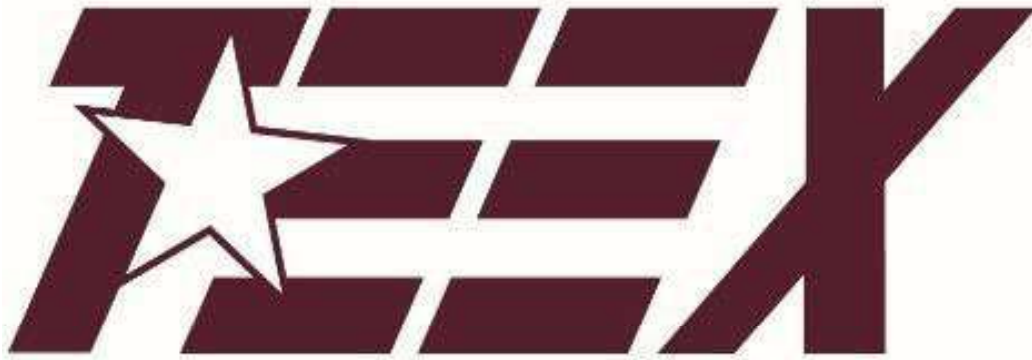


TEXAS A&M ENGINEERING



EXTENSION SERVICE

**TEXAS A&M ENGINEERING EXTENSION
SERVICE HAZARD COMMUNICATION
WRITTEN PLAN**

MAY 2015

Plan Annual Review

01/04/2024

Table of Contents

TEEX Hazard Communications Written Plan Revisions.....3

1. Purpose.....4

2. General Information:4

3. Responsibilities.....4

7. Exemptions6

8. Contractors:7

9. Definitions.....8

10. Chemical Inventory – Work Area Chemical Inventory9

11. Tier Two Reporting:10

12. Safety Data Sheets.....10

13. Chemical Container Labels11

14. Hazard Communication Training.....13

15. Hazards of Non-routine Tasks:.....15

16. Reporting Employee Deaths and Injuries15

17. Posting the *NOTICE TO EMPLOYEES*15

18. Personal Protective Equipment16

19. Maintaining Employee Rights16

APPENDIX A.....17

APPENDIX B18

APPEXDIX C.....19

Annual Review of TEEX Hazard Communications Written Plan20

TEEX Hazard Communications Written Plan Revisions as of 01/04/2024

- Format of Plan
- Added Table of Contents
- Changed require number of days for completion of assigned TrainTraq HAZARDOUS Communications Training in plan from 30 days to 7 days
- Added Definitions to plan
- Updated all functional weblinks in plan
- Updated Appendix A- Department/Division Locations of Right-to-Know SDS Centers
- Added Appendix B- Texas Hazardous Communication Act “Notice to Employees” (in English) poster sample
- Added Appendix C-Texas Hazardous Communication Act “Notice to Employees” (in Spanish) poster sample

1. Purpose:

- a. The written program applies to all operations within the Texas A&M Engineering Extension Service (TEEX) where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. Under this program, TEEX employees will be informed of the contents of the Hazard Communication Standard (HCS), the hazards of chemicals with which they work, safe handling procedures, and measures taken to protect themselves from these chemicals and other elements.
- b. The TEEX Director of Environmental Health and Safety has the responsibility for implementing this program throughout the agency. Copies of the written plan may be obtained from the Agency EHS Coordinator, unit EHS Manager, unit Safety Officer or his/her designee. All employees may obtain further information about the program, the Hazardous Communications Standard, applicable Safety Data Sheets (SDS), and the chemical lists from the Agency EHS Coordinator, unit EHS Manager, unit Safety Officer or his/her designee.

2. General Information:

- a. The TEEX Hazard Communication (HazCom) Program is administered through the TEEX Office of Environmental Health and Safety (EHS) with responsibility for compliance delegated throughout all administrative channels to every employee. The TEEX Hazard Communication Program applies at all TEEX location and to all TEEX fulltime employees, student workers and wage employees at the facilities in Bryan (RELLIS Campus), College Station, Galveston, Mesquite, and San Antonio. TEEX, through the HazCom Program, will comply with this Act by providing training, appropriate personal protective equipment (PPE), and information regarding hazardous chemicals to employees.
- b. To facilitate administration of and compliance with this Program, the following levels of responsibility have been established:
- c. TEEX Office of Environmental Health and Safety (TEEX EHS) will have overall responsibility for administering and the THCA.

3. Responsibilities:

- a. TEEX Office of Environmental Health and Safety Shall:
 - I. Assist Units with the implementation of, and compliance with this Program;
 - II. Monitor compliance of the plan;
 - III. Monitor completion of assigned TrainTraQ Hazardous Communication Training;
 - IV. Monitor completion of Hazardous Communications Training conducted within TEEX operational divisions and admin unit;
 - V. Maintain liaison with the Texas Department of Health and/or the Texas Commission on Environmental Quality (TCEQ);
 - VI. Assist with the submission of required annual Texas Tier Two report and fee to the TCEQ by March 1 of the following year;

- VII. Report orally or in writing, within 48 hours, to TEEX HR, the occurrence of a chemical accident that results in one or more fatalities or the hospitalization of five or more employees (this is to include circumstances of the accident, the number of fatalities, and the extent of injuries);
- VIII. Compile from units and maintain, Workplace Chemical Inventory (WPCI) lists, and maintain the WPCI lists for 30 years;
- IX. Provide a copy of the annual Texas Tier Two report to the Local Emergency Planning Committee and to the local fire department(s);
- X. Provide the names and telephone numbers of emergency contacts to the local fire department(s), and provide WPCI lists and Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) upon request.

