



## REPORTING HAZARD COMMUNICATION STANDARDS

All employees must be provided with effective information and training regarding hazardous chemicals in their work area prior to starting work, and whenever a new physical and/or health hazard is introduced in to the work area.

### THE FOLLOWING INFORMATION MUST BE COVERED:



- Location and availability of a written [Hazard Communication Plan](#)
- Location of the departmental hazardous chemical inventory
- Location of Safety Data Sheet (SDS) documents
- Locations of physical and health hazards of chemicals in the work area and likely effects or symptoms of overexposure
- Requirements of the university's [Hazard Communication Plan](#)
- Methods to determine the presence or release of hazardous chemicals
- How to reduce or prevent exposure to hazardous chemicals through use of work practices and/or PPE
- Steps to reduce or prevent exposure to chemicals
- Emergency procedures for spills, fires, chemical exposure of an employee and other incidents

