-7777</i>
<i>Satellite offices</i>	<i>Contact the closest campus Public Safety</i>

TABLE - 1

UNIVERSITY OF MEDICINE & DENTISTRY OF NEW JERSEY
JOB TITLES COVERED BY PEOSH - HAZARD COMMUNICATION STANDARD

Facility	DEPARTMENT	JOBS REQUIRED TO ATTEND HAZCOM TRAINING (NJAC.12:100-7)	EXEMPTION FROM HAZCOM TRAINING	JOBS REQUIRED TO ATTEND LAB SAFETY TRAINING (29CRF 1910.1450)
University Hospital	Cardiology & Cardiovascular Services	Technicians, Technologists	Administrative staff	
University Hospital	Cardiorespiratory	Supervisors, Technicians, Technologists	Administrative staff	
University Hospital	Emergency Department	Nurse Managers, Nurse Asst Manager, Nurses, Nursing assistant, Technicians, Technologists, EMS staff	Administrative staff	
University Hospital	Food Services	Cooks, Sanitation staff	Cashiers, dietitian, food server	
University Hospital	Infection Control	Technicians, Technologists	Administrative staff	
University Hospital	OR, Same day Surgery, Medical Special Procedures, Central Sterile	Nurse Managers, Nurse Asst Manager, Nurses, Nursing assistant, Technicians, Technologists	Administrative staff	
University Hospital	Pathology	Phlebotomist	Admin staff, Lab Technicians, Medical Technologist	Lab Tech, Medical Tech, Research staff
University Hospital	Patient Care Services	Nurse Manager, Asst Nurse Manager, Nurses, Nursing assistants (including per diem), Cert Nursing Asst.	Administrative staff, Unit clerk	
University Hospital	Pharmacy	Pharmacist	Pharmacy Technician	
University Hospital	Radiation Oncology	Supervisors, Technicians, Technologists	Administrative staff	
University Hospital	Radiology	Supervisors, Technicians, Technologists	Administrative staff	

TABLE - 2

UMDNJ - NEWARK CAMPUS & SATELLITES CHEMICAL LISTS AND MSDS LOCATIONS

Building	Department/Unit	Chem List	MSDS	MSDS Access
ADMC	PP-Environmental Services	Yes	Hard copies	ADMC-5 Shop, ADMC-10, #1002
ADMC	PP-Maintenance	Yes	Hard copies	ADMC-5 Operation Shop
ADMC	Research Labs		Electronics	EOHSS website
BHSB	PP-Maintenance & Env. Svcs	Yes	Hard copies	B-1442
DOC	Ctr of Oral Health	Yes	Hard copies	7700
DOC	OB/GYN clinic	Yes	Hard copies	5100
DOC	Ophthalmology clinic	Yes	Hard copies	6100
DOC	Pediatrics	Yes	Hard copies	4100
DOC	Physical & Med. Rehab clinic	Yes	Hard copies	3300
DOC	PP-Environmental Services	Yes	Hard copies	UH-B212
DOC	PP-Maintenance	Yes	Hard copies	LL-0100
DOC	Same Day Surgery	Yes	Hard copies	LL-0400
EMS (Cabinet St.)	EMS	Yes	Hard copies	Lunch room
George Smith Library	PP-Maintenance & Env. Svcs	Yes	Hard copies	LB-01
ICPH	All Research Labs	Yes	Electronics	EOHSS website
ICPH	Animal Research Quarter	Yes	Electronics	Department Library
ICPH	PP-Environmental Services	Yes	Hard copies	Basement - Hallway
ICPH	PP-Maintenance	Yes	Hard copies	Basement - Hallway
MSB	All Research Labs	Yes	Electronics	EOHSS website
MSB-Library (A level)	Ctr for Emerg & Re-Emerg Pathol	Yes	Electronics	EOHSS website
MSB	Animal Research Facility	Yes	Hard copies	MSB-A602
MSB	Hazardous Waste Room	No	Electronics	EOHSS website
MSB/NJDS	PP-Environmental Services	Yes	Hard copies	MSB-A552, MSB-A574
MSB/NJDS	PP-Maintenance	Yes	Hard copies	MSB-A552
NJDS	Dental Clinics	Yes	Electronics	Clinical Affairs C-816
NJDS	Research Labs	Yes	Electronics	EOHSS website
Offsite Dental Clinics	Clinical Affairs	Yes	Hard copies	On site
Power Plant	PP-Maintenance	Yes	Hard copies	Control room
SSB	Chemical storage (vendor)	Yes	Hard copies	GB-Shop
SSB	EOHSS	Yes	Electronic	ChemMaster 2000 (SSB-443)
SSB	EOHSS	Yes	Hard copies	SSB-443
SSB	PP-Environmental Services	Yes	Hard copies	GA-02
SSB	PP-Maintenance	Yes	Hard copies	GA-02, GB-Shop
SSB	PP-Boiler room	Yes	Hard copies	Boiler room
University Hospital	Ambulatory Care Services	Yes	Hard copies	Main office and clinics
University Hospital	Cardiorespiratory	Yes	Hard copies	B-220
University Hospital	Central Sterile	Yes	Hard copies	A-207
University Hospital	Clinical Laboratories	Yes	Electronics	EOHSS website
University Hospital	Dental Surgery	Yes	Hard copies	C-401
University Hospital	Emergency Room	Yes	Hard copies	C-370
University Hospital	EMS - North Star	Yes	Hard copies	J Level

