



The Texas A&M University System
Texas A&M Engineering Extension Service

Standard Administrative Procedure

SAP 24.01.01.N0.03 - Hazard Communication

Approved April 08, 2015

Revised December 13, 2016

Revised: June 28, 2022

Next Scheduled Review Date: June 28, 2027

Summary

This procedure applies to all fulltime employees, student workers and wage employees. The purpose of the Texas A&M Engineering Extensions Service (TEEX) Hazard Communication (HazCom) Written Plan is to ensure that employees are informed concerning workplace health and safety hazards by comprehensively evaluating the potential hazards of chemicals, communicating information concerning hazards and appropriate protective measures for employees. Additionally, the written plan was developed to establish procedures and to identify the parties responsible for ensuring the safety and health of TEEX employees, students, and visitors, as well as the surrounding community, in compliance with the Texas Hazard Communication Act and the Public Employers Community Right-to-Know Act. Division Directors may supplement these procedures, as necessary.

Definitions

Hazard Communication Standard: Standard requiring all employers to provide information and training to their employees about the hazardous chemicals to which they may be exposed at the time of their initial assignment and whenever a new hazard is introduced into their work area.

Hazardous Chemical: Any chemical which is classified as a physical or health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

Hazard Communication (HAZCOM): A set of processes and procedures that employers and importers must implement in the workplace to effectively communicate hazards associated with chemicals during handling, shipping, and any form of exposure.

Right to Know: The right to see information that employers collect on hazards in the workplace. Workers have the right to know what hazards are present in the workplace and how to protect themselves.

1. Requirements

- 1.1. In order to ensure the safety and health of our staff, students, and visitors, TEEEX shall establish, implement, and maintain a written Hazard Communication Plan. This written plan is applicable to TEEEX Administration, TEEEX Business units, and TEEEX working units.

2. TEEEX Office of Environmental Health and Safety (TEEX EHS) shall:

- 2.1. Fulfill the duties and responsibilities outlined in the TEEEX Hazard Communication Plan.
- 2.2. Serve as the agency liaison and provide reports to the Texas Department of State Health Services (TDSHS), the Local Emergency Planning Committees (LEPCs), TAMU EHS, and local fire departments, as required.
- 2.3. Ensure that all new full-time employees, student workers, and wage employees receive and complete HAZCOM training through TrainTraQ.
- 2.4. Monitor completion of Hazard Communication training assigned through TrainTraQ.
- 2.5. Monitor compliance of the Written HazCom Plan through monitoring visits and site inspections.
- 2.6. Serve as the chair and co-chair of the TEEEX Environmental Health and Safety Committee.
- 2.7. Monitor completion of annually required chemical inventories with TAMU Environmental Health and Safety, and divisions and Texas A&M Task Force 1 and 2(TX-TF1, TX-TF2).
- 2.8. Serve as the Hazard Communication Coordinators for TEEEX administration.

3. Division Director or TX-TF1/TX-TF2 Director shall:

- 3.1. Designate an individual to coordinate the Hazard Communication program within the division, business unit, or working unit.
- 3.2. Provide resources as needed for an effective Hazard Communication program within the division, business unit or working unit.

4. Designated Division or TX-TF1/TX-TF2 Safety Officer shall:

- 4.1. Administer and coordinate division or working units the Hazard Communication Program within their group by fulfilling the duties and responsibilities outlined in the written plan.
- 4.2. Areas of responsibility identified in the written plan include but are not limited to the following;

- 4.2.1. Monitor and ensure compliance with the TEEEX Hazard Communications Written Plan.
- 4.2.2. Monitor workplace chemical inventories and provide a copy of the inventory annually, or when new hazardous chemicals or substances are added to the TEEEX EHS Office
- 4.2.3. Maintain Right-to-Know Safety Data Sheet Centers.
- 4.2.4. Provide to employees updated Hazard Communication Training when a new hazardous chemical hazard or a new hazardous process is introduced to the work areas.
- 4.2.5. Update and provides training documentation to TEEEX EHS quarterly of any additional Hazard Communication training provided to employees due to a process change or a new chemical hazard introduced to the work area or work environment.
- 4.2.6. Coordinate and ensure completion of Personal Protective Equipment (PPE) training.

5. Supervisors shall:

- 5.1. Fulfill the duties and responsibilities outlined in the TEEEX Hazard Communication Written Plan.
- 5.2. Ensure Compliance with the TEEEX Hazard Communication Written Plan within the Division, business unit or working unit.
- 5.3. Provide employees a copy of the TEEEX Hazard Communication Written Plan.
- 5.4. Ensure employees receive updated HAZCOM training when a new hazardous chemical or a new process is introduced into the work area.
- 5.5. Document hazard communication training employees receive at the division, business unite or working unit.

6. Employees shall:

- 6.1. Fulfill the duties and responsibilities outlined in the TEEEX Hazard Communication Written Plan.
- 6.2. Assume full responsibility for the safety and health of themselves, and others around them
- 6.3. Be environmentally responsible by properly utilizing and properly disposing of chemicals.
- 6.4. Participate in Mandatory HAZCOM training.

Quality Assurance Measures

TEEX Environmental Health and Safety will at a minimum, conduct periodic site visits verifying compliance with the TEEX Hazard Communication Written Plan.

Additionally, TEEX EHS will monthly monitor the required new employee Hazardous Communication Course (#11020) within the TrainTraq training system.

Related Statutes, Policies, or Requirements

[Federal Regulation, 29 CFR 1910.1200 - Hazard Communication](#)

[Title 25, Health Services, Part 1 Texas Department of State Health Services, Ch.295, Hazardous Communication](#)

[Title 6, Texas Health and Safety Code, Subtitle D, Chapter 502, Hazard Communication Act](#)

[Title 6, Texas Health and Safety Code, Subtitle D, Chapter 506, Public Employer Community Right- to- Know Act](#)

System Policy [24.01 Risk Management](#)

TAMU System Regulation [24.01.01 Health and Safety](#)

TEEX Hazard Communication Written Plan

Office of Responsibility

For SAP clarification and interpretation contact

TEEX Office of Environmental Health and Safety
(979) 458-7755 or 979-458-6847