



Memorandum

To: Deans, Directors, Chairs, and Managers

From: Craig Powell, Director – Environmental Health & Safety

Date: Thursday, July 27, 2006

Subject: UTA Hazardous Communication Program Updates

As a requirement of the UTA Hazard Communication Program approved by the Texas Department of Health Services, it has been the policy of the Environmental Health and Safety Office to require General Hazard Communication Training on an annual basis for all employees that use or handle hazardous chemicals. Recent changes to the UTA Hazard Communication Program were made in an effort to increase the efficiency and convenience of the state mandated training.

The Office of Environmental Health & Safety is now offering the General Hazard Communication training online. The Texas Hazard Communication Act (THCA) requires a Hazard Communication Program be developed, implemented and maintained under all circumstances where there is a potential for employee exposure to hazardous chemicals. Whether academic or non-academic hazard communication training is required, both can now be accessed and completed online via the UTA training website at www.uta.edu/training.

Before a new or newly assigned employee works in an area containing hazardous chemicals, each individual must complete the appropriate training program. There are two ways for employees to register for online Hazard Communication Training: through the Environmental Health & Safety Tier 1 compliance training or they may do so by contacting Laura Simoneaux at ext. 2-2185 or by email at lsimoneaux@uta.edu.

In addition to the policy changes addressed above, effective immediately individuals will be required to receive Hazard Communication Training only once for the duration of their tenure, or as necessitated by the following criteria:

1. The potential for exposure to a hazardous chemical increases.
2. There is new or significant information concerning the hazards of a chemical in the employee's work area.
3. When the need arises based on an individual or laboratories' compliance history via annual lab inspections.

Once an employee successfully passes the new online version of General Hazard Communication Training, they are not required to complete the program again, except as required based on the aforementioned criteria.

It is also important to note that these changes do **not** affect the required Site-Specific Hazard Communication Training. Site-Specific training is the responsibility of the Hazard Communication Coordinator/ Safety Representative. The employing department must provide specific information relative to the employee's particular work area, including, but not limited to: location of chemicals, safe handling, signs of over exposure, and proper use and selection of personal protective equipment (PPE). This training must be provided to all new employees prior to their potential exposure to hazards in the work area.

For more detailed information outlining the specific requirements, please consult our newly updated Hazard Communication Program. Attached for your convenience is a copy of the updated program. Please review the document and distribute this information throughout your department. Additional copies of the Hazard Communication Program are available online at <http://www.uta.edu/ehsafety/chemical/chemicalmain.html> or by contacting the EH&S office at ext. 2-2185.

The Environmental Health & Safety Office hopes these new changes will reduce the time required for training while helping to ensure compliance. The goal at Environmental Health & Safety is to provide and maintain a healthy and safe environment for our students, faculty, staff and visitors.

Attachment