



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

**Responsible University Official:**  
Director, Office of Health and Safety  
**Responsible Office:** Safety and  
Security  
**Origination Date:** March 1994  
**Last Amended Date:** June 20, 2014

## HAZARD COMMUNICATION POLICY

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### Policy Statement

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George Washington University provides information to members of the university community about hazardous chemicals by means of a hazard communication program, labels, and other forms of warning, safety data sheets, information and training.

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### Reason for Policy/Purpose

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The purpose of this policy is to comply with the OSHA Hazard Communication Standard found in 29 CFR 1910.1200.

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### Who Needs to Know This Policy

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Faculty, staff, students and contractors

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# HAZARD COMMUNICATION POLICY

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## Policy/Procedures

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### Scope:

This policy provides for the communication of potential hazards to full-time and part-time employees who work with or are exposed to hazardous chemicals in non-laboratory workplaces. Educational and research laboratory workers are not covered under this policy, and are covered separately under the university's [Chemical Hygiene Policy](#).

### Responsibilities

- The individual programs are unique to each workspace, guided by the GW program and this policy. Responsibility is with the Shop Supervisor or supervising faculty member to ensure that the program is adequate and is followed by all
- Shop Supervisors and Faculty shall develop, maintain, and implement written hazard communication programs at each workplace in order to provide information about chemicals used by
  - Labeling containers
  - Ensuring Safety Data Sheets are available, and
  - Providing training
- Safety Data Sheets (SDSs, formerly Material Safety Data Sheets or MSDSs) for each chemical used in the workplace are maintained and accessible to all university members.
- Training is required for all covered employees prior to any job assignment involving potential exposure to hazardous substances. Training topics include:
  - University policies
  - [Hazard Communication Program](#)
  - Site specific training provided by the responsible Department

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## Website Address for This Policy

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[GW University Policies](#)

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## Contacts

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Subject	Contact	Telephone	Email Address
Hazcom	Health and Safety	202-994-4347	safety@gwu.edu

## HAZARD COMMUNICATION POLICY

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### Definitions

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**Safety Data Sheets (SDS)** Documents which provide detailed information about a chemical's hazards and how to work with each chemical safely. Each chemical manufacturer or importer is required to provide a SDS for each of their chemicals. The Office of Health and Safety can provide copies of Safety Data Sheets upon request.

**Hazardous Chemical** Any chemical, substance or product which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in foreseeable emergency.

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### Related Information

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[Hazard Communication Program](#)

[Chemical Hygiene Plan](#)

[Chemical Hygiene Policy](#)

[OSHA: 29 CFR 1910.1200 Hazard Communication](#)

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### Who Approved This Policy

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Louis H. Katz, Executive Vice President and Treasurer  
Beth Nolan, Senior Vice President and General Counsel

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### History/Revision Dates

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**Origination Date:** March 1994

**Last Amended Date:** June 20, 2014

**Next Review Date:** June 30, 2015