

## Hazard Communication Program - APPENDIX B Departmental Hazard Communication Information

Created: 3/24/2011

Reviewed: 3/15/2021

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*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](mailto: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 department.*

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**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

