



Hazard Communication Plan

Scope

The scope of this policy is intended to include all members of the College community and visitors to the site. It applies to all hazardous materials including those that are purchased, those that are created on site, those that are shipped from the site, and those brought onto the site by other employers.

Purpose

The purpose of this policy is to protect members of the Campus Community, visitors to the site, and other employers from the adverse effects of exposure to hazardous materials.

Process

1. Individuals that bring other employers onto the College campus are responsible for sharing with those employers MSDS(s) of hazardous materials that they may come into contact with. Likewise, outside employers that bring hazardous materials onto the College campus must supply the College with labels and MSDSs for those hazardous materials. Employees that may be impacted by those materials must be notified in advance that the materials are going to be used along with any precautionary information that is deemed necessary.
2. All chemicals used at the College must be recorded in the Hazardous Chemical Inventory (located at: T:\Faculty & Staff Shared Folders\Human Resources\Shared - Chemical Inventory). Each department that uses chemicals will have one Department Contact who is responsible for updating the Hazardous Chemical Inventory when new chemicals are purchased. Those individuals are:
 - a. Jerry Burkholder (Environmental Services)
 - b. Todd Sieber (Grounds)
 - c. Mark Zimmerman (Trades)
 - d. Kristine Tussing (Chemistry)
 - e. Helen Bartlett (Biology)
 - f. Diane Ricedorf (Dining Services)
 - g. Amy Reynolds (Fine & Performing Arts)

Labels

1. All containers of hazardous materials must be labeled. The initial container should come labeled by the manufacturer. If this chemical is then poured into smaller containers for use, the smaller container must have a label including the identity of the hazardous chemical(s) and information regarding the physical and health hazards of the hazardous material.
2. Employees will not remove or deface labels on containers of hazardous materials.
3. When new information becomes available that is not part of the existing label on containers of hazardous materials, the new information will be placed on the existing label or a new label shall be developed and affixed to the containers.
4. The preponderance of hazardous materials on the College campus resides in the containers it was received in and therefore will be labeled. In cases where intermediates are generated, the department is responsible for properly labeling the intermediate container.

Material Safety Data Sheets (MSDS)

1. The College will obtain and maintain hard copies of MSDS(s) for all hazardous materials on the Hazardous Chemicals Inventory.
2. The College also subscribes to a service through 3E Company that supplies MSDSs 24 hours a day, 7 days a week, 365 days a year. If an employee needs an MSDS, he/she must call 1-800-451-8346 and have the product name, manufacturer's name, and the fax number for 3E to fax the MSDS to. After hours when offices/buildings are locked, employees should have the MSDS faxed to Campus Security (fax number: 717-361-1150). All employees received a pocket card with the contact information for 3E; additionally, posters and stickers are throughout campus with the contact information.
3. Individuals that purchase hazardous materials will be responsible for obtaining an MSDS at the time of purchase. If an MSDS is not received with the chemical, the receiver must notify the hazardous chemicals contact person for the



department (see above list). The contact person must call the manufacturer and request an MSDS be mailed immediately. If the MSDS is not received, the contact person should inform Risk Management who will then contact OSHA.

4. Hazardous materials will not be used until an MSDS has been obtained and reviewed.
5. When the College ships a container of hazardous material that did not come from a chemical manufacturer, importer, or distributor the person shipping the chemical shall include all MSDS(s) for chemicals in the mixture and any other information relevant to the physical and health hazards relating to the hazardous material.
6. When mixtures of hazardous materials have similar hazards and contents, one MSDS may apply to all the mixtures.
7. If the College becomes aware of any significant change in information regarding the hazards of a chemical they will reflect the change on the MSDS and/or obtain an updated copy and train all employees affected on the change.
8. Each department that uses chemicals must keep a binder with all MSDSs in a central location. All employees of the department must be notified of the location of this binder and must have access to this binder at all times.

Employee Information & Training

1. Human Resources will provide necessary employees with a general overview of the College's Hazard Communication Plan at the time of their initial assignment and on an annual basis thereafter.
2. Each department that uses hazardous materials has one Department Contact who will train new employees on the specific hazards related to their jobs. (see prior page for list of contacts)
3. Information that employees shall be informed of include: a) operations in their work area where hazardous chemicals are present along with the physical and health hazards associated with those chemicals, b) the location of the hazardous communication plan including lists of hazardous chemicals and MSDSs, c) methods that may be used to detect the presence or release of a hazardous chemical into the work environment, d) measures employees can take to protect themselves including work practices, emergency procedures, and personal protective equipment (PPE).
3. Any time a new chemical is introduced, all employees who will use that chemical must be trained on the hazards associated with it.

Responsibilities

1. Managers
 - a. Educate employees on the necessary PPE required for their job; provide employees with the appropriate PPE
 - b. Support Department Contact in their efforts
2. Department Contact
 - a. Ensure all chemicals currently used in the department are added to the Hazardous Chemicals Inventory (complete all fields in the database)
 - b. Add any new chemicals that are received to the Hazardous Chemicals Inventory
 - c. Ensure all chemical containers are labeled with the chemical name and appropriate hazard warnings (especially for smaller containers that chemicals are transferred into); update labels if information for a chemical changes
 - d. Ensure an MSDS is received for all chemicals that are used in the department and place the MSDS in the department's binder
 - e. Train employees regarding the specific chemicals that they will come in contact with in the course of their job and the hazards of those chemicals
 - f. Notify employees of the location of the MSDS(s) for the department
 - g. Train employees on how to read the labels on containers holding hazardous chemicals
 - h. Educate employees on the necessary PPE required for their job
 - i. Conduct additional training when a new chemical is introduced to the job
 - j. Maintain documentation of all who were trained (use the Training Sign-In Sheet) and forward to Human Resources
3. Human Resources
 - a. Conduct initial training of employees on the Hazard Communication Plan during New Employee Orientation; direct employees to the safety website if they want to print a copy of this plan
 - b. Track all employee training and maintain hard copies of all Training Sign-In Sheets



4. Safety

- a. Review activities that have the potential of exposing employees to unknown hazardous materials and make recommendations
- b. Call OSHA when the College is unable to get an MSDS from the manufacturer
- c. Set up and ensure the effectiveness of the Hazardous Chemicals Inventory database

Evaluation

The Safety Committee shall be responsible for evaluating this policy annually.

Document History

Created: 4/2005

Audited: 4/2006, 4/2007

Revised 8/2007, 11/2008, 11/2009, 11/2010