TABLE - 2

**UMDNJ - NEWARK CAMPUS & SATELLITES
CHEMICAL LISTS AND MSDS LOCATIONS**

Building	Department/Unit	Chem List	MSDS	MSDS Access
University Hospital	Food services	Yes	Hard copies	B-162 adjacent Diet Office
University Hospital	General Chemical Store	Yes	Hard copies	A-103
University Hospital	Medical Special Procedures/SDS	Yes	Hard copies	E-178
University Hospital	Nursing Department	Yes	Hard copies	UH-H343
University Hospital	Perioperative - Operating room	Yes	Hard copies	E-117, OR Center Core
University Hospital	Pathology Labs	Yes	Electronics	EOHSS website
University Hospital	Patient Care Services (critical care, cardiac, psychiatry, medicine, family health)	Yes	Hard copies	All patient care units
University Hospital	PP-Environmental Services	Yes	Hard copies	B-212
University Hospital	PP-Maintenance	Yes	Hard copies	A-217
University Hospital	Print Shop	Yes	Hard copies	A-123
University Hospital	Radiation Oncology	Yes	Hard copies	A-1020 (Hallway outside the Simulator Room)
University Hospital	Radiology	Yes	Electronic / Hard copies	EOHSS website/C-320

TABLE - 3

**UMDNJ - PISCATAWAY CAMPUS & SATELLITES
CHEMICAL LISTS AND MSDS LOCATIONS**

Building	Department/Unit	Chem List	MSDS	MSDS Access
172 New St., New Brunswick	Redirect Program	Yes	Hard copies	Main office
195 New St., New Brunswick	NB Partial Hospital Program	Yes	Hard copies	Main office
CABM	PP-Environmental Services	Yes	Hard copies	Housekeeping closet, Basement
COPSA	COPSA	Yes	Hard copies	Main office
CTR	Children's Transition Res.	Yes	Hard copies	653 Hoes Lane, First floor office
MICA-Cherry Hill	MICA	Yes	Hard copies	Main office
RWJMS - Research Tower	Print Shop	Yes	Hard copies	Basement, CB-32
RWJMS - Research Tower	Chemical Store Room	Yes	Hard copies	Basement
RWJMS - Research Tower	PP-Environmental Services	Yes	Hard copies	SB-01
RWJMS - Research Tower	PP-Maintenance	Yes	Hard copies	CB-27, CB-28
RWJMS - Research Tower	Research Laboratories	Yes	Electronic	EOHSS website
RWJMS - Research Tower Addition	Vivarium	Yes	Hard copies	Basement, RB-01
School of Public Health- Building for Research	Laboratories	Yes	Electronic	EOHSS website
School of Public Health- Building for Research	Vivarium	Yes	Electronic / Hard Copies	EOHSS website, Basement
South Brunswick	SB Partial Hospital Program	Yes	Hard copies	Suite 106
UBHC	PP-Environmental Services	Yes	Hard copies	Housekeeping room, D-1
UBHC	Adolescent Day Treatment	Yes	Hard copies	C-229
UBHC	CARRI	Yes	Hard copies	A-200
UBHC	Clinical Laboratory	Yes	Hard copies	C-235, EOHSS Website
UBHC	Acute Day Hospital	Yes	Hard copies	A wing, nursing station
UBHC	Inpatient	Yes	Hard copies	A wing, nursing station
UBHC	Education	Yes	Hard copies	A-126
UBHC	Food Services	Yes	Hard copies	Cafeteria, manager office
UBHC	Acute Psychiatric Services	Yes	Hard copies	C-101