4. Unit EHS Manager or Unit Safety Officer of TEEX Shall:

- I. Develop written procedures as needed that describes the method of implementing the TEEX HazCom Program within the Unit;
- II. Report any incident(s) involving a hazardous chemical to TEEX EHS within 24 hours of occurrence;
- III. Designate work areas as appropriate within each workplace;
- IV. Ensure official "Notice to Employees" signage has been posted at locations where notices are normally posted in English and Spanish;
- V. Allow on-site inspection upon request;
- VI. Provide to TEEX EHS by September 1st of each year:
 - 1. An annual Work Area Chemical Inventory (WACI) for each work area other than a research laboratory.
 - 2. Names and telephone numbers of emergency contacts.
 - 3. Document and make available upon request copies of work area specific HAZCOM training agendas and sign-in rosters.
 - 4. Assure that SDSs/MSDSs on hazardous chemicals purchased are available, as required.
- VII. Provide employees with appropriate personal protective equipment and ensure that the equipment fits the individual.
- VIII. Maintain Right-to-Know Safety Data Sheet/MSDS Centers.
- IX. Maintain and know how to access the work area chemical inventory list.
- X. Ensure that all employees have received appropriate training before working with or in an area containing hazardous chemicals.

5. Each Unit and Supervisor Shall:

- I. Ensure all employees have received and completed appropriate training before working with or in an area containing hazardous chemicals.
- II. Ensure all employees complete assigned TrainTraQ Hazardous Communication training is completed within 8 days of assignment.
- III. Ensure employees know how to access the work area inventory list, as appropriate.
- IV. Inform employees how to access SDS/MSDSs and obtain workplace chemical inventory lists.

6. Each Employee Shall:

- I. Complete all hazardous communications training assigned during New Employee Orientation is completed within 8 days.
- II. Attend all hazardous communications training provided by the unit to employees.
- III. Use prudent practices and good judgment when using hazardous chemicals or hazardous procedures.
- IV. Notify other individuals who might be affected by the chemicals they use.

NOTE: Personnel who work with hazardous materials are expected to assume reasonable responsibility for the safety and health of themselves, others around them, and the environment.

7. Exemptions:

- a. Per section of 502.004(f), the following chemicals are exempt from the requirements of the THCA and are outside the scope of this written plan.
 - I. Hazardous waste that is subject to regulation by the Texas Commission on Environmental Quality (TCEQ) and/or the U.S. Environmental Protection Agency.
 - II. A chemical in a laboratory under the direct supervision or guidance of a technically qualified individual if:
 1. labels on incoming containers of chemicals are not removed or defaced.
 2. compliance with Sections 502.006 and 502.009 of the THCA with respect to laboratory employees; and
 3. the laboratory is not used primarily to produce hazardous chemicals in bulk for commercial purposes.
 - III. Tobacco or tobacco products
 - IV. Wood or wood products
 - V. Articles formed to a specific shape or design during manufacture and that do not release or otherwise result in exposure to a hazardous chemical under normal conditions of use
 - VI. Food, drugs, cosmetics or alcoholic beverages
 - VII. Consumer products or hazardous substances used in the workplace in the same manner as normal consumer use and if the use results in a duration and frequency of exposure that is not greater than exposures experience by a consumer
 - VIII. Radioactive waste
- b. Chemicals in a research laboratory are exempt from secondary labeling requirements and inventory requirements if:
 - I. The lab is under the direct supervision or guidance of a technically qualified individual.
 - II. Labels on primary containers of chemicals are not removed or defaced.
 - III. Personnel training requirements are fulfilled.
 - IV. SDS/MSDS access requirements are satisfied.

- V. The laboratory is not used primarily to produce hazardous chemicals in bulk for commercial purposes.

NOTE: Labels for small containers, such as test tubes or vials, may be attached to the rack or container in which they are held, rather than on each tube or vial, if the contents of individual containers present the same hazard.

8. Contractors:

- a. Contractors will comply with Texas and Federal Hazard Communication Acts and the TEEH HazCom Program regarding hazardous or noxious chemicals or chemical products used during projects within Texas A&M University System facilities and property.
- b. Contractors working at TEEH sites shall:
 - I. Provide to the TEEH Project Coordinator, a list of any hazardous or noxious chemicals or chemical products to be used on the project and will provide appropriate hazard information, including SDS/ MSDSs.
 - II. Provide prior notification as appropriate if intended use of hazardous or noxious chemicals or chemical products will affect a TEEH workplace.
 - III. Will provide upon request information, including SDSs/MSDSs for the chemicals involved
 - IV. Name and telephone number of the person responsible for the work area and the name and signature of the person responsible for compiling the inventory
 - V. The unit name (TEEH Administration, ESTI, ITSI, etc.)
 - VI. Location of the hazardous chemicals (TAMU Building Number, Room Number)
 - VII. Chemical name or the common name of a product and its hazardous ingredients
 - VIII. CAS number
 - IX. Container type
 - X. Hazard associated with the chemical
 - XI. Quantity of product in pounds

9. Definitions:

APPROPRIATE HAZARD WARNING – Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the health and physical hazards, including the target organ effects of the chemical(s) in the container(s).

