

Palm Beach State College

Florida's First Public Community College



**HAZARD COMMUNICATION
PROGRAM**

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PALM BEACH STATE COLLEGE HAZARD COMMUNICATION PROGRAM

1. Introduction

To ensure that information about the dangers of all hazardous chemicals used by Palm Beach State College is known by all affected employees, the following hazardous information program, known as the Hazard Communication Program, has been established. This document fulfills the requirements of Title 29 of the Code of Federal Regulations, Part 1910, Subpart Z, paragraph 1200(e)(1) (abbreviated 29 CFR 1910.1200(e)(1)) for employers to have a written hazard communication program. Under this program, employees are informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. This program applies to all work operations in the College where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of the College will participate in the Hazard Communication Program. Copies of the Hazard Communication Program shall be available in work areas (to include laboratories) or online for review by any interested employee. The Manager of Safety & Risk shall be the program coordinator, with overall responsibility for the program, including reviewing and updating it as necessary.

Program Deans and Department Chairs are responsible for compliance with the Hazard Communication Program and for coordination with the manager of Safety & Risk within their individual programs and departments.

Supervisors and managers are responsible for designating a responsible party for each of their work areas and for ensuring that all requirements the Hazard Communication Program that apply to their individual work areas are properly carried out. With assistance from the Manager of Safety & Risk, they will ensure that all appropriate personal protective equipment is available, review safe work practices with all involved employees and, if necessary, post signage around specific areas to indicate the hazard and limit access.

Each work area will have a responsible party designated by his/her supervisor to:

- Ensure that the Hazard Communicate Program is followed in the work area.
- Compile and maintain a list of the hazardous chemicals used or stored in the work area and update it within 30 days of receiving a new chemical or discontinuing use of an existing one.
- Verify that all containers received for use or storage are original and have the manufacturer's label, including name and address, attached. The containers should also be clearly labeled as to the contents and appropriate hazard warning.
- Obtain MSDSs for the chemicals used or stored in the work area and provide a copy to the Manager of Safety & Risk.

- Ensure that all employees have access during their normal work hours to MSDSs for all chemicals used or stored in the work area.

2. Container Labeling

The work area responsible party will verify that all containers received for storage or use are clearly labeled as to the contents, note the appropriate hazard warning and include the manufacturer's name and address.

The work area responsible party will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the contents and the appropriate hazard warning. For help with labeling, contact the Manager of Safety & Risk.

Small quantities intended for immediate use may be placed in a container without a label, provided that the individual keeps it in their possession at all times and the product is used up during the work shift or properly disposed of at the end of the work day.

Unmarked containers are not to be used and shall be brought to the attention of the work area supervisor for correction or disposal.

The Manager of Safety & Risk will review the College's labeling procedures annually and will update them as required.

3. Material Safety Data Sheets (MSDSs)

The Manager of Safety & Risk is responsible for establishing and monitoring the College's MSDS program. Whenever chemicals are ordered, the MSDS will be requested on the purchase order. The Shipping and Receiving department, or, for incidental purchases, the department making the purchase, is responsible for ensuring that MSDSs are received from the manufacturer or supplier and for obtaining them if not received. When MSDSs known to have been revised are received, they shall replace any hard copy maintained in the work area and sent to the Manager of Safety & Risk for incorporation into the MSDS database. The Manager of Safety & Risk will also review incoming MSDSs for restocked items against the MSDS on file for any information change. If there is a change in information, the most current MSDS will be incorporated into the MSDS database. MSDSs that have been replaced by a more current or updated version will be archived by the Manager of Safety & Risk for retention by the College for a period of thirty years in accordance with OSHA guidelines per 29 CFR 1910.1020(d)(1)(ii), as well as the Florida Right to Know Law. Significant changes in health and safety information will be communicated by the Manager of Safety & Risk to affected employees.

Copies of MSDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept either as a hard copy in the work areas where the chemicals are stored or used or online. MSDSs will be immediately accessible by all employees during each work shift. For access online, go to the College home page, click on the Faculty and Staff Resources link and then click on the College Safety link under the Health and Safety heading. This will take the employee to the Safety & Risk Management web page. Next, click on the material Safety Data

Sheets (MSDS) link on the left side of the page. Log into the online MSDS system using the employee user name and password. To find the MSDS of interest, use one or a combination of the search fields shown. If an MSDS is not available, contact the Manager of Safety & Risk.

The using department is responsible for advising the Manager of Safety & Risk whenever a product containing hazardous chemicals is no longer used. The MSDS for this product must be archived and retained by the College for a period of thirty years in accordance with OSHA guidelines per 29 CFR 1910.1020(d)(1)(ii), as well as the Florida Right to Know Law.

4. Employee Training and Information

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and the College's Hazard Communication Program before starting work. For new adjunct professors and faculty, the training will be included as part of the course curriculum. The training will include the following information:

- OSHA's requirements under the Hazard Communication standard
- The hazardous chemicals present at the work area
- The availability and location of the written Hazard Communication Program, including the required list(s) of hazardous chemicals, and the MSDSs for the hazardous chemicals in the work area or how to obtain them online
- How to determine the presence or release of hazardous chemicals in the work area
- The physical and health hazards of the chemicals in the work area. Note: This information will cover categories of hazards (e.g., flammability, carcinogenicity). Chemical-specific information shall always be available through labels and MSDSs.
- How to reduce or prevent exposure to hazardous chemicals
- Steps the College has implemented to protect its employees from exposure to hazardous chemicals, such as use of appropriate work practices, emergency and spill response procedures and personal protective equipment. NOTE: Emergency procedures shall follow the measures prescribed in the MSDS, and spill response procedures shall follow the measures prescribed in the Emergency Operations Plan.
- How to read labels and MSDSs to obtain hazard information

Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard.

In all instances, the MSDS will be referenced as the source for chemical-specific information. The training may be offered in a classroom or conference room setting, using electronic means (e.g., PowerPoint or video) or hard copy or it may be available as interactive computer program, depending on the specific group or employee receiving training.

5. Hazardous Non-Routine Tasks

Hazardous non-routine tasks shall not be performed by College faculty, staff or students, but shall be conducted by outside contractors with appropriate expertise and equipment.

6. Informing Other Employers/Contractors

It is the responsibility of the organization or department utilizing the services of other employers or outside contractors to provide their employees with information about hazardous chemicals that their employees may be exposed to on in a work area or on a job site and suggested precautions for the employees. It is the responsibility of the organization or department utilizing the services of other employers or outside contractors on any College campus to obtain information about any hazardous chemicals being used from those service providers, i.e., an inventory and the associated MSDSs. Upon completion of the work, the service provider is responsible for removal of any chemicals and/or hazardous materials brought on campus. This requirement will be a part of all contracts.

The organization or department utilizing the services of other employers or outside contractors will provide MSDSs for hazardous chemicals generated by the College's operations to other employers and contractors. In addition to providing a copy of an MSDS to other employers, other employers will be informed of necessary precautionary measures to protect their employees exposed to operations performed by the College. Also, other employers will be informed of the hazard labels used by the College and provided with information to understand the labels used by the College for hazardous chemicals to which their employees may be exposed.

7. List of Hazardous Chemicals

A list of all known hazardous chemicals used by our employees shall be compiled and maintained in each work area by the responsible party designated by that area's supervisor. This list will include the name of the chemical and the manufacturer. Further information on each chemical may be obtained from the MSDSs located in the work area or online.

When new chemicals are received or use of an existing chemical is discontinued, this list is to be updated by the work area's responsible party within 30 days.

8. Program Availability

A copy of this program is available to employees and their representatives in each work area or online.