

---

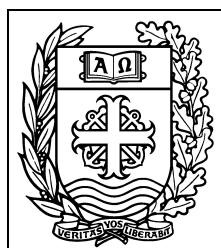
# Hazard Communication Program

**University of Portland**  
5000 N Willamette Blvd  
Portland Oregon  
97203-5798

**Version 3.0**

**January 2015**

**Prepared By:**  
**Environmental Health and Safety**



**THE  
UNIVERSITY OF  
PORTLAND**

# **TABLE of CONTENTS**

POLICY REVIEW & APPROVAL .....	II
SECTION ONE – PURPOSE .....	1
SECTION TWO – AVAILABILITY .....	2
SECTION THREE – DEFINITIONS.....	3
SECTION FOUR – RESPONSIBILITIES .....	6
4.1 Management.....	6
4.2 Shipping & Receiving Manager.....	6
4.3 Purchasing Agent.....	6
4.4 Public Safety Environmental Health & Safety (EHS) Officer.....	6
4.5 Supervisors .....	7
4.6 Employees .....	7
4.7 Contractors .....	7
SECTION FIVE – GENERAL PROGRAM INFORMATION.....	8
5.1 Program Development.....	8
SECTION SIX – EMPLOYEE TRAINING.....	9
6.1 Initial Orientation Communication .....	9
6.2 Job Specific Training.....	9
6.3 Annual Refresher Training.....	9
6.4 Immediate On-the-Spot Training.....	9
SECTION SEVEN – NON-ROUTINE TASKS .....	10
7.1 General .....	10
7.2 Steps for Non-Routine Tasks.....	10
7.2 Evaluation & Determination .....	10
SECTION EIGHT – OFF-SITE USE OR TRANSPORTATION OF CHEMICALS .....	11
SECTION NINE – GENERAL CHEMICAL SAFETY .....	12
9.1 Handling.....	12
9.2 Task Evaluation .....	12
9.3 Chemical Storage .....	12
9.4 Container Labels.....	13
SECTION TEN – CONTRACTORS.....	15
SECTION ELEVEN – MSDS INFORMATION.....	16
11.1 Material Safety Data Sheets - General .....	16
11.2 Information Chemical Users must know .....	16
SECTION TWELVE – LABELING .....	18
12.1 Uniform Labeling System.....	18
SECTION THIRTEEN – SPECIFIC CHEMICAL & HAZARDOUS MATERIALS .....	19
13.1 Asbestos & Asbestos Containing Material .....	19
13.2 Chemical Piping.....	19
SECTION FOURTEEN – LOCK-OUT/ TAG-OUT PROCEDURES.....	20
SECTION FIFTEEN - CONFINED SPACE ENTRY AND PERMIT PROGRAM .....	21
SECTION SIXTEEN - HOT WORK SAFETY PROGRAM.....	22
SECTION SEVENTEEN - RESPIRATORY PROTECTION PROGRAM.....	23

## PROGRAM / POLICY REVIEW & APPROVAL

This University of Portland Hazard Communication & Chemical Safety Program is hereby approved and effective as of this date.

---

Vice President for University Operations

Date

This University of Portland Hazard Communication Program has been reviewed for content and applicability.

---

Director of Public Safety

Date

---

Director of Physical Plant

Date

---

Director of Human Resources

Date

## **SECTION ONE – PURPOSE**

- 1.1 This document serves as the University of Portland's Hazard Communication (HAZCOM) and Chemical Safety Program.
- 1.2 It provides detailed safety guidelines and instructions for receipt, use and storage of chemicals at our facility by employees and contractors. Reference: OSHA Standard 1910.1200.

## **SECTION TWO – AVAILABILITY**

A copy of this written Hazard Communication and Chemical Safety Program is available at the following locations:

- Public Safety Office – Environmental Health and Safety
- [www.up.edu/publicsafety](http://www.up.edu/publicsafety) under Forms and Publications

