



UCCS SAFE OPERATING PROCEDURE

13. CHEMICAL SAFETY ASSESSMENT

(For assistance, please contact [Environmental Health & Safety](#))

The Chemical Safety Assessment form (CSA) may be used as both an organizational and training tool by supervisors. While use of this specific form is not mandated, the UCCS Lab Safety Manual requires providing employees with chemical safety information pertinent to the hazardous chemicals that they work with. The CSA, or your equivalent form, may be completed for a work area, process, or for a specific employee.

This form may be best suited for those supervisors who have a large number of chemicals in their inventory. It assists the supervisor to bring the training load down to an efficient, manageable level by grouping chemicals according to their hazard class. Training proceeds by sharing information on classes of chemicals and their associated hazards rather than for each individual chemical.

If a supervisor has only a few chemicals, they may choose to list them separately. This form should be used as a supplement to, and not a replacement for chemical-specific Safety Data Sheets (SDS). Use this form to communicate basic chemical information to employees; refer them to the SDS when they work with a specific chemical.

The seven columns on the form are described below, followed by an example of a completed Chemical Safety Assessment form. A blank [Chemical Safety Assessment form](#) at this link (https://ehs.uccs.edu/sites/g/files/kjihxj1296/files/inline-files/assessment_form.pdf) Most of the information can be obtained from the SDS.

- Column 1: (optional) A cross-reference number can be given to refer to a process, work order, or operational areas, if desired.
- Column 2*: The hazard class such as corrosives, flammables, oxidizers, etc. defines a chemical group.
- Column 3*: Physical hazards may include, but are not limited to, reactivity or flammability. Health hazards may include irritants, neurotoxins, *etc.*
- Column 4*: Symptoms of over-exposure.
- Column 5: Training required may include online HAZMAT and specialized training from the supervisor.
- Column 6*: PPE may include gloves, goggles, face shield, lab coat, etc.
- Column 7: Storage requirements or location information specific to this chemical.

• **This information should be extracted from the SDS or chemical label.**

Last reviewed by Cynthia Norton on September 22, 2021



EXAMPLE:

CHEMICAL SAFETY ASSESSMENT

Supervisor: John Doe **Department:** Environmental Health and Safety **Date Prepared:** August 2002

Indicate whether this chemical information is based on a work area, or on a job safety assessment of an employee, job classification, or task:

Work Area Room 123, ABC Building or; ~ **Job Safety Assessment** _____
(Location) *(Employee name, job title, or task)*

Cross-Ref #	Chemical Group	Physical and Health Hazard(s)	Symptoms of over-exposure	Training Required	PPE	Storage
1.	Acids (pH < 7)	Corrosive to human tissue. May react with metals. Vapors are corrosive.	Burning sensation. Cough. Labored breathing. Shortness of breath. Sore throat. Symptoms may be delayed.	Core Safety. Spill response. Safe use of acids. Chemical Waste Management	Gloves, goggles, face shield, lab coat, closed toed shoes. Chemical to be used in fume hood only.	All acids are stored in the corrosive cabinet on the south wall.

Last reviewed by Cynthia Norton January 17, 2023