

**Hazard Communication Program**  
**Revision 1**  
**September 2019**

## **1.0 General Duties and Responsibilities in the Workplace**

In order to comply with OSHA 1910.1200, Hazard Communication Standard, the following written Hazard Communication Program has been prepared for Bristol Community College. This program establishes that all College employees have the right-to-know information about the properties and potential health hazards of chemicals that they may be exposed to in the workplace.

Workers engaged in laboratory use of hazardous chemicals on a laboratory scale are not covered under this program and should refer to the Bristol Community College Chemical Hygiene Plan, which is based on the OSHA Occupational Exposure to Hazardous Chemicals in Laboratories (29CFR1910.1450).

The Hazard Communication Program is available for review on the college website by any interested employee. A hard copy is also available in F100.

The program includes:

- Labeling of all chemical products;
- An inventory listing of all chemicals used at the workplace;
- A Safety Data Sheet (SDS) for each chemical used at the workplace;
- Training for employees on the proper handling of the chemicals they use.

The Risk/Compliance Officer or designee is responsible for updating and maintaining the Hazard Communication Program, overseeing all employee training, labeling of containers, and ensuring SDS are obtained/maintained according to the Hazard Communication Standard. Each department or academic program is responsible for its respective area. Each employee is responsible to assess the hazards in their work area and comply with the Hazard Communication Program.

## **2.0 Labeling**

Labels are required on all chemical products. Keep original manufacturer's label when possible.

Manufacturer's labels must contain:

- Name of product
- Manufacturer name and address
- Hazard warning/classification and hazard statement, including pictograms (products purchased before 2014 do not need pictograms).

All secondary containers (e.g. squirt bottles, spray bottles) must be labeled. Label must contain the product identifier, and words, pictures, symbols, or combination thereof to provide general information to the employee. Labels will be legible, in English and prominently displayed on each container.

If you find an unlabeled container and are unsure of its contents, notify the Facility Manager.

### **3.0 Inventory List of Products**

A master list of chemical products used by employees will be maintained by the Facilities Manager. This list is used to ensure that a Safety Data Sheet is obtained for each chemical product. This list is maintained with the binder file of Safety Data Sheets.

The inventory list does not need to include the inventory quantities of materials on site, nor does it require a listing of individual ingredients.

### **4.0 Safety Data Sheet (SDS)**

A Safety Data Sheet (formerly called Material Safety Data Sheet) must be maintained for each chemical product that is used by employees. These sheets are prepared by the chemical manufacturer. A Safety Data Sheet contains basic information for safe handling of chemical products, and provides emergency first aid information.

The Facility Manager maintains all Safety Data Sheets.

- SDS shall be readily available to all employees during their work hours.
- Update the SDS file when a manufacturer sends a revised SDS to the employer.
- Outdated SDS must be kept for 30 years.
- The most efficient way to maintain SDS is to maintain a master file maintained by the Facilities Director. A smaller binder of SDS may be kept in custodial closets for specific products used in that area, if access to the main file may be delayed during the work shift.
- The Facilities Director may choose to maintain SDS in pdf format on computer. Note however, that relying on an internet search engine at the time of employee request is not satisfactory – the pdf files must be stored on the computer. Employees must have access to this computer during work hours if paper copies of the SDS are not available.

SDS's should never be used as a guide for proper waste disposal. Federal and State hazardous waste regulations should always be consulted for proper disposal information.

### **5.0 Non-Routine Activities and Contractors**

Employees must be informed of Safety Data Sheet information and safe operating procedures when a non-routine activity is conducted.

Obtain a copy of Safety Data Sheets for products used by contractors if Bristol Community College employees may be exposed to these materials. Provide a copy of Safety Data Sheets to contractors who may be exposed to hazardous products located on the employer site.

## 6.0 Chemical Storage

Observe the following guidelines for chemical storage:

- All chemical products should remain in their original container until dispensed.
- Keep container closed when not in use.
- Do not use coffee cups, soda cans or other empty food containers for chemical storage.
- Acids and bases are incompatible chemicals that must be stored separately to prevent accidental mixing which could cause a fire or chemical reaction.
- Flammable products must be stored separately from ignition sources.

## 7.0 Personal Protective Equipment (PPE)

The Facility Manager in cooperation with your area supervisor (if applicable) will conduct an evaluation of chemical products and determine if gloves, goggles, or other Personal Protective Equipment is required for safe handling. This will be summarized in a written hazard assessment and provide the certification of training in the proper use of PPE.

## 8.0 Employee Training

All employees and each new employee must attend hazard communication training that covers information on hazardous chemicals in their work areas at the time of their initial assignment and whenever a new hazard is introduced into their work area.

Employee training includes:

1. Areas of operation where hazardous materials/chemicals are used.
2. The physical and health hazards of chemical products used in the work area.
3. How to use, mix, and store the chemical products safely.
4. How to use personal protective equipment, if required for those products.
5. First Aid information: Emergency procedures to follow if an employee is overexposed to a chemical product.
6. Proper labels and what the labels mean.
7. How to obtain a Safety Data Sheet.
8. How to understand a Safety Data Sheet.

## 9.0 Recordkeeping

Records pertaining to the hazard communication program will be maintained by the local Facilities Manager. The Facilities Manager will keep the following records:

- Chemical inventory list
- Copies of Safety Data Sheets
- Employee training records