## SECTION THREE – DEFINITIONS

- 3.1 Chemical: any element, chemical compound or mixture of elements and/or compounds.
- 3.2 Combustible liquid: any liquid having a flash point at or above 100 deg. F (37.8 deg. C), but below 200 deg. F (93.3 deg. C), except any mixture having components with flash points of 200 deg. F (93.3 deg. C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.
- 3.3 Compressed gas: any compound that exhibits:
  - 3.3.1 A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70 deg. F.
  - 3.3.2 A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130 deg. F. regardless of the pressure at 70 deg. F.
  - 3.3.3 A liquid having a vapor pressure exceeding 40 psi at 100 deg. F.
- 3.4 Container: any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.
- 3.5 Designated representative: any individual or organization to whom an employee gives written authorization to exercise such employee's rights under this section.
- 3.6 Employee: a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.
- 3.7 Employer: a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.
- 3.8 Explosive: a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.
- 3.9 Exposure or exposed: 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. Subjected in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)
- 3.10 Flammable: a chemical that falls into one of the following categories:
  - 3.10.1 "Aerosol, flammable" means an aerosol that yields a flame projection exceeding 18 inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening;
  - 3.10.2 "Gas, flammable" means:

- 3.10.2.1 A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of thirteen (13) percent by volume or less; or
- 3.10.2.2 A gas that, at ambient temperature and pressure, forms a range of flammable mixtures with air wider than twelve (12) percent by volume, regardless of the lower limit;
- 3.10.3 "Liquid, flammable" means any liquid having a flash point below 100 deg. F., except any mixture having components with flash points of 100 deg. F. or higher, the total of which make up 99 percent or more of the total volume of the mixture.
- 3.10.4 "Solid, flammable" means a solid, other than a blasting agent or explosive as defined in 1910.109(a), that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. A chemical shall be considered to be a flammable solid if it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.
- 3.11 Flash point: the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite.
- 3.12 Hazardous chemical: any chemical, which is a physical hazard or a health hazard.
- 3.13 Hazard warning: any words, pictures, symbols, or combination appearing on a label or other appropriate form of warning which convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s). (See the definitions for "physical hazard" and "health hazard" to determine the hazards which must be covered.)
- 3.14 Health hazard: a chemical for which there is evidence that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.
- 3.15 Identity: any chemical or common name, which is indicated on the material safety data sheet (MSDS) for the chemical. The identity used shall permit cross-references to be made among the required list of hazardous chemicals, the label and the MSDS.
- 3.16 Immediate use: the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.
- 3.17 Label: any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.
- 3.18 Material Safety Data Sheet (MSDS): written or printed material concerning a hazardous chemical, which is prepared in accordance with OSHA Standard 1910.1200 requirements.

- 3.19 Mixture: any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.
- 3.20 Oxidizer: means a chemical other than a blasting agent or explosive as defined in 1910.109(a), that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.
- 3.21 Physical hazard: a chemical that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.
- 3.22 Pyrophoric: a chemical that will ignite spontaneously in air at a temperature of 130 deg. F. or below.
- 3.23 Specific chemical identity: the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.
- 3.24 Unstable (reactive): a chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.
- 3.25 Use: to package, handle, react, emit, extract, generate as a byproduct, or transfer.
- 3.26 Water-reactive: a chemical that reacts with water to release a gas that is either flammable or presents a health hazard.
- 3.27 Work area: a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.
- 3.28 Workplace: an establishment, job site, or project, at one geographical location containing one or more work areas.



## **SECTION FOUR – RESPONSIBILITIES**

### **4.1 Management**

- 4.1.1 Humans Resources and the Public Safety Department will maintain an effective Hazard Communication introduce program at point of hire for new employees to the University of Portland discussing hazards associated with their position. Individual departments are responsible for specific training of employees on the proper use, application, and handling of chemicals in their assigned work area.
- 4.1.2 Ensure compliance with this program.
- 4.1.3 Conduct immediate corrective action for deficiencies found in the program.
- 4.1.4 Make this plan available to employees or their designated representative.

### **4.2 Mail Center - Shipping & Receiving Manager**

- 4.2.1 Ensure all received containers are properly labeled and that labels are not removed or defaced.
- 4.2.2 Ensure all shipped containers are properly labeled.
- 4.2.3 Ensure shipping department employees are properly trained in spill response.
- 4.2.4 Ensure received Material Safety Data Sheets (MSDS) are properly distributed and record new MSDS into the University of Portland's MSDS Management System Online.

### **4.3 Physical Plant - Purchasing Agent**

- 4.3.1 Obtain MSDS for chemicals purchased from retail sources and record new MSDS into the University of Portland's MSDS Management System Online.

