

FMCC HAZARD COMMUNICATION WRITTEN PROGRAM - 2012

29 CFR 1910.1200, Hazard Communication Standard, Appendix C

I. GENERAL

The purpose of this instruction is to ensure that Fulton-Montgomery Community College is in compliance with the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200.

The Campus Hazardous Materials Safety Officer (CHMSO), Mark Pierce - Director of Public Safety, is the overall coordinator of the facility program acting as the representative of the College President, Dr. Dustin Swanger, who has overall responsibility.

In general, each employee in the facility will be appraised of the substance of the HCS, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

II. LIST OF HAZARDOUS CHEMICALS

The CHMSO will maintain a list of all hazardous chemicals used in the facility, and update the list as necessary. The hazardous chemical list will be updated upon receipt of hazardous chemicals at the facility. The list of hazardous chemicals is located at the Public Safety Office.

III. MATERIAL SAFETY DATA SHEETS (MSDS's)

The Director of Facilities, Josh Fleming, will maintain a Material Safety Data Sheet library on every substance on the list of hazardous chemicals in the college. The MSDS will consist of a fully completed OSHA Form 174 or equivalent. The Director of Facilities will ensure that each department maintains an MSDS for hazardous materials used in that area. MSDS's will be readily available to all employees.

The Director of Facilities is responsible for acquiring and updating MSDS's. The Director of Facilities will review each MSDS for accuracy and completeness and will consult with the Department Heads if additional research is necessary. All new procurements for the facility must be cleared by the Department Head or Director of Facilities. Whenever possible, the least hazardous substance will be procured.

MSDS's that meet the requirements of the HCS must be fully completed and received at the facility either prior to, or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. It may be necessary to discontinue procurement from vendors failing to provide approved MSDS's in a timely manner.

IV. LABELS AND OTHER FORMS OF WARNING

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Department staff are designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. Department staff will refer to the corresponding MSDS to verify label information. Immediate use containers, small containers into which materials are drained for use on that shift by the employee drawing the material, do not require labeling. To meet the labeling requirements of HCS for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by Department Heads prior to their use.

Department Heads will check on a monthly basis to ensure that all containers in the facility are labeled and that the labels are up-to-date.

V. TRAINING

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Hazardous chemical training is conducted by Department Heads. A copy of course outline and a description of course material is included in Appendix A.

The training will emphasize these elements:

- § A summary of the standard and this written program;
- § Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals;
- § Physical and health hazards associated with potential exposure to workplace chemicals;
- § Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;
- § Hazardous chemical spill and leak procedures located in the college's Emergency Management Plan
- § Where MSDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

The Director of Human Resources will monitor and maintain records of employee training and advise the facility manager on training needs.

VI. CONTRACTOR EMPLOYERS

The Department Head or designee, upon notification from the college, will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises.

VII. NON-ROUTINE TASKS

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Maintenance personnel or faculty contemplating a non-routine task, e.g., boiler repair, will consult with the Department Head and will ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures. This will be accomplished by a meeting of supervisors and the OS&H manager with affected employees before such work has begun.

VIII. ADDITIONAL INFORMATION

Further information on this written program, the hazard communication standard, and applicable Material Safety Data Sheets is available at the Public Safety Office - x8406, or the Buildings and Grounds Office - x8411.