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department.

Hazard Communication Program - APPENDIX B Departmental Hazard Communication Information

Reviewed: 3/15/2021

Revised: 3/1/2017

For additional information and assistance regarding implementation of the Hazard Communication Program at PSU, please contact Environmental Health & Safety at (503) 725-3738 or e-mail at EHS-group@pdx.edu.			
Department Name:			
Department Supervisor: Responsible for coordinating Hazard Communication for this department. Ensures staff are trained, updates chemical inventory, maintains Safety Data Sheets (SDSs) and forwards questions to EHS as needed.			
List of Department Employees covered under Hazard Communication Program: See next page.			
Work areas where hazardous chemicals are present:			
Location of Chemical Inventory:			
A list of chemicals used in this department should be accessible to all staff in the department and should be kept up to date. See Appendix C.			
Location of Safety Data Sheets:_ See Hazard Communication Program document for employee access options.			
Location of Training Records: EHS maintains training records for Hazard Communication and other safety training that EHS			
provides. The department is responsible for maintaining records of training provided by the			



Non-Routine Tasks

List non-routine tasks that employees may periodically perform using a new hazardous material or using a chemical in an unfamiliar way. See Hazard Communication Program document for more requirements and information. Attach additional page(s) if necessary.

Task	Hazards/Chemicals	SOP Location



List of Department Employees covered by Hazard Communication Program

Use this form or a similar document to maintain a list of departmental employees and/or job positions/titles covered by the Hazard Communication Program. The Program applies to all PSU employees who work with or around hazardous materials and/or chemicals, with the following exceptions:

- Employees in office environments (See Appendix A)
- Employees who use only household consumer products in the same manner that a consumer would use them, i.e., with limited frequency and duration of use (See Appendix A)
- Laboratory employees (Covered under the Chemical Hygiene Plan)

Employee Name	Job Title	Employee ID number