### **4.4 Public Safety Environmental Health & Safety (EHS) Officer**

- 4.4.1 Maintain a list of hazardous chemicals using the identity that is referenced on the Material Safety Data Sheets (MSDS)/ Safety Data Sheets (SDS)
- 4.4.2 Monitor the effectiveness of the program.
- 4.4.3 Conduct annual audit of the program.
- 4.4.4 Monitor employee training to ensure effectiveness.
- 4.4.5 Keep management informed of necessary changes.
- 4.4.6 Ensure MSDS's are available as required.
- 4.4.7 Monitor facility for proper use, storage and labeling of chemicals.

4.4.8 Ensure MSDS are available for emergency medical personnel when treating exposed employees.

4.4.9 Provide information, as requested, concerning health effects and exposure symptoms listed on MSDSs.

#### **4.5 Supervisors**

4.5.1 Comply with all specific requirements of the program.

4.5.2 Provide specific chemical safety training for assigned employees.

4.5.3 Ensure chemicals are properly used stored & labeled.

4.5.4 Ensure only the minimum amount necessary is kept at workstations.

4.5.5 Ensure up to date MSDS is readily accessible to all employees on all shifts.

4.5.6 Ensure annual chemical inventories of kept of all areas under their responsibility

#### **4.6 Employees**

4.6.1 Comply with chemical safety requirements of this program.

4.6.2 Report any problems with storage or use of chemicals.

4.6.3 Immediately report spills or suspected spills of chemicals.

4.6.4 Use only those chemicals for which they have been trained.

4.6.5 Use chemicals only for specific assigned tasks in the proper manner

#### **4.7 Contractors**

4.7.1 Comply will all aspects of this program.

4.7.2 Coordinate information with the University's EHS Officer.

4.7.3 Ensure Contractor employees are properly trained.

4.7.4 Notify the EHS Officer before bringing any chemicals onto campus property.

4.7.5 Monitor and ensure proper storage and use of chemicals by Contractor employees

## **SECTION FIVE – GENERAL PROGRAM INFORMATION**

### **5.1 Program Development**

- 5.1.1 This written Hazard Communication Plan (HAZCOM) has been developed based on OSHA Hazard Communication Standard and consists of the following elements:
- Identification of Hazardous Materials
  - Product Warning Labels
  - Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)
  - Written Hazard Communication Program
  - Effective Employee Training
  - New Employee Job Hazard and PPE requirement communication (Section 6)
- 5.1.2 Some chemicals are explosive, corrosive, flammable, or toxic. Other chemicals are relatively safe to use and store but may become dangerous when they interact with other substances.
- 5.1.2.1 To avoid injury and/or property damage, persons who handle chemicals in any area of the University must understand the hazardous properties of the chemicals.
- 5.1.2.2 Before using a specific chemical, safe handling methods and health hazards must always be reviewed.
- 5.1.2.3 Supervisors are responsible for ensuring that the equipment needed to work safely with chemicals is accessible and maintained for all employees on all shifts.

## **SECTION SIX – EMPLOYEE TRAINING**

### **6.1 Initial Orientation Communication**

- 6.1.1 All new employees shall receive safety orientation training covering the elements of the HAZCOM and Right to Know Program.
  - 6.1.1.1 Introductory training shall be conducted by the Personnel Department and complete training is the responsibility of individual departments.
- 6.1.2 This training will consist of general training covering:
  - 6.1.2.1 Location and availability of the written Hazard Communication Program.
  - 6.1.2.2 Location and availability of the List of Chemicals used in the workplace.
  - 6.1.2.3 Methods and observation used to detect the presence or release of a hazardous chemical in the workplace.
  - 6.1.2.4 The specific physical and health hazard of all chemicals in the workplace.
  - 6.1.2.5 Specific control measures for protection from physical or health hazards.
  - 6.1.2.6 Explanation of the chemical labeling system.
  - 6.1.2.7 Location and use of MSDS

### **6.2 Job Specific Training**

- 6.2.1 Employees will receive on the job training from their supervisor.
- 6.2.2 Supervisors are to inform new employees of all hazards within their job and specific PPE to handle such hazards.
- 6.2.3 This training will cover the proper use, inspection and storage of necessary personal protective equipment and chemical safety training for the specific chemicals they will be using or will be working around.

### **6.3 Annual Refresher Training**

- 6.3.1 Annual Hazard Communication refresher training will be conducted as part of the University of Portland's continuing safety-training program.
- 6.3.2 The University's EHS Officer will have responsibility to ensure overall compliance.

