

Bigelow Laboratory

Hazard Communication Program

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BLOS Hazard Communication Program Policy

This policy developed for Bigelow Laboratory is to assure that Bigelow is in compliance with Title 26, Chapter 22 of the Maine Revised Statutes Annotated 1984 Public Law Chapter 826: Chemical Substance Identification Law.

- 1) It will be the policy of Bigelow to have on hand and readily available for inspection all safety data sheets (SDS) for all substances as outlined by this act.
 - 1.1 The SDS shall be available to any employee during regular working hours, at the safety reference center.

- 2) It will be the policy of Bigelow to obtain all SDS for all products when purchased.
 - 2.1 If warranted by the review of the SDS, all employees concerned will be re-trained accordingly.

- 3) It will be the policy of Bigelow to introduce, maintain and periodically update a documented training program in accordance with the Chemical Substance Identification Law. *(This law has since been repealed.)*

The following are the minimum guidelines for the training program:

 - a) Explain the provision of the law in detail.
 - b) Identify any workplace where hazardous chemicals or substances are present.
 - c) Describe or explain the method of detection of the release of a hazardous substance or chemical in the workplace.
 - d) Explain where and the availability of written communications and related documents concerning hazardous substances including how to read an SDS.
 - e) Describe and explain the physical health hazards and any potential health hazards in the workplace.
 - f) Describe and explain methods employees can take to protect themselves from these hazards including the purpose, proper use of, and limitations of protective equipment.
 - g) Describe and explain the labeling system and the safety data sheets.
 - h) Describe and explain all emergency procedures.

- 4) Documentation of attendance will be required and maintained by the safety officer.

- 5) Documentation of each training seminar will also be required and maintained.

- 6) All chemicals or substances that fall within the guidelines of Chapter 22 MRSA will be labeled as required. Containers not properly labeled will not be allowed in the workplace until such time as labels are placed on them.

- 7) All employees at Bigelow Laboratory will have access to a copy of the list of Extremely Hazardous Chemicals substances and a copy of this policy.

- 8) All new employees exposed to hazardous chemicals at Bigelow will be trained in the safe handling of these chemicals prior to the employee's beginning work.
- 9) This policy will be reviewed annually.

Duty of Employers (General)

Maintain an inventory of all hazardous materials and make list available to employees.

Gather Safety Data Sheets on all hazardous materials or products that contain hazardous materials, and make them accessible to all employees.

Train employees in the safe handling of hazardous materials.

Provide for labeling of secondary containers and any pipes (plumbing) containing hazardous materials.

Provide a written policy on how the company will comply with the law, and allow employee access to the policy.

Report to the State Emergency Preparedness Commission information on hazardous chemicals used and other information as requested.

Document all training.

Safety Duties and Responsibilities

The duties and responsibilities of the **Safety Officer** are as follows:

- Work with administration and employees to develop and implement appropriate safety policies and practices.
- Monitor the use and disposal of chemicals and hazardous wastes at the laboratory.
- Maintain appropriate audits.
- Help investigators develop precautions and adequate facilities.
- Know the current legal requirements concerning regulated substances.
- Seek ways to improve the safety programs.

A **Supervisor** at Bigelow has the duty to:

- Ensure that workers know and follow safety rules, that protective equipment is available and in working order, and that appropriate training has been provided.
- Provide regular, formal safety training and housekeeping inspections including inspection of emergency equipment.
- Know the current legal requirements concerning regulated substances used in their research.
- Determine the required levels of protective apparel and equipment.
- Ensure that facilities and training for the use of any chemicals being ordered are adequate.

The laboratory **Employee** is responsible for:

- Planning and conducting each operation in accordance with the institutional Safety Program, including creating a Job Hazard Analysis for each new procedure.
- Developing good personal safety habits to protect him/herself and co-workers.

The **Safety Committee** members are volunteers. The mission of Bigelow's safety committee is to provide a safe work environment by training staff, scientific and student participants in accepted safety practices and procedures. The committee promotes a working environment where employees contribute to this mission. The committee is also responsible for making recommendations which keep the Bigelow Laboratory in compliance with state and federal safety regulations.

Current members are:

Ben Twining, VP for Research and Education, Chair

Adam Smart, Safety Officer

Christopher Salatino, Director of Facilities

Jay Wheeler, Senior Research Associate

Margaret McDiarmid, Human Resources Manager

Alex Michaud, Research Scientist

Keir Macartney, Postdoctoral Scientist