CATEGORIES OF HAZARDOUS CHEMICALS – A grouping of hazardous chemicals with similar properties.

CHEMICAL ABSTRACTS SERVICE REGISTRY NUMBER (CAS) – A unique identifier that tells you, for example, that acetone and dimethyl ketone are actually the same substance.

CONTAINER – Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical or contains multiple smaller containers of an identical hazardous chemical. The term “container” does not mean pipes or piping systems, nor does it mean engines, fuel tanks, or other operating systems in a vehicle. A primary container is one in which the hazardous chemical is received from the supplier. A secondary container is one to which the hazardous chemical is transferred after receipt from the supplier.

EMPLOYEE – A full-time, wage or student worker who may be or may have been exposed to hazardous chemicals in the person’s workplace under normal operating conditions or foreseeable emergencies. Workers such as office workers or accountants who encounter hazardous chemicals only in non-routine, isolated instances are not employees for the purposes of this Act.

EMPLOYER – The employer is considered to be the Texas A&M Engineering Extension Service (TEEX).

ENGINEERING CONTROLS – Devices that isolate or remove the bloodborne pathogens hazard from the workplace, including sharps disposal containers, self-sheathing needles, and safer medical devices, such as sharps with engineered sharps-injury protection and needless systems.

EXPOSE – Subjecting an employee to a hazardous chemical in the course of employment through any route of entry, including inhalation, ingestion, skin contact, or absorption. The term includes potential, possible, or accidental exposure under normal conditions of use or in a reasonably foreseeable emergency.

HAZARDOUS CHEMICAL OR CHEMICAL – An element, compound, or mixture of elements or compounds that is a physical hazard or a health hazard.

HEALTH HAZARD – A chemical for which acute or chronic health effects may occur in exposed employees and which is a toxic agent, irritant, corrosive, or sensitizers.

MATERIAL SAFETY DATA SHEET (MSDS) – A document containing chemical hazard and safe handling information for the hazardous chemical as determined by the chemical’s manufacturer. Term and format revised in 2012 with the new Globally Harmonized System of Classification and Labelling of Chemicals.

PHYSICAL HAZARD – A chemical which is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, unstable (reactive), or water-reactive.

PERSONAL PROTECTIVE EQUIPMENT (PPE) – Protective equipment provided to an employee by the employer which provides a level of protection to chemicals to which an employee may be exposed that will be adequate to ensure their health and safety based on current industry standards.

REPORTABLE QUANTITY – The quantity of a hazardous substance that triggers reports under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

SAFETY DATA SHEET (SDS) – The Hazard Communication Standard (HCS) (29 CFR 1910.1200(g)), aligned with the GHS in 2012, requires that the chemical manufacturer, distributor, or importer provide Safety Data Sheets (SDSs) for each hazardous chemical to downstream users to communicate information on these hazards. Safety Data Sheets were formerly called Material Safety Data Sheets, or MSDSs. The information contained in the MSDS is largely the same as the

SDS, except now the SDSs are required to be presented in a consistent, user-friendly, 16 section formats.

STATIONARY PROCESS CONTAINER – A tank, vat, or other such container which holds different hazardous chemicals at different times.

TECHNICALLY QUALIFIED INDIVIDUA – An individual with a professional education and background working in the research or medical fields, such as a physician or registered nurse, or an individual holding a minimum of a bachelor’s degree in a physical or natural science

UNITS – Working Groups within TEEEX; Administrative groups, Duplication Print Shop (DPS), Texas Task Force 1 (TX-TF1) and divisions are in this grouping.

WORK AREA – A room, defined space, utility structure, training project or emergency response site in a workplace where hazardous chemicals are present, produced, or used, and where employees are present.

WORKPLACE – A contiguous facility that is staffed 20 hours or more per week, unless such a facility is subdivided by the employer. Normally this subdivision would be a building, cluster of buildings or other structures, or a complex of buildings, but could be for a portion of a building if the employer chooses. Noncontiguous properties are always separate workplaces unless they are temporary workplaces, in which case they can be either work areas or a headquarters’ workplace or separate workplaces, which is at the discretion of the employer.

