

# CONTRACTORS AND HAZARD COMMUNICATION



University units can use this guide to communicate chemical hazard information to contractors.

## FROM THE UW

If you hire an external contractor or work with a vendor at a UW site, you are required to inform the contractor or vendor of the hazard information related to chemicals present in the work area. This includes providing the contractor or vendor:

- Information about the University's chemical labeling system and piping systems for hazardous materials
- Information about the potential chemical hazards in the area or workplace
- Access to [safety data sheets](#) (SDSs) for chemicals that may be encountered

The work area supervisor is the point of contact for a contractor or vendor entering a work area and is responsible for communicating hazards.

Ongoing UW activities that could lead to contracted personnel being exposed to hazardous chemicals should be stopped before the contractor arrives.

If a contractor or vendor is hired to do work in an area that may disturb building materials such as floors and walls, the UW point of contact must determine and inform the contractor of the presence of any **regulated building materials** (e.g. asbestos, lead, polychlorinated biphenyls, etc.) that may require special procedures. This information may be requested from UW Facilities' [Regulated Materials Management Office](#). Refer to the Resources section on page 2 for more information.

## FROM CONTRACTORS

Contractors and vendors must inform the UW of any hazardous chemicals they bring to a University location that may result in a potential exposure to UW personnel, students, or the community.

Contractor and vendor companies and their employees are expected to be knowledgeable and compliant with Washington state chemical hazard communication regulations ([WAC 296-901](#)).

Contractors must provide the UW point of contact with the following information:

- A list of chemicals they will bring on site
- How the chemicals will be labeled, used, stored, transported, including quantities
- Safety data sheet for each chemical

If the chemical(s) present special hazards that could potentially result in significant risk, the UW point of contact shall:

- Review the information.
- Inform and train employees as needed.
- Consult with the UW Environmental Health & Safety (EH&S) at 206.543.7262.

## WHO DOES THIS APPLY TO?

The hazard communication requirement includes contractors or vendors that may do repairs and maintenance work on equipment and facilities, construction, plumbing, electrical, painting, janitorial or other activities.

It also includes vendors that maintain, calibrate, test and repair all types of equipment and instrumentation.

There is **no exemption** from this requirement based on the value or duration of the project or service, or whether or not there is a contract.

## RESOURCES

- [Environmental Health & Safety](#)
- [MyChem chemical inventory](#)
- [Safety data sheets](#)
- [Installing Equipment, Furnishings and Fixtures in UW Buildings](#)

UW Regulated Materials Management Office:  
uwrmo@uw.edu or 206.685.3357

**For more information, contact EH&S at [ehsdept@uw.edu](mailto:ehsdept@uw.edu) or 206.543.7262.**