To provide for the health and safety of employees and comply with the State Hazard Communications (Right-to-Know) Law and State Occupational Safety and Health Standards, the University of Alaska Anchorage will establish a hazard communication program. This program shall consist of:

- A written plan for disseminating information to employees including the methods to be used to inform employees of hazards associated with non-routine tasks involving hazardous chemicals.
- A complete inventory of hazardous substances present in the workplace.
- Training for employees in the health effects of the toxic or hazardous substances and physical agents to which they are exposed and in the purpose, proper use, and limitation of personal protective equipment.
- A complete set of Material Safety Data Sheets or Physical Agent Data Sheets, available to every employee on every shift.
- Proper labeling of all chemicals and other hazards.
- Maintenance and retention of all training records.
- Approved hazard communication posters in areas of high visibility.
- Methods that will be used to inform contract employers of the hazardous chemicals their employees may be exposed to while performing their work.
- Obtaining information from contractors when their work may expose university employees to hazardous substances.
- Procedures used to evaluate hazards.
Writing the Plan  More detailed information is available in EHS/RMS Hazard Communications, Procedure 1 to assist with plan development. There is no single Hazard Communication program that fits all operations and programs at UAA. Therefore departments must develop their own plans that address the chemical and physical agent hazards that their employees may be routinely exposed to at work. The OSHA “fill in the blanks” template is recommended for UAA department use and this policy should then be used as the “company policy.” If you need further assistance with developing a Hazard Communications program, please contact EHS/RMS at 786-1351 or at ayssg@uaa.alaska.edu.