### **6.4 Immediate On-the-Spot Training**

- 6.4.1 This training will be conducted by supervisors for any employee that requests additional information or exhibits a lack of understanding of the safety requirements.
- 6.4.2 The University's EHS Officer shall be notified of any such training.

## **SECTION SEVEN – NON-ROUTINE TASKS**

### **7.1 General**

- 7.1.1.1 Non-routine tasks are defined as working on, near, or with unlabeled piping, unlabeled containers of an unknown substance, confined space entry where a hazardous substance may be present and/or a one-time task using a hazardous substance differently than intended (example: using a solvent to remove stains from tile floors).

### **7.2 Steps for Non-Routine Tasks**

- Step 1: Hazard Determination
- Step 2: Determine Precautions
- Step 3: Specific Training & Documentation
- Step 4: Perform Task

### **7.2 Evaluation & Determination**

- 7.2.1 The supervisor or the EHS Officer will evaluate all non-routine tasks before the task commences, to determine all hazards present.
- 7.2.2 This determination will be conducted with quantitative/qualitative analysis (air sampling, substance identification/analysis, etc., as applicable).
- 7.2.3 Once the hazard determination is made, the supervisor or the EHS Officer will determine the necessary precautions needed to either remove the hazard, change to a non-hazard, or protect from the hazard (use of personal protective equipment) to safeguard the Employees present.
- 7.2.4 In addition, the supervisor or the EHS Officer will provide specific safety training for Employees present or affected and will document the training using a *Chemical Safety Training Checklist* form which shall be marked "*Non-Routine Task Training*".

## **SECTION EIGHT – OFF-SITE USE OR TRANSPORTATION OF CHEMICALS**

- 8.1 An MSDS will be provided to employees for each chemical and each occurrence of use or transport away from the company facilities.
- 8.2 All State and Federal DOT Regulations will be followed including use of certified containers, labeling & marking, securing of containers and employee training.
- 8.3 The University of Portland will use a certified contractor to transport store and dispose of all chemical waste.

## **SECTION NINE – GENERAL CHEMICAL SAFETY**

### **9.1 Handling**

- 9.1.1 Assume all chemicals are hazardous. The number of hazardous chemicals and the number of reactions between them is so large that prior knowledge of all potential hazards cannot be assumed. Use chemicals in as small quantities as possible to minimize exposure and reduce possible harmful effects.
- 9.1.2 The following general safety rules shall be observed when working with chemicals:
  - 9.1.2.1 Read and understand the Material Safety Data Sheets.
  - 9.1.2.2 Keep the work area clean and orderly.
  - 9.1.2.3 Use the necessary safety equipment.
  - 9.1.2.4 Carefully label every container with the identity of its contents and appropriate hazard warnings.
  - 9.1.2.5 Store incompatible chemicals in separate areas.
  - 9.1.2.6 Substitute less toxic materials whenever possible.
  - 9.1.2.7 Limit the volume of volatile or flammable material to the minimum needed for short operation periods.
  - 9.1.2.8 Provide means of containing the material if equipment or containers should break or spill their contents.

### **9.2 Task Evaluation**

- 9.2.1 Each task that requires the use of chemicals should be evaluated to determine the potential hazards associated with the work.
- 9.2.2 This hazard evaluation must include the chemical or combination of chemicals that will be used in the work, as well as other materials that will be used near the work.
- 9.2.3 If a malfunction during the operation has the potential to cause serious injury or property damage, a Safe Operational Procedure (SOP) should be prepared and followed.
- 9.2.4 Operations must be planned to minimize the generation of hazardous wastes.

### **9.3 Chemical Storage**

- 9.3.1 The separation of chemicals (solids or liquids) during storage is necessary to reduce the possibility of unwanted chemical reactions caused by accidental mixing.
- 9.3.2 Explosives should be stored separately outdoors.

9.3.3 Use either distance or barriers (e.g., trays) to isolate chemicals into the following groups:

- Flammable Liquids: store in approved flammable storage lockers.
- Acids: treat as flammable liquids.
- Bases: do not store bases with acids or any other material.
- Other liquids: ensure other liquids are not incompatible with any other chemical in the same storage location.

9.3.4 Lips, strips, or bars are to be installed across the width of storage shelves to restrain the chemicals in case of earthquake.

9.3.5 Chemicals will not be stored in the same refrigerator used for food storage. Refrigerators used for storing chemicals must be appropriately identified by a label on the door.

