

**Purdue University
Hazard Communication Program**

Hazard Communication Program Implementation

For: _____
(Work Area and/or Location)

Prepared by: _____ **Date:** _____

It is the policy of Purdue University to ensure that chemical hazards are identified within each work area and that chemical hazard information is made available to all personnel who may be potentially exposed.

This document provides information on how the Purdue Hazard Communication Program is implemented in this work area. For questions concerning the overall university program, the Occupational Safety and Health Administration (OSHA) Hazard Communication regulations, or hazard communication terms you may not understand, you should refer to this manual.

The Purdue University Hazard Communication Program for this work area is located:

(Location)

The Designated Trained Individual (DTI) for this work area is:

(Full Name)

The DTI is responsible for ensuring all aspects of the Purdue University Hazard Communication Program are implemented in this work area. They ensure all hazardous chemicals are properly labeled as well as maintain an inventory and Safety Data Sheets (SDSs) to provide information about hazards and procedures for the safe handling and use of these chemicals for all employees working in this location. Other information and training may be provided via group and/or individual discussions. The DTI will document all training using the Hazard Communication Training Attendance Record (Appendix VII) which must be signed by all who attend.

The SDS collection for this work area is up-to-date as of : _____
(Date)

SDSs are available to all shifts working in this area. If a SDS is not available for a product the DTI or supervisor should obtain one promptly.

All hazardous chemicals used in your work area should be properly labeled. **NEVER use a chemical that is not clearly labeled.** You should know and understand the hazards of all chemicals you work with or around in your work area and take the recommended precautions for their safe handling and use. If you have any questions concerning the hazards of a product, or the procedures for safe use of the product, contact the DTI or your supervisor.

The DTI and supervisor will provide answers if a material is not labeled, the label is damaged, or questions concerning information on the label arise. Contact REM's Industrial Hygiene section for assistance with obtaining SDSs or any aspects of the Hazard Communication Program.

This completed form kept together with the Purdue University Hazard Communication Program compliance document constitutes the work area's "Written Hazard Communication Program".