

Hazardous Chemical Communication Program

A. Policy Statement

CPTC is firmly committed to the prevention of exposure to hazardous substances and to compliance with all applicable federal, state, and local rules and regulations.

Safeguarding the health and safety of all employees is a high priority. To ensure that all affected employees have the necessary information regarding hazardous chemicals in the workplace, this hazard communication plan has been developed and can be found on the College website at <http://www.cptc.edu/emergency-response>.

B. Chemical Spills

- ▶ The College has hazardous spill kits that will contain small spills (1500 ml or less) involving hazardous liquids/chemicals. Each kit contains directions, absorbent pillows, safety glasses, gloves, and disposal bags.
- ▶ There are kits located in those areas using hazardous chemicals. Kits are also available in the Plant Services Department (x5560).
- ▶ For larger spills involving hazardous chemicals/products, contact the Plant Services Department and/or the fire department immediately.
- ▶ Notify the Plant Services Department anytime kits are used for proper disposal and equipment replacement.
- ▶ DO NOT ATTEMPT TO CLEAN UP HAZARDOUS SPILLS UNLESS YOU HAVE BEEN TRAINED.
- ▶ For questions about chemical spills, contact the Plant Services Department (x5560).

C. Laboratory Safety

▶ Laboratory cleanups should be performed only by individuals who have experience and training. Others may assist in sorting, packing, and labeling under the direction of a qualified individual. The Department of Ecology's Step-by-Step Guide to Better Laboratory Management Practices contains these procedures. This resource can be found at: <https://fortress.wa.gov/ecy/publications/summarypages/97431.html>

▶ Because of liability, students should not be involved in cleanup activities.

D. Material Safety Data Sheets (MSDS)

▶ Material Safety Data Sheets (MSDS) will be filed, maintained, and accessible in each department where hazardous chemicals are stored and/or being used. The Plant Services Department will maintain a master MSDS file of those same chemicals.

▶ Purchasing agents or the ordering party will request, on the purchase order or during the purchasing transaction of any hazardous chemicals, that a MSDS be included in the shipment. Upon receipt, the recipient will forward a copy of the MSDS to the Plant Services Department for the master file.

▶ Any hazardous chemical received without an MSDS will not be distributed for use until the MSDS is obtained. The recipient will request in writing a MSDS from the supplier. Upon written request, the supplier of the product must send the MSDS within 30 days to the requestor. If the MSDS is not received, the College will contact the Department of Labor and Industries for assistance.

▶ Material Safety Data Sheets will be available for review by all employees during each work shift. If MSDS is not available for a chemical in use, the chemical will be removed from use, and the Plant Services Department contacted immediately.

▶ Annually, the Plant Services Department will request updated MSDS from the campus community. This information will be reviewed for new or significant health and safety information.

E. Container Labeling

All college supervisors, directors, and instructors who use hazardous chemicals will communicate to the Plant Services Department at least once per year which containers are being used by their area or department. The hazardous chemicals must:

- ▶ be clearly labeled as to the contents.
- ▶ note the appropriate hazard warnings.
- ▶ list the name and address of the manufacturer.
- ▶ have MSDS on file.

The College's Shipping and Receiving Department will ensure all containers received are properly labeled. No containers will be released for use until the above data is verified. All college supervisors, directors, and instructors will ensure all secondary containers are labeled with either an extra copy of the manufacturer's label or with a generic label containing space for identification and the hazard warning. For assistance with labeling, contact the Plant Services Department. Supervisors and directors will review the labeling system for their department(s) annually and update the Plant Services Department as necessary.

F. Employee Training and Information

▶ Supervisors and instructors are responsible for developing, implementing, and monitoring the employee training and information program.

- ▶ Prior to starting work, each new employee who may come into contact with hazardous chemicals will attend a health and safety orientation.
- ▶ Prior to a new chemical hazard being introduced into any department, each employee of that department will be given information and trainings as outlined below. The employee's supervisor is responsible for ensuring the MSDS on any new chemical(s) is available.
- ▶ All employees will receive information and training on the following:
 - an overview of the WISHA (Washington Industrial Safety and Health Act) Hazard Communication Standard.
 - hazardous chemicals in the workplace.
 - location and availability of the hazard communication program and the master MSDS file.
 - physical and health risks of the hazardous chemicals being used and the symptoms of overexposure.
 - methods and observation techniques used to determine the presence or release of hazardous chemicals in the workplace.
 - how to reduce or prevent exposure to hazardous chemicals through the use of control/work practices and personal protective equipment.
 - emergency procedures to follow for overexposure to hazardous chemicals.
 - how to read labels and review MSDS to obtain appropriate hazard information.

G. List of Hazardous Chemicals

A list of known hazardous chemicals used by the College is located in the area where the chemical is present and the master copy in the Plant Services Department. Further

information on each chemical can be obtained by reviewing the MSDS located in the area where the chemical is present and in the Plant Services Department. The list will be updated annually at the request of the Director of Plant Services. The criteria used to evaluate the chemicals are chemical name, manufacturer and location of use.

H. Hazardous Non-Routine Tasks

Employees may occasionally be required to perform hazardous non-routine tasks. Prior to starting such work, the supervisor of each affected employee will provide them with information about the hazardous chemicals to which they may be exposed. This information will include:

- ▶ specific chemical hazards.
- ▶ protective/safety measures the employee can take.
- ▶ measures the College has taken to lessen the hazard: ventilation, respirators, presence of another employee, and emergency procedures.
- ▶ review of MSDS.

I. Informing Contractors

The Director of Plant Services will be responsible for contacting each contractor before work begins to gather and disseminate information concerning chemical hazards that the contractor may intend to use on college property. Additionally, it is the responsibility of the Director of Plant Services to provide contractors with the following information:

- ▶ hazardous chemicals to which they may be exposed on the job-site.

▶ precautions they may take to lessen the possibility of exposure by use of appropriate protective measures.

▶ availability of MSDS for all hazardous chemicals on site and where a copy may be obtained.