#### **9.4 Container Labels**

9.4.1 It is extremely important that all containers of chemicals are properly labeled.

9.4.2 This includes every type of container from a 5000-gallon storage tank to a spray bottle of degreaser.

9.4.3 The following requirements apply:

9.4.3.1 All containers will have the appropriate label, tag or marking prominently displayed that indicates the identity, safety and health hazards.

9.4.3.2 Portable containers, which contain a small amount of chemical, need not be labeled if they are used immediately that shift, but must be under the strict control of the employee using the product.

9.4.3.3 All warning labels, tags, etc., must be maintained in a legible condition and not be defaced. Facility weekly supervisor inspections will check for compliance of this rule.

9.4.3.4 Incoming chemicals are to be checked for proper labeling.

#### **9.5 Emergencies and Spills**

9.5.1 In case of an emergency, the Emergency Action Plan should be referenced and implemented.

9.5.2 This may include the following:

- Evacuate people from the area.
- Isolate the area.
- If the material is flammable, turn off ignition and heat sources.



- Only personnel specifically trained in emergency response are permitted to participate in chemical emergency procedures beyond those required to evacuate the area.
- Call for Emergency Response Team assistance if required.

## **9.6 General Usage**

- 9.6.1 It is important for all University chemical users (e.g., housekeepers, mechanics, faculty, etc) to be aware of the proper use of chemicals.
- 9.6.2 In order to minimize chemical use and disposal, the following should be accomplished:
- 9.6.2.1 Maintain the smallest possible inventory of chemicals to meet immediate needs.
- 9.6.2.2 Periodically review stock of chemicals on hand.
- 9.6.2.3 Ensure those storage areas, or equipment containing large quantities of chemicals, are secure from accidental spills.
- 9.6.2.4 Rinse emptied bottles that contain acids or inflammable solvents before disposal.
- 9.6.2.5 Recycle unused laboratory chemicals wherever possible.
- 9.6.2.6 **DO NOT** place hazardous chemicals in salvage or garbage receptacles.
- 9.6.2.7 **DO NOT** pour chemicals onto the ground.
- 9.6.2.8 **DO NOT** dispose of chemicals through the storm drain system.
- 9.6.2.9 **DO NOT** dispose of highly toxic, malodorous chemicals down sinks or sewer drains.

## **SECTION TEN – CONTRACTORS**

- 10.1 All outside contractors working within the University grounds are required to follow the requirements of this program.
- 10.2 The University shall provide Contractors information on:
- Precautions to be taken to protect contractor employees
  - Potential exposure to hazardous substances
  - Chemicals used in or stored in areas where they will be working
  - Location and availability of Material Safety Data Sheets
  - Recommended Personal Protective Equipment
  - Labeling system for chemicals

## **SECTION ELEVEN – MSDS INFORMATION**

### **11.1 Material Safety Data Sheets - General**

11.1.1 MSDS's are provided by the chemical manufacturer to provide additional information concerning safe use of the product.

11.1.2 Each MSDS provides:

- Common Name and Chemical Name of the material
- Name, address and phone number of the manufacturer
- Emergency phone numbers for immediate hazard information
- Date the MSDS was last updated
- Listing of hazardous ingredients
- Chemical hazards of the material
- Information for identification of chemical and physical properties

### **11.2 Information Chemical Users must know**

11.2.1 Fire and/or Explosion Information

- Material Flash Point, auto-ignition temperature and upper/lower flammability limits
- Proper fire extinguishing agents to be used
- Fire fighting techniques
- Any unusual fire or explosive hazards

11.2.2 Chemical Reaction Information

- Stability of Chemical
- Conditions and other materials which can cause reactions with the chemical
- Dangerous substances that can be produced when the chemical reacts

11.2.3 Control Measures

- Engineering Controls required for safe product use
- Personal protective equipment required for use of product
- Safe storage requirements and guidelines
- Safe handling procedures

11.2.4 Health Hazards

- Permissible Exposure Limit (PEL) and Threshold Limit Value (TLV)

- Acute or Chronic symptoms of exposure
- Main routes of entry into the body
- Medical conditions that can be made worse by exposure
- Cancer causing properties if any
- Emergency and First Aid treatments

11.2.5 Spill & Leak Procedures

- Clean up techniques
- Personal Protective Equipment to be used during cleanup
- Disposal of waste & cleanup material

