

Hazard Communication (HazCom) & Chemical Hygiene and Safety Plan (CHSP) Frequently Asked Questions

#	Question	Answer
1	How do I know if I'm working safely with chemicals?	To work safely with chemicals, you must know: what they are (chemical name), their hazards (available from container labels, Material Safety Data Sheets and from the Job Hazards Analysis – JHA process), the controls such as using a fume hood and the proper PPE (identified by the JHA, and from the CHSP) and you must have the proper training and authorization which is also done through the JHA. If you are uncertain about the safety of an activity, discontinue the work and contact your Work Leader.
2	What is Hazard Communication (HazCom)?	HazCom refers to a system used by employers to inform their employees about the hazards and controls of their work. It is based on an OSHA standard: “Hazard Communication Standard” (29 CFR 1910.1200) . It is sometimes referred to as “Right To Know”.
3	Where can I find information about Hazard Communication (HazCom)?	The Chemical Hygiene and Safety Plan (CHSP) is the Laboratory’s HazCom program. Information about HazCom can be found in the CHSP .
4	What are the basic elements of Hazard Communication (HazCom)?	The basic elements are discussed in the “Hazard Communication Appendix” of the CHSP. You need to understand how to label containers and where to access MSDSs. This is accomplished through the training you receive such as Introduction to EH&S and Chemical Hygiene and Safety Training .
5	What information does a Material Safety Data Sheet (MSDS) contain?	Information such as chemical name, manufacturer, contact information, chemical and physical properties, toxicity, health hazards, reactivity, storage, and more. An in depth discussion of MSDSs is in the “Material Safety Data Sheet” appendix of the CHSP.
6	Where can I find Material Safety Data Sheets (MSDS)?	There are two MSDS database subscriptions and three “free” MSDS sites. These are accessed from either the CHSP or the Lab’s A-Z index . There are other useful safety and health links at this site.
7	Do I need to keep a hard copy Material Safety Data Sheets (MSDS) in my work space?	No – you need to have access to MSDSs. Some people choose to keep hard copies in their work areas, but these can become outdated. The most recent and up to date version may be found online.
8	When do I need a Material Safety Data Sheets (MSDS)?	You need to know the hazards of the chemicals in your workplace and especially new chemicals by reviewing sources such as MSDSs. You should

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		ask your work lead or supervisor if you have any questions.
9	How do I know which chemicals are incompatible?	Consult the Chemical Storage section in the CHSP or the MSDS for the materials in question.
10	How much volume does a drip tray need to hold?	Tray capacity must be 110% of the largest container or 10% of the aggregate volume of all containers, whichever is larger. Drip tray usage is discussed in the CHSP (Chemical Storage section) .
11	What should a drip tray be made of?	Trays come in a variety of materials such as polypropylene, high density polyethylene, steel and glass. Material selection depends on the chemicals you store in them. Consult the Chemical Storage section of the CHSP for more information.
12	Where can I obtain a drip tray?	From Scientific Plastics or VWR Scientific . These sources are discussed in the Chemical Storage section of the CHSP .
13	How do I know which gloves to use? Where can I find more information?	Ask your work lead. Never assume that a glove will protect you from a chemical unless you have used a glove selection chart or one of the databases in the CHSP. Refer to the Personal Protective Equipment (PPE) section of the CHSP.
14	How do I know when my chemical use requires an AHD?	AHDs are required for chemicals and gases that pose an immediate safety hazard. AHDs are discussed in the “Chemical Hazard Assessment” section of the CHSP. PUB-3000 Chapter. 6, Appendix B , lists chemicals that trigger an AHD.
15	When can I conduct work with chemicals outside of a fume hood?	When the activity does <u>not</u> generate an airborne gas vapor, fume, mist, dust or other type of airborne hazard. This needs to be determined by a Hazard Assessment. Fume hoods are discussed in more detail in the CHSP (Selection and Use of Engineering Controls) .
16	What is the difference between a primary and secondary container?	Primary containers are the original containers received from the manufacturer. Secondary containers are cans, squeeze bottles and other containers to which hazardous materials are transferred by an employee. These are discussed in the Labeling and Posting section of the CHSP .
17	What are the labeling requirements for secondary containers?	Secondary containers must be marked or labeled with the name of the chemical(s) and hazard warnings. This also applies to containers used for storing and dispensing chemicals. Labeling is to be done by the employee. A stick-on label or writing the information on the container with a sharpie pen is adequate. Labeling is discussed in the Labeling and Posting section of the CHSP .
18	How do I know what Personal Protective	Your work leader will identify the proper PPE.