10. Chemical Inventory – Work Area Chemical Inventory:

- a. A Work Area Chemical Inventory (WACI) is an inventory of all hazardous chemicals or chemical products known to be present in the work area, regardless of quantity. Any employee who comes in contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. The hazardous chemicals or products will be listed using the same name found on the label and MSDS/SDS. The hazardous chemicals or products on the chemical list can cover a variety of physical forms including liquids, solids, gases, vapors, fumes, and mists. Sometimes, hazardous chemicals can be identified using purchase orders. Identification of other chemicals may require an actual survey of the work area or workplace. The list of hazardous chemicals will be maintained for at least thirty years by TEEEX EHS. TEEEX Administration, and each unit will maintain a chemical inventory of all of the hazardous products or hazardous chemicals purchased, used and/or stored in the workplace, regardless of quantity. The Agency EHS Coordinator, unit EHS Manager, unit Safety Officer or his/her designee updates WACI when a new chemical or additional quantity above normal restocking amounts of chemical is purchased. Annually, each unit within TEEEX will electronically provide a copy their WACI to the TEEEX Office of Environmental Health and Safety.
- b. TEEEX units with reportable quantities of hazardous chemicals or products shall use DAKOTA, the online chemical inventory database program administered by the TAMU Office of Environmental Health and Safety (TAMU EHS) to report their chemical inventory annually by November 1st. The on-line system will also meet the requirement of reporting the information to Texas A&M University System EHS Office (TAMUS EHS). Information and training on the use of the DAKOTA Chemical Inventory and database is available online. Additionally, an electronic copy of each units’ chemical inventory list will be sent to the TEEEX EHS Office for audit and record retention purposes. The WACI will include, as appropriate:

- I. Name and telephone number of the person responsible for the work area and the name and signature of the person responsible for compiling the inventory;
 - II. The unit name (e.g. TEEX Administration, ESTI, ITST, etc.);
 - III. Location of the hazardous chemicals (e.g. TAMU Bldg 3205, Room 2184);
 - IV. Chemical name or common name of a product and its hazardous ingredients;
 - V. CAS Number;
 - VI. Container type;
 - VII. Hazard associated with chemical;
 - VIII. Quantity of products in pounds
- c. TEEX Environmental Health and Safety will use the WACIs to compile a complete Workplace Chemical Inventory (WPCI). The WPCI includes only those hazardous chemicals in a designated workplace that are equal to or greater than 55 gallons or 500 pounds. If a designated workplace is occupied by more than one unit, a single WPCI will be compiled by combining WACIs for all units within the workplace. The WPCI will remain on file at TEEX EHS for 30 years. A new WPCI for each designated workplace will be compiled by September 30 of each year. TEEX employees may obtain a copy of the WPCI from their unit or from TEEX EHS, upon request

11. Tier Two Reporting:

- a. Units within TEEX, with quantities listed below will electronically complete a Texas Tier Two Report through DAKOTA, TAMU EHS's reporting website. The Texas Tier Two Report includes all hazardous chemicals and chemical products exceeding 10,000 pounds and all extremely hazardous substances exceeding 500 pounds or the Threshold Planning Quantity, whichever is less. (A list of Extremely Hazardous Substances and the Threshold Planning Quantities can be found on the TCEQ website) The Report will be submitted by March 1, for the preceding calendar year, to TAMU EHS, with fees transferred to TAMU EHS as required. A copy of the Tier Two Report will remain on file with TEEX EHS until the following year's report is filed with the TCEQ. Additionally, a copy of each Texas Tier Two Report is sent to the Local Emergency Planning Committee, the College Station Fire Department, and the Bryan Fire Department. The Tier Two Report will be revised and reported to TDH and local agencies, as appropriate.

12. Safety Data Sheets:

- a. SDS are basically fact sheets for chemicals that may pose a physical or health hazard in the workplace. These sheets provide TEEX employees specific information on the chemicals in their work environment.
- b. The Agency EHS Coordinator, unit EHS Manager, unit Safety Officer or his/her designee are responsible for obtaining incoming SDSs/MSDSs and reviewing documents for new and significant health/safety information. Any new health and safety information will be passed on to the affected employees. Additionally, the individual(s) maintaining the SDS records within the workplace and will contact the chemical manufacturer or vendor if additional chemical information is needed.
- c. TEEX Administration and each unit will publish the location(s) by building number and room number where the centers are located. Safety Data Sheets are to be kept readily

accessible to all employees during each work shift. (See Appendix A) The SDS Right-to-Know Center will be updated wherever new chemicals are added to the work environment or when updated SDS information becomes available on current chemicals or substances used in the work area.

- d. If the SDS is not received with the first shipment of a new chemical or substance, or the SDS/MSDS is missing, the Agency EHS Coordinator, unit EHS Manager, unit Safety Officer or his/her designee in their respective area will within 30 business days of receipt of a hazardous chemical request a copy of the SDS from the supplier manufacturer of the chemical or substance. Once received the SDS will be posted in the SDS Right-to-Know Center.
- e. As SDSs/MSDSs are received from hazardous chemical manufacturers and distributors, they replace the Material Safety Data Sheets on file. Training on both the old MSDSs and the new SDSs should continue throughout the transition period until employers no longer have any of the old MSDSs on site.
- f. TEEEX shall provide SDS/MSDSs to emergency responders as soon as practicable, upon request during an emergency response incident to a TEEEX location.
- g. SDSs/MSDSs will be readily available for review by employees or their designated representatives upon request.