TABLE - 4

**UMDNJ - NEW BRUNSWICK CAMPUS & SATELLITES
CHEMICAL LISTS AND MSDS LOCATIONS**

Building	Department/Unit	Chem List	MSDS	MSDS Access
Cancer Institute of New Jersey	Oncology	Yes	Electronics	EOHSS website
Chandler Health Ctr	Medicines	Yes	Hard copies	Clinic
Chandler Health Ctr	Dental clinic	Yes	Hard copies	Clinic
Chandler Health Ctr	Laboratory	Yes	Hard copies	Clinic
Clinical Academic Building	PP-Environmental Services	Yes	Hard copies	CAB - B-002 and B-003
Clinical Academic Building	PP-Maintenance	Yes	Hard copies	CAB - B-002
Clinical Academic Building	Receiving	Yes	Hard copies	CAB-1014
Clinical Academic Building	Internal Medicine	Yes	Hard copies	CAB-5100, CAB-5200
Clinical Academic Building	OB/GYN	Yes	Hard copies	CAB-4200
Clinical Academic Building	Pediatrics	Yes	Hard copies	CAB-6100
Clinical Academic Building	Surgery Clinics	Yes	Hard copies	CAB-4100
Clinical Academic Building	Women's Health	Yes	Hard copies	CAB-6100
Medical Education Building	Vivarium	Yes	Hard copies	MEB-622
Medical Clinics (Hillsborough, Monument Square, Somerset)	Family Medicine	Yes	Hard copies	On site nursing station
Reproductive Endocrinology & Fertility	OB/GYN	Yes	Hard copies	Nursing station, Ste 108
Reproductive Endocrinology & Fertility	OB/GYN Clinical Lab	Yes	Electronics	EOHSS website

TABLE - 5

**UMDNJ - STRATFORD CAMPUS & SATELLITES
CHEMICAL LISTS AND MSDS LOCATIONS**

Building	Department/Unit	Chem List	MSDS	MSDS Access
Academic & Wellness Ctr	PP-Environmental Services	Yes	Hard copies	ES - Storage (1st floor)
Academic & Wellness Ctr	PP-Maintenance	Yes	Hard copies	Mechanical room, boiler room
Academic & Wellness Ctr	Media	Yes	Hard copies	Dark room, Graphic art room
Medical Clinics	Family Medicine & Pediatrics	Yes	Hard copies	Cherry Hill, Hammonton, Marlton, Sicklerville, Williamstown, Washington Twp, Mt Laurel
Medical Clinics	Headache Center	Yes	Hard copies	Moorestown
Medical Clinics	Internal Medicine	Yes	Hard copies	Cherry Hill, Washington Twp, Voorhees
Medical Clinics	OB/GYN	Yes	Hard copies	Hammonton, Washington Twp
Medical Clinics	Surgery	Yes	Hard copies	Voorhees, Washington Twp
University Doctor's Pavilion	Family Practice & Pediatrics	Yes	Hard copies	UDP-A2300
University Doctor's Pavilion	OB/GYN	Yes	Hard copies	UDP-2500
University Doctor's Pavilion	Surgery	Yes	Hard copies	UDP-2600
University Doctor's Pavilion	Physical Therapy & Wellness	Yes	Hard copies	UDP-1200
University Doctor's Pavilion	Internal Medicine	Yes	Hard copies	UDP-3200
University Doctor's Pavilion	Back Pain Center	Yes	Hard copies	UDP-2600
University Doctor's Pavilion	Center of Aging	Yes	Hard copies	UDP-1800
University Education Ctr	PP-Environmental Services	Yes	Hard copies	Storage
University Education Ctr	PP-Maintenance	Yes	Hard copies	Carpenter Shop, Mechanical room
University Science Ctr	All research labs	Yes	Electronic	EOHSS Website
University Science Ctr	PP-Environmental Services	Yes	Hard copies	ES - Storage Boiler room, Penthouse Mechanical room
University Science Ctr	PP-Maintenance	Yes	Hard copies	Boiler room, Penthouse Mechanical room
University Science Ctr	Vivarium	Yes	Hard copies	Vivarium office

TABLE - 6

**UMDNJ - CAMDEN CAMPUS
CHEMICAL LISTS AND MSDS LOCATIONS**

Building	Department/Unit	Chem List	MSDS	MSDS Access
Educational Research Building	All research labs	Yes	Electronics	EOHSS website
Educational Research Building	Physical Plant - Maintenance	Yes	Hard copies	ERB-B27
Educational Research Building	Physical Plant - Environmental Svsc	Yes	Hard copies	ERB-B24
Educational Research Building	Vivarium	Yes	Hard copies	ERB-420
EMS building (1000 S.10th St.)	EMS	Yes	Hard copies	EMS office
EMS building (1000 S.10th St.)	Environmental Service	Yes	Hard copies	ES storage
EMS building (1000 S.10th St.)	Logistical Services	Yes	Hard copies	Logistical Svcs Cage

TABLE - 7

**UMDNJ - SCOTCH PLAIN CAMPUS
CHEMICAL LISTS AND MSDS LOCATIONS**

Building	Department/Unit	Chem List	MSDS	MSDS Access
SHRP-Health Building	Dental Education	Yes	Hard Copies	SHRP-426
SHRP-Health Building	Cytotechnology	Yes	Hard Copies	SHRP-526
SHRP-Health Building	PP - Environmental Svcs	Yes	Hard Copies	SHRP-304
SHRP-Health Building	Medical Diagnostics Sonograph	Yes	Hard Copies	SHRP-309
SHRP-Health Building	Medical Lab Tech	Yes	Hard Copies	SHRP-528
SHRP-Health Building	Physical Plant - Maintenance	Yes	Hard Copies	SHRP-326