



Hazard Communication Program

Environmental Health & Safety
A Department of Facilities Management
4202 Fowler Avenue, OPM 100
Tampa, FL 33620-6980
Phone: (813) 974-4036
Fax: (813) 974-9346

Revised: May, 2021

NOTICE: Copies of this publication can be obtained in an alternate format by contacting Environmental Health & Safety at (813) 974-4036. This publication is available in standard print, Braille, or electronically for people with disabilities. Please allow at least 10 days to process this request.

Table of Contents

Table of Contents	i
1 Introduction	1
2 Exemptions	1
3 Hazardous Chemical Inventories	2
4 Labeling.....	2
5 Safety Data Sheets	3

1 Introduction

Hazardous chemicals, and products containing hazardous chemicals, are used at all University of South Florida campuses. In order to protect the health and safety of employees that may be exposed to hazardous chemicals

- Food, alcoholic beverages, and tobacco or tobacco products.
- Prescription drugs, over-the-counter drugs, and cosmetics intended for personal use in the

5 Safety Data Sheets

All operating units must have a Safety Data Sheet (SDS) on hand for each hazardous chemical in their inventories. ~~SDS~~

- Applicable portions of the Hazard Communication Standard;
- Typical uses of hazardous chemicals in the work;
- Location and availability of USF's written Hazard Communication Program;
- Methods and observations which can be used to detect releases of hazardous chemicals;
- Typical physical and health hazards encountered in the work;
- Work practices, emergency procedures, and personal protective equipment (PPE) employees can use to protect themselves from hazardous chemicals and,
- Details of the USF Hazard Communication Program including, labeling systems in use, SDS information, and how to obtain and use hazard information.

There is no requirement for annual retraining under the Hazard Communication Standard; however, EH&S recommends that employees attend hazard communication refresher training every year. Keep in mind that supervisors must immediately train affected employees on any hazardous chemicals introduced to the work area.

10 Site Ownership/Multiple Employer Considerations

10.1 Outside Entities Operating at USF-owned Facilities

In cases where outside entities operate at University-owned facilities and the outside entity's employees may be exposed to University-owned hazardous chemicals, the contract administrator for the Department overseeing the outside entity's use of USF facilities must inform the entity's representative of the following hazard communication items:

- The availability of on-site SDSs;
- Precautionary measures for normal and emergency operations; and,
- Information about the University's labeling system.

This may be accomplished by giving the entity representative a copy of the USF Hazard Communication Program and referring the entity's representative to EH&S for any additional questions.

Likewise, outside entities who use hazardous chemicals at USF facilities must provide the same information to the University. The contract administrator for the Department overseeing the outside entity's use of USF facilities must advise the entity's representative to submit a copy of the entity's Hazard Communication Program to the contract administrator and USF EH&S.

10.2 USF Entities Operating at Another Entity's Facilities

In cases where University entities use hazardous chemicals at another entity's facilities, and employees of the host entity may be exposed to those hazardous chemicals, the ranking University representative at the site must inform the host entity's representative of the following hazard communication items:

- The availability of on-site SDSs;
- Precautionary measures for normal and emergency operations; and,
- Information about the University's labeling system.

This may be accomplished by giving the host entity representative a copy of the USF Hazard Communication Program and referring the host entity's representative to EH&S for any additional questions.

Similarly, if the host entity uses hazardous chemicals to which USF employees may be exposed, the ranking University representative at the site must request the host entity provide a copy of the entity's Hazard Communication Program to the university's representative and USF EH&S.