13. Chemical Container Labels:

- a. All containers of hazardous chemicals used or stored will be appropriately labeled. Each unit is responsible for container labeling and will verify that:
 - i. All primary containers of hazardous chemicals are clearly labeled to include;
 - 1. The identity of the chemical as it appears on the SDS/MSDS;
 - 2. The appropriate hazard warnings (e.g. poison, flammable, corrosive, carcinogen, etc.);
 - 3. The name and the address of the manufacture.
 - ii. All secondary containers of hazardous chemicals are clearly labeled to include;
 - 1. The identity of the chemicals as it appears on the SDS/MSDS;
 - 2. The appropriate hazard warnings (e.g. poison, flammable, corrosive, carcinogen, etc.).
 - 3. Each unit within TEEEX will rely on the chemical manufacturers or distributors to provide labels which meet the above requirements for primary containers of all hazardous chemicals purchased, and will re-label containers only when the label is illegible or otherwise does not meet the above requirements.
- b. The Agency EHS Coordinator, unit EHS Manager, unit Safety Officer or his/her designee are responsible for ensuring that all hazardous chemicals in containers at the workplace have proper labels or other forms of warning that are legible, in English (although other languages may also be included), and displayed clearly on the container or readily available in the work area throughout each work shift, as required. If a primary container label becomes illegible, unreadable, this person will update labels, as necessary. The Agency EHS Coordinator, unit EHS Manager, unit Safety Officer or his/her

- designee within TEEEX units will also ensure that newly purchased chemicals are checked for labels when containers are received.
- c. The Agency EHS Coordinator, unit EHS Manager, unit Safety Officer or his/her designee are responsible for ensuring the proper labeling, tagging, or marking of any shipped containers leaving the workplace. These labels, tags, or marks must provide not only the product identifier, signal word, hazard statement(s), pictogram(s), and precautionary statement(s) but also the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.
 - d. If employees transfer chemicals from a labeled container to a portable, secondary container that is intended only for their IMMEDIATE use, no labels, tags, or markings are required on the portable container. Immediate use requires that the container is not left unattended by the individual who transferred or observed the transfer of the chemical. Otherwise, portable containers must be labeled, tagged, or marked in accordance with our in-house labeling system for workplace containers.
 - e. The in-house labeling system used for workplace container labeling shall follow guidelines found in [CFR 29 § 1910.1200](#) , [Texas HSC §, 502.009](#), and [25 Texas Administrative Code § 295 chapters 1 through 13](#).
 - i. According to §1910.1200(f)(6) and (f)(8), “(f)(6) Workplace labeling. Except as provided in paragraphs (f)(7) and (f)(8) of this section, the employer shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with either: (i) The information specified under paragraphs (f)(1)(i) through (v) for labels on shipped containers; or, (ii) Product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical... (f)(8) The employer is not required to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer. For purposes of this section, drugs which are dispensed by a pharmacy to a health care provider for direct administration to a patient are exempted from labeling.”
 - ii. The [Hazard Communication Standard \[HCS\]](#) provides employers with flexibility regarding the type of system to be used in their workplaces. According to OSHA, “Employers may choose to label workplace containers either with the same label that would be on shipped containers for the chemical... or with label alternatives that meet the requirements for the standard. Alternative labeling systems such as the National Fire Protection Association (NFPA) 704 Hazard Rating and the Hazardous Material Information System (HMIS) are permitted for workplace containers. However, the information supplied on these labels must be consistent with the... HCS, e.g., no conflicting hazard warnings or pictograms.”

- iii. The HMIS labeling system is a complete labeling program that helps employers comply with OSHA's HCS. The program uses a numerical hazard rating system, labels with colored bars, and training materials to inform workers of chemical hazards in the workplace. Personal protective equipment (PPE) information is supplied to give employees information needed to protect themselves from hazardous materials they might encounter on the job. HMIS was originally developed by the paint manufacturing industry. It has been in use since the late 1970's and use has spread to numerous other service and manufacturing industries such as health care, chemical manufacturing, public utilities, transportation, education, and construction.
- iv. HMIS labels always appear as a rectangle-shaped block of colored bars with a blue "health" bar on top, a red "flammability" below that, followed by a yellow "reactivity" bar and a white "PPE" bar. There may be additional space on the label for other information, such as the product name, supplemental warnings, manufacturer information, or additional HMIS information.
- v. The HMIS III label provides more information about a chemical's physical hazard(s) than previous versions of HMIS. The HMIS III not only specifically incorporates each hazard, with specific criteria to evaluate the degree of hazard but also permits employers to identify the hazard present with an icon or symbol. A wide variety of icons is provided to enhance the utility of the label. The icons are included for physical hazards, target organs, as well as PPE.
- f. Federal law allows for alternatives to labeling, tagging, and marking to convey the required information, as long as the containers to which the alternative method is applicable are identified. TEEC Administration and all units will cover with their employees the alternative methods used to label, tag or mark containers used for secondary containers that are intended only for their IMMEDIATE use. Units within TEEC will provide the TEEC Office of EHS a copy of the labeling, tagging and marking instructions provided to their employees.