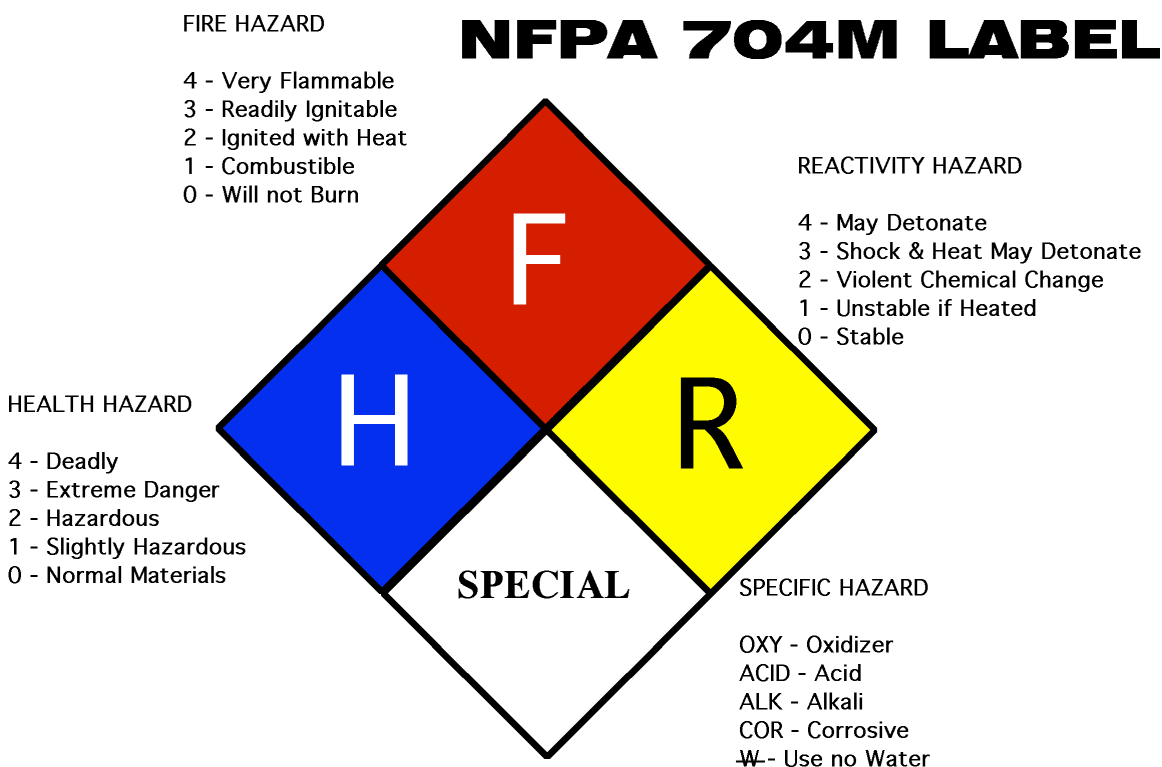
11.2.6 Employee Use of MSDS is important. For MSDS use to be effective, employees must:

- Know the location of the MSDS
- Understand the major points for each chemical
- Check MSDS when more information is needed or questions arise
- Be able to quickly locate the emergency information on the MSDS
- Follow the safety practices provided on the MSDS

## SECTION TWELVE – LABELING

### 12.1 Uniform Labeling System

- 12.1.1 If you use a chemical not from its original container, you are required to adhere to the requirements under “Container Labeling” as listed in the University’s Chemical Hygiene Plan.
- 12.1.2 At a minimum, all secondary containers are to have:
- Chemical identity
  - Hazard warnings, and
  - Date of transfer.
- 12.1.3 The University of Portland is moving toward using all NFPA labeling for secondary containers. The four part diamond has a rating system from 0-4 for the severity of hazard, and allows for special specific hazards to be listed as well.



## SECTION THIRTEEN – SPECIFIC CHEMICAL & HAZARDOUS MATERIALS

### 13.1 Asbestos & Asbestos Containing Material

- 13.1.1 The University of Portland is required to inform its employees of Asbestos, Asbestos Containing Materials (ACM), and Presumed Asbestos Containing Materials (PACM).
- 13.1.2 If there is asbestos in buildings at the University of Portland, it will be identified via warning signs where the asbestos, ACM, and/or PACM are found.
- 13.1.3 If contained and sealed and is not disturbed, Asbestos is not a health hazard.
- 13.1.4 Asbestos is usually found in older buildings built prior to 1980.
- 13.1.5 If you are in an area where there is ACM, and there is a damage/ exposure, contact Public Safety immediately. You may request further information from the Public Safety Department on this issue. Asbestos Surveys are available to review upon request.
- 13.1.6 Label example(s):



### 13.2 Chemical Piping

- 13.2.1 University of Portland transfers chemicals in pipe systems, such as in the Howard Hall laundry room to supply the swimming pool with chlorine.
- 13.2.2 Because of chemical transfers are in isolated locations, there is no specific color coding system currently utilized to identify the contents of pipe transfer systems.

