



**HAZARDOUS MATERIAL INFORMATION STANDARD  
2600SEG201**

**APPENDIX A**

**HAZCOM COORDINATOR FUNCTIONS**

- ✚ Be the point of contact between his/her (user) Division and the Safety and Industrial Hygiene Unit (RSHS).
- ✚ Maintain an updated listing and inventory of hazardous materials (HMI) utilized in his/her Division.
- ✚ Maintain an updated file of Material Safety Data Sheets (MSDS) and of all hazardous materials utilized in his/her Division.
- ✚ Dispatch Material Safety Data Sheets (MSDS) to RSHS for coding / evaluation. Prior to such dispatch, he/she shall verify their quality, legibility, and updating (check that the MSDS is not the latest one published in the *Inforec*). In addition, he/she shall distribute copies of the coded Material Safety Data Sheets to users, and keep the original in his/her files.
- ✚ Inspect and audit the Hazardous Materials Inventory in each shop, as well as the files in which Safety Data Sheets are kept; maintain control of what is being utilized. The Hazcom Coordinator shall periodically verify that a container's codification is correct by comparing it with the corresponding MSDS. He/she shall ensure that MSDS', labels, inventory and Hazardous Materials Information Standard are always available to employees. Also, ensure that MSDS are filed in such way that they are promptly located.
- ✚ The Hazcom Coordinator shall promote compliance with the Hazardous Materials Information Standard, as well as with the financial systems manual's list of special contracting restrictions for health damaging chemical products and materials, titled in Spanish: *Manual de Sistema Financiero, MSF 14.005, Lista de Restricciones Especiales para las Contrataciones*, Numeral 26, *Productos químicos y materiales nocivos para la salud*.
- ✚ Coordinate and reinforce that employees exposed to hazardous materials (HAZMATS) receive the required training. Also, compare the hazardous materials to which each employee group is exposed with the training record of the Hazardous Materials Supervisor to ascertain that the employee is trained on what he is utilizing. Contractor shall provide training for their own employees.
- ✚ Ensure that each Division has an updated list of trained employees and verify that those who are pending are trained.