14. Hazard Communication Training:

- a. New TEEC full time employees, student workers, and wage employees will receive online training on the Hazard Communication Standard within ***8 days*** of employment through TrainTraq (Hazard Communication #11020). Additionally, new employees who work with or who will be potentially exposed to hazardous chemicals on the job will receive additional training at their work location. "Exposure" means that "an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g., accidental or possible) exposure." Additionally, whenever a new chemical hazard is introduced or a process changes, additional training is to be provided to the group the employee is adlocked to. All additional Hazard Communication Training shall be documented with a training roster and a copy provided to the TEEC Office of EHS.
- b. TEEC EHS and each Unit will be responsible for the additional employee training program and will ensure that:
 - I. Appropriate training is provided to all covered employees and includes;

1. Reading and understanding information provided on SDSs/MSDSs and chemical container labels Location of hazardous chemicals present in the employees' work areas;
 2. Procedures to protect against hazards and exposure (e.g., work practices or methods to assure proper use and handling of chemicals and any required personal protective equipment and its proper use and maintenance);
 3. Chemical and physical properties of hazardous chemicals (e.g., flash point, reactivity, etc.) and how to detect the presence or release of these chemicals (including chemicals in unlabeled pipes);
 4. Physical and health effects of exposure;
 5. Any steps the TEEX has taken to reduce or prevent exposure to hazardous chemicals, such as engineering controls;
 6. Proper use of personal protective equipment;
 7. Safe handling of hazardous chemicals;
 8. Procedures for reporting and responding to chemical emergencies;
 9. First aid treatment for exposure to hazardous chemicals;
 10. Safety instruction on clean-up and disposal of hazardous chemicals.
- c. Effective information and training are a critical part of the Hazard Communication Program. The agency and all units will train their employees to read and understand the information on labels and SDSs, determine how the information can be obtained and used in their own work areas, and understand the risks of exposure to the chemicals in their work areas, as well as ways to protect themselves. The goal is to ensure employees know that if they are exposed to hazardous chemicals, they will have the skills to read and use labels and SDSs and understand how to appropriately follow the protective measures that are in place. Employees are urged to ask the Agency EHS Coordinator, unit EHS Manager, unit Safety Officer or his/her designee questions for greater comprehension. All additional Hazardous Communication training within TEEX units will be documented. Documentation should include the following:
- I. The date of the training session;
 - II. Signed, legible list of employees attending the training session (Training Roster);
 - III. The subjects/topics covered
 - IV. The name of the instructor(s).
- d. All documents from additional Hazardous Communications Training sessions will be maintained at the unit to which the employee is adlocked to. Additionally, an electronic copy of training records will be sent to the TEEX EHS Office for audit and records retention. All Hazardous Communication Training records shall be kept in accordance with the Texas A&M University System Records Retention Schedule.
- e. All covered employees are identified and incorporated into the training program. Information will be provided to employees concerning the hazardous chemicals to which they may be exposed during the performance of non-routine tasks. New employees will be appropriately trained prior to their being required to use or handle a hazardous chemical.

- f. The need and frequency for periodic/refreshers training is assessed by the unit Safety Manager or unit Safety Officer to which the employee is adlocked.

15. Hazards of Non-routine Tasks:

- a. Periodically, employees are required to perform non-routine tasks that involve hazardous chemicals. When employees are required to perform hazardous non-routine tasks, that have the potential to expose employees to hazardous chemicals, the supervisor will inform the employee(s) of these hazards.
- b. Before a non-routine project or task, the supervisor will determine chemical exposure hazards involved in that task.
- c. The supervisor will schedule non-routine task hazard training session(s) with employees who need it prior to or at the time of work with or near hazardous chemicals during the non-routine task. The Supervisor presents information to the affected employees about the hazardous chemicals they may encounter during their non-routine task. This information includes: Specific chemical hazards, protective and safety measures, engineering controls, and emergency procedures, etc.
- d. Supervisors will document all non-routine task training and file this documentation. A copy of the documentation will be forwarded to the TEEX Office of EHS for audit and records retention purposes.
- e. All Hazardous Communication Training records shall be kept in accordance with the [Texas A & M University System Records Retention Schedule](#).

16. Reporting Employee Deaths and Injuries:

- a. TEEX Human Resources (TEEX HR) will notify the Texas Department of State Health Services, Division for Regulatory Services, Policy, Standards & Quality Assurance Unit, Environmental Hazards Group, of any employee accident that involves a hazardous chemical exposure or asphyxiation, and that is fatal to one or more employees or results in the hospitalization of five or more employees.
- b. TEEX HR will be responsible for reporting all such accidents to the [Texas Department of State Health Services, Division for Regulatory Services, Policy, Standard & Quality Assurance Unit, Environmental Hazards Group](#), within 48 hours after their occurrence. Notifications will be made either orally or in writing to:

TEXAS DEPARTMENT OF STATE HEALTH SERVICES
DIVISION OF REGULATORY SERVICES POLICY,
STANDARDS & QUALITY ASSURANCE UNIT
ENVIRONMENTAL HEALTH GROUP
P.O. BOX 149347, MC 1987
AUSTIN, TEXAS 78714-9347
PHONE (512) 834-6787 FAX (512)834-6726