## **SECTION FOURTEEN – LOCK-OUT/ TAG-OUT PROCEDURES**

### **14.1 Lock-Out Tag-Out Procedures**

- 14.1.1 Lock-Out/ Tag-Out is the process in which a piece or multiple pieces of machinery are shutdown for maintenance, servicing or repair, and the maintenance worker uses a lock or tag at the source of the energy to prevent the re-energizing of that equipment.

### **14.2 Authorized Lock-Out/ Tag-Out Individuals**

- 14.2.1 Physical Plant employees and contactors are the only employees authorized to work on machinery and utilize the lockout tag-out methods. All other employees are not authorized to use their own personal locks, or tamper with locks or tags in place.
- 14.1.2 University of Portland employees are not to tamper with, adjust, or remove any locks or tags placed in a work area for the purpose of lock-out/tag-out. Any employee that removes or tampers with a lock or tag not belonging to them places another employee at serious risk of injury or death.
- 14.1.3 Employees who remove, deface, or in any way tamper with a lock or tag on mechanical equipment not belonging to them can face serious repercussions, upwards of dismissal from the University of Portland.
- 14.1.4 Any inquiries to Lock-Out/ Tag-Out equipment are to be directed to the Physical Plant for clarification.
- 14.1.5 Consult the University of Portland Lock-Out / Tag-Out Program for full information.

## **SECTION FIFTEEN - Confined Space Entry and Permit Program**

### **15.1 Confined Space Entry Procedures**

15.1.1 Defined as having *all* of the following characteristics:

15.1.2.1 It has a restricted opening that makes entry and exit difficult,

15.1.2.2 It is large enough for one person to enter completely, and

15.1.2.3 It is not designed to be occupied.

### **15.2 Permit Required Spaces**

15.2.1 Permits are required to enter any Confined Space marked as such. No entry is allowed if a permit is not fully and properly filled out.

15.2.2 There are three forms of Confined Spaces

15.2.2.1 Permit Required, Confined Space No Permit Required, Confined Space No Entry

### **15.3 Authorizations**

15.3.1 Only Authorized Entrants and Individuals who have been trained in Confined Space Entry are allowed to do work in Confined Spaces

### **15.4 Confined Space Policy**

15.4.1 Consult the University of Portland Confined Space Entry Permit Program for full information on Confined Spaces.



## **SECTION SIXTEEN - Hot Work Safety Program**

### **16.1 Hot Work Procedures**

16.1.1 Hot Work consists of the following actions: Welding, Brazing, Soldering, Heat Treating, Grinding, Powder-actuated tools, or similar applications producing a spark, flame, or heat.

### **16.2 Hot Work Responsibilities**

16.2.1 Hot Work Supervisors are responsible for ensuring the safety of a worksite and work being down that requires Hot Work.

16.2.2 Hot Work Operators are responsible for ensuring their safety and the safety around them when conducting Hot Work.

### **16.3 Hot Work Policy**

16.3.1 Consult the University of Portland Hot Work for full information on Hot Work.

## **SECTION SEVENTEEN - Respiratory Protection Program**

### **17.1 Respiratory Protection**

- 17.1.1 The University of Portland Respiratory Protection Program is meant to provide for its workers a safe working environment with regards to protecting themselves from airborne chemical hazards during their work activities.
- 17.1.2 Respirator refers to any air-purifying non-dust mask used for a work activity.
- 17.1.3 All employees using a respirator must be enrolled in the University of Portland's Respiratory Protection Program.
- 17.1.4 Employees must complete a medical evaluation before being cleared to use a respiratory.

### **17.2 Responsibilities**

- 17.2.1 The Director of the Physical Plant will be responsible for ensuring the respiratory program is working properly.
- 17.2.2 Employees within the program are required to adhere to all safety regulations and the proper use of the assigned respirator

### **17.3 Respiratory Protection Program**

- 17.3.1 Consult the University of Portland Respirator Protection Program for more information on the Respiratory Program.