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	Equipment (PPE) is required for my work?	This should be discussed with you before you start your work. EH&S professionals may be consulted to provide assistance.
19	What is the minimum eye protection required for technical areas?	Safety glasses with side shields are the minimum requirement. If there is risk of exposure from a chemical splash or another hazard that may pose an eye injury, eye protection must be upgraded.
20	What type of eye protection should I use for chemical splashes?	Cover goggles or a face shield worn with safety glasses underneath. This is explained in the Eye and Face Protection section of the CHSP.
21	What is a Hazard Assessment?	A Hazard Assessment is a preliminary evaluation (or screening) of an activity to determine if a more comprehensive Exposure Assessment is required. Hazard Assessments can be performed by Work Leads, Supervisors, workers or an EH&S professional. Hazard Assessments are one form of Baseline Exposure Assessment. Hazard Assessments are discussed in the Exposure Assessments, Monitoring and Medical Surveillances section of the CHSP
22	When do I need to have a Hazard Assessment conducted?	The need is identified during the completion of the JHA.
23	What is an Exposure Assessment?	An Exposure Assessment is an evaluation performed and documented by ES&H professionals to determine personnel exposure to hazardous chemicals, or physical agents, and to evaluate the adequacy of hazard controls. Exposure Assessments are discussed in the Exposure Assessments, Monitoring and Medical Surveillances section of the CHSP .
24	When do I need to have an Exposure Assessment conducted?	Exposure Assessments are generally conducted by ES&H Professionals to ensure that protective measures are implemented and to ensure that the proper level of work authorization is obtained. You or your supervisor can request an Exposure Assessment or one may be requested by Health Services. They are required prior to issuing or using respiratory protection equipment. For more information on Hazard and Exposure Assessments, refer to PUB-3000, Chapter 32, Appendix E, Exposure Assessments .
25	What do you do in the event of a chemical spill?	You must be familiar with the criteria and restrictions as outlined in the Emergency Procedures and Equipment Section of the CHSP . These are summarized in the red and white flip charts that should be posted in your work area.
26	What does consumer usage mean?	It refers to the use of consumer products such as

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		glass cleaner, dust off, and white board cleaners. If you use consumer products (other than spray paint) in the same manner and frequency as a normal consumer would then they aren't required to be entered into the Chemical Management System (CMS).
27	What's our practice for storage, use and PPE for sharps, including razor blades and scalpels in non-bio labs?	Select the proper tool for the job, such as a utility knife for opening a box, rather than a razor blade or scissors. Always store sharp items in a manner that covers the blade or other sharp part(s). At present there are no PPE requirements for sharps. Sharps disposal requirements can be found in the Lab's Medical and Biohazardous Waste Generator's Guide, PUB-3095, Section 3 – Sharps Waste Management .
28	Where does the Caution Placard need to be posted?	Entrances to technical Areas (e.g., Laboratories, shops, workrooms), and similar areas need to be posted with a Caution Placard. The placard needs to indicate: <ol style="list-style-type: none"> 1. The hazard types in the work area (such as corrosives and carcinogens) depicted by hazard icons. 2. Minimum PPE requirements. 3. Contact information. The Caution Placard and icons can be downloaded from the Section entitled Posting Area Entrances in the Chemical Hygiene and Safety Plan. Instructions for placards and icons are also available. Note: The caution placard does NOT include radiological, laser and noise icons. There are different requirements that pertain to these hazards. EH&S will post the proper signs and placards for these agents.
29	Who should I contact for more information about the Hazard Communication program?	Larry McLouth, ext. 5286 – ldmclouth@lbl.gov
30	Who should I contact for more information about the Chemical Management System?	Lee Aleksich, ext. 2994 – lmaleksich@lbl.gov