17. Posting the NOTICE TO EMPLOYEES:

- a. TEEX HR will post and maintain in all TEEX locations where hazardous chemicals are used or stored the most current version of the THCA Notice to Employees, informing employees of their rights under the THCA. (*See attachment A, Notice to Employees*)

- b. The Notice to Employees shall be clearly posted and unobstructed at all locations in the workplace where official employee notices are normally posted, and with at least one group location in each main office.
- c. In workplaces where employees that have difficulty reading or understanding English may be present, a copy of the Notice to Employees, printed in Spanish, will be posted together with the English version. (***See attachment B, Notice to Employees, Spanish version (Aviso Al Empleado).***)
- d. Additional copies of the Notice to Employees, in both English and Spanish, are available on the [Hazard Communication Worker Right-To-Know website](#).

18. Personal Protective Equipment:

- a. TEEEX will provide at no cost to employees' appropriate personal protective equipment (PPE) to all employees who use or handle hazardous chemicals.
- b. Each unit within TEEEX with assistance from the Director of TEEEX EHS, Agency Safety Coordinator will administer a PPE program and will ensure that appropriate equipment and training are provided to include:
 - i. Proper Selection of PPE based on:
 - 1. Routes of entry;
 - 2. Permeability of PPE material;
 - 3. Duties being performed by the employee;
 - 4. Hazardous chemicals present;
 - 5. Proper fit and functionality of PPE as described by the manufacturer's specifications;
 - 6. Appropriate maintenance and storage of PPE.

19. Maintaining Employee Rights:

- a. TEEEX shall not discipline, harass, or discriminate against any employee for filing complaints, assisting inspectors of the Texas Department of State Health Services, participating in proceedings related to the Texas Hazard Communication Act, or exercising any rights under the Act. Employees cannot waive their rights under the Texas Hazard Communication Act. A request or requirement for such a waiver by an employer is a violation of the Act.

APPENDIX A

Department/Division Locations of Right-to-Know SDS Centers

LOCATIONS OF RIGHT-TO KNOW SAFETY DATA SHEET CENTERS	
TEEX-Headquarters	Room 1276 and Room 2184
TEEX-TX-TF1	Warehouse
TEEX-DPS/Print Shop	Print Production Area-Room 105
TEEX-ESTI	Rescue Tech Shop/Warehouse-127, Fire Extinguisher Shop-89, SCBA Workshop-70, Industrial Tech Shop-83, Wastewater Treatment Plant Control Room-60
TEEX-ILEPSE	Building 7751-Room 139
TEEX-ITSI	Water Lab Trailer, Building 7900, Building 8000
TEEX-South Presa, San Antonio, Texas	Building A-Room 120

NOTICE TO EMPLOYEES

The Texas Hazard Communication Act, codified as Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees with specific information on the hazards of chemicals to which employees may be exposed in the workplace. As required by law, your employer must provide you with certain information and training. A brief summary of the law follows.

HAZARDOUS CHEMICALS

Hazardous chemicals are any products or materials that present any physical or health hazards when used, unless they are exempted under the law. Some examples of more commonly used hazardous chemicals are fuels, cleaning products, solvents, many types of oils, compressed gases, many types of paints, pesticides, herbicides, refrigerants, laboratory chemicals, cement, welding rods, etc.

WORKPLACE CHEMICAL LIST

Employers must develop a list of hazardous chemicals used or stored in the workplace in excess of 55 gallons or 500 pounds. This list shall be updated by the employer as necessary, but at least annually, and be made readily available for employees and their representatives on request.

EMPLOYEE EDUCATION PROGRAM

Employers shall provide training to newly assigned employees before the employees work in a work area containing a hazardous chemical. Covered employees shall receive training from the employer on the hazards of the chemicals and on the measures they can take to protect themselves from those hazards. This training shall be repeated as needed, but at least whenever new hazards are introduced into the workplace or new information is received on the chemicals which are already present.

SAFETY DATA SHEETS

Employees who may be exposed to hazardous chemicals shall be informed of the exposure by the employer and shall have ready access to the most current Safety Data Sheets (SDSs) or Material Safety Data Sheets (MSDSs) if an SDS is not available yet, which detail physical and health hazards and other pertinent information on those chemicals.

LABELS

Employees shall not be required to work with hazardous chemicals from unlabeled containers except portable containers for immediate use, the contents of which are known to the user.

EMPLOYEE RIGHTS

Employees have rights to:

- access copies of SDSs (or an MSDS if an SDS is not available yet)
- information on their chemical exposures
- receive training on chemical hazards
- receive appropriate protective equipment
- file complaints, assist inspectors, or testify against their employer

Employees may not be discharged or discriminated against in any manner for the exercise of any rights provided by this Act. A waiver of employee rights is void; an employer's request for such a waiver is a violation of the Act. Employees may file complaints with the Texas Department of State Health Services at the telephone numbers provided below.

