

Tri-County Technical College Hazard Communications Program (HazCom)

In order to comply with the Code of Federal Regulation (29 CFR 1910.1200, HAZCOM), Tri-County Technical College has established the following program for employees as a guide for working with hazardous chemicals. This program will ensure that the employee and students alike have safety and health information readily available in reference to the hazardous materials they may encounter.

The Director of Campus Safety is the overall hazardous communications coordinator, but the maintenance of the MSDS files in the labs is the responsibility of the lab manager, Department Heads, and Division Chairs. The master MSDS files located in the Physical Plant are copies of the other files on campus.

Location of Hazardous Communication Program

A copy of the program is located at the Physical Plant Building and on eTC for review at any time.

Employee Training

Each employee has a “Right to Know” concerning the hazards of working with chemicals in the laboratory work place. This Hazard Communication Standard is set forth in 29 CFR 1910.1200. This “Right to Know” applies to any person who comes in contact with any hazardous chemical. The department heads and directors must ensure that each employee is informed of the “Right to Know” prior to commencing work with any hazardous chemicals. Each laboratory will obtain and maintain the Material Safety Data Sheets (MSDS) for every hazardous chemical used. Each employee shall receive information at the time of initial assignment concerning the hazards of the work performed in the laboratory and all applicable chemical safety procedures. They shall be informed of the location of the MSDS and safety procedures, and how to look up the information. They shall be informed of the permissible exposure limits, the signs and symptoms of exposure to hazardous chemicals, and the location of reference materials. Training programs shall be conducted on an annual basis or as needed for all employees including part-time and adjunct instructors. Training shall include the following:

- methods and observations to detect release of hazardous chemicals;
- the control of physical and health hazards;
- measures to be taken for employee protection.

All training will be documented and maintained in a file by the department doing the training. When a new chemical or chemical product is introduced, additional training may be required of the employee. When appropriate, outside contractors may be contacted to conduct the training.

The training may be conducted via lecture, video, or online training module and must address the following:

- Labeling of Containers;
- Location and availability of the MSDS to include the hazardous communication program;
- Training on physical and health hazards of the chemicals in the work area;
- How to prevent exposure through proper work practices/ engineering;
- Emergency procedures, and personal protective equipment;
- Procedures to follow if there is an exposure;
- Methods and procedures to follow for detecting the presence or release of hazardous chemicals.

Labeling on Shipped Containers

Shipping/Receiving personnel will be responsible for verifying that all containers received by the college are clearly labeled as to the contents. Any shipment that shows damage or spillage should be refused.

Container Labeling

After the container has been delivered to the appropriate department, ownership of the container and responsibility for labeling will be transferred to the department head/supervisor of that department. The labeling should be consistent with the appropriate MSDS, OSHA, and NFPA standards. If a manufacturer label is accidentally defaced, removed, etc., the department head/supervisor should be advised immediately and the label replaced with an appropriate label.

All containers, drums, safety cans, jars, plastic or glass bottles, jugs, and spray bottles used in the laboratories must be labeled as to the contents. Additionally, the hazard warning label along with the name and address of the manufacturer must be on the container. Containers containing chemicals intended for immediate use, such as lab beakers, flasks, or spray bottles do not need to be labeled.

Hazardous Waste Disposal Shipments

Chemical waste will be disposed of through a contracted vendor and shall be in compliance with EPA, OSHA, DOT, and SCDHEC regulations. The Director of Campus Safety will maintain the records for all disposed waste from Tri-County Technical College.

Material Safety Data Sheets (MSDS)

MSDS (material safety data sheets) are required of all chemicals used by or ordered by Tri-County Technical College for the purpose of maintenance or academics. The MSDS contains information including reactivity of the substance, personal protective equipment to be worn when using the material, chronic and acute health effects, and the first aid procedures for exposure to the substance.

Each department at Tri-County Technical College will maintain a list of chemicals used in the department. This list will be kept on file along with a copy of all MSDS of the chemicals used by the department. A master list of MSDS will be kept at the Physical Plant.

Each Dean, director, and/or department head will advise their staff of the specific location of the MSDS for their respective departments/areas of responsibility. The MSDS for each department must be readily available to employees for review during their work hours.

Missing MSDS are to be replaced as soon as possible, once the discovery of a missing sheet is made. The department should contact the manufacturer of the product for a replacement.

Hazardous Non-routine work

Prior to starting work on projects that involve hazardous chemicals, each affected employee will be provided with information by their supervisor on any hazards of the chemicals, proper safety procedures to be used involving the chemical, and what emergency procedures are to be taken in case of an emergency or accident involving the chemical.

Contractors

When a contractor is performing work on the college campus, they will be informed of any hazardous chemical(s) their employees may come in contact with during their work activities. They will be advised of precautions their employees must take to lessen the possibility of exposure to the hazardous chemical(s) on the work site, usage of any safety protective measures, emergency contact number(s), MSDS locations and the college's chemical labeling system. A representative of the Physical Plant or designee will provide this information to the contractor.

The contractor conducting work activity on campus will be required to supply the college with MSDS on all chemicals they will be using in their work activities. Copies of the contractor MSDS will be kept on file in the Physical Plant. Employees of Tri-County Technical College may request to review any MSDS provided by a contractor if the material the contractor is using is providing an exposure to the employee.

Unlabeled Pipes

If a work activity is to be performed on a pipe with unknown contents, the Physical Plant is to be contacted to determine what contents are in that pipe. The MSDS for the chemical will be reviewed to determine what personal protective equipment is needed to safely handle it.

Disposal of Hazardous Waste from Labs

Other than chemical waste that can be neutralized and disposed of through the laboratory sewage system, all chemicals shall be transported off campus for appropriate disposal. Fume hoods shall not be used as a means for disposal of volatile liquids.

Plan Review and Update

This plan will be reviewed and updated annually by the Director of Campus Safety.

Reviewed 4/2008

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