EMPLOYERS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES AND CIVIL OR CRIMINAL FINES RANGING FROM \$50 TO \$100,000 FOR EACH VIOLATION OF THIS ACT

Further information may be obtained from:
 Texas Department of State Health Services
 Consumer Protection Division
 Policy, Standards, & Quality Assurance Section
 Environmental Hazards Unit
 PO Box 149347, MC 1987
 Austin, TX 78714-9347



(512) 834-6787
 (800) 293-0753 (toll-free)
 Fax: (512) 834-6726
 E-mail: TXHazComHelp@dshs.texas.gov
 Website: www.dshs.texas.gov/hazcom

Texas Department of State
 Health Services

Worker Right-To-Know Program
 Publication # 23-14173
 Revised 05/2018

AVISO AL EMPLEADO

La Ley de Comunicación sobre Peligros de Texas, codificada como el capítulo 502 del Código de Salud y Seguridad de Texas, exige que los empleadores públicos le provean a los empleados información específica sobre los peligros de los químicos a los que los empleados podrían estar expuestos en el centro de trabajo. Según exige la ley, su empleador debe proveerle cierta información y capacitación. A continuación presentamos un breve resumen de la ley.

QUÍMICOS PELIGROSOS

Los químicos peligrosos son cualquier producto o material que represente algún peligro físico o de salud al ser usado, a menos que este quede exento bajo la ley. Como ejemplos de químicos peligrosos más comúnmente usados están los combustibles, los productos de limpieza, los solventes, muchos tipos de aceite, los gases comprimidos, muchos tipos de pintura, los pesticidas, los herbicidas, los refrigerantes, los químicos de laboratorio, el cemento, las varillas de soldadura, etc.

LISTA DE QUÍMICOS EN EL CENTRO DE TRABAJO

Los empleadores deben desarrollar una lista de los químicos peligrosos usados o almacenados en el centro de trabajo que sobrepasen los 55 galones o las 500 libras. El empleador debe renovar la lista de ser necesario, y al menos anualmente, y debe ponerla a fácil disposición de los empleados y de sus representantes al esta ser solicitada.

PROGRAMA DE INSTRUCCIÓN DEL EMPLEADO

Los empleadores deben proveerle capacitación a los empleados recién asignados antes de que los empleados trabajen en un área de trabajo que contenga químicos peligrosos. Los empleados contemplados en la ley deben recibir capacitación del empleador sobre los peligros de los químicos y sobre las medidas que ellos mismos pueden tomar para protegerse de dichos peligros. La capacitación debe repetirse de ser necesario, y al menos cuando se introduzcan nuevos peligros en el centro de trabajo o se reciba nueva información sobre los químicos que ya están presentes.

HOJAS DE DATOS DE SEGURIDAD

El empleador debe informar de la exposición a los empleados que pudieran estar expuestos a químicos peligrosos y ellos deben tener acceso fácil a las hojas de datos de seguridad (SDS) o las hojas de datos de seguridad del material (MSDS) más recientes si es que todavía no hay una SDS disponible, las cuales detallan los peligros físicos y de salud y cualquier otra información pertinente sobre dichos químicos.

ETIQUETAS

No se requerirá que los empleados trabajen con químicos peligrosos provenientes de contenedores que no están etiquetados con excepción de los contenedores portátiles de uso inmediato, el contenido de los cuales el usuario conoce.

DERECHOS DEL EMPLEADO

Los empleados tienen derecho a:

- acceder a copias de las SDS (o una MSDS si es que todavía no hay una SDS disponible)
- la información sobre sus exposiciones químicas
- recibir capacitación sobre los peligros químicos
- recibir el equipo protector apropiado
- presentar quejas, asistir a los inspectores y testificar en contra de su empleador

No se despedirá a los empleados ni se les discriminará de ninguna manera por ellos ejercer cualquiera de los derechos que esta ley estipula. Las renuncias de derechos del empleado no tienen ninguna validez; el que el empleador solicite ese tipo de renuncia infringe esta ley. Los empleados pueden presentar sus quejas ante el Departamento Estatal de Servicios de Salud de Texas llamando al teléfono sin costo provisto abajo.

LOS EMPLEADORES PODRÍAN ESTAR SUJETOS A SANCIONES ADMINISTRATIVAS Y A MULTAS CIVILES O PENALES QUE VAN DESDE LOS \$50 HASTA LOS \$100,000 DÓLARES POR CADA INFRACCIÓN DE ESTA LEY

Puede obtener mayor información en:

Texas Department of State Health Services
 Consumer Protection Division
 Policy, Standards, & Quality Assurance Section
 Environmental Hazards Unit
 PO Box 149347, MC 1987
 Austin, TX 78714-9347

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Texas Department of State Health Services

Worker Right-To-Know Program
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Annual Review of TEEX Hazard Communications Written Plan

TEEX will review the TEEX Hazard Communication Written Plan annually, update when necessary, and document when the review is accomplished. Annual review of the plan is the responsibility of the TEEX Office of Environmental Health and Safety.

Howard Meek, CSP, CFPS, Director of Environmental Health and Safety

Signature Howard Meek Date: February 20, 2024