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**Revision Responsibility:** Director of Facility Services and Safety  
**Responsible Executive Officer:** Vice President for Finance & Administration

**Source / Reference:** [Occupational Safety and Health Administration \(29 CFR 1910.1200\)](#)

## **PURPOSE**

The purpose of this written program is to establish the Columbia State Community College policies, procedures and responsibilities for the implementation and management of the Hazard Communication Program for employees, visitors, and contractors. This program is intended to satisfy the Occupational Safety and Health Administration (OSHA) requirements for a written Hazard Communication Program as is required in 29 CFR 1910.1200.

## **PROCEDURES**

### **I. Responsibilities**

#### **A. Director of Facility Services and Safety**

1. Develop and maintain a “Master” Hazardous Materials/Chemical List. The list will consist of the manufacturer’s name, product name and storage location.
2. Initially compile SDS’s into an SDS Manual cross referenced by manufacturer and product name, and update as required.
3. Audit program compliance at each campus.
4. Develop and maintain all training materials.
5. Provide supervision of the Facilities Services Office or others bringing in contractors in identifying hazards and protective measures.
6. Establish and maintain a training program for new employees and employees involved in job specific assignments such as spill response, security contractors, etc.

#### **B. Purchasing**

1. Purchasing is an essential point of control in administering the Hazard Communication Program.
2. There shall be “No” purchase of hazardous materials/chemicals without approval from the Director of Facility Services.

3. Provide the Director of Facility Services with SDS prior to purchase of a product not previously approved.
4. All purchase orders must specify:
  - a. SDS's must be provided.
  - b. Incoming containers will be properly labeled.
  - c. A copy of the label will be provided to Columbia State upon request.
  - d. Columbia State must be notified in advance of any changes in the current label wording or chemical composition.

## II. List of Hazardous Chemicals

- A. A baseline inventory of all hazardous chemicals used at Columbia State has been conducted by the Facility Services Office.
- B. If additional chemicals are needed, the purchaser shall follow the procedures outlined in this program for obtaining approval for new chemicals. The Facility Services Office will have the Safety Data Sheet (SDS) for these chemicals added to the chemical inventory.

## III. Methods of Informing Employees of the Hazards of Non-routine Tasks

- A. Facility Services / Maintenance staff or others bringing in contractors will review projects for potential hazards. Contractors will be made aware of the potential hazards and suggested protective measures.
- B. Significant spills are to be reported to the Director of Facility Services and Safety who will initiate the Spill Response Procedure. Only trained personnel are to become involved in the cleanup of significant spills.
- C. The Director of Facility Services and Safety is responsible for developing Spill Response Procedures and ensuring that spill team members and their supervisors receive periodic training and practice.

## IV. Multi-employer Workplaces (Contractors)

- A. All contractors shall be required to maintain a SDS for each chemical that they plan to bring on any of the Columbia State Campuses.
- B. Prior to use of chemicals on campus, each contractor has the responsibility to submit copies of these SDS to the Director of Facility Services and Safety.

- C. The Contractor's Supervisor is responsible for requesting any chemicals that their employees may encounter while performing work on Columbia State Campuses.
- D. This request should be submitted through the Director of Facility Services and Safety.

V. Labeling and Other Forms of Warning

- A. All containers housing any chemical on Columbia State campuses should be labeled or tagged at purchase.
- B. Any containers not labeled shall be labeled by the department's designee. The purpose is to provide all faculty, staff, and students with necessary information regarding the physical and health hazards associated with chemicals within each container.
- C. Labeling will include the following criteria:
  - 1. Identity of the hazardous chemical(s) contained.
  - 2. Appropriate hazard warnings, or alternatively words, pictures, symbols or combination thereof, may be acceptable for use.
  - 3. Labels and warnings should be legible, in English and prominently displayed on the container.
  - 4. Existing labels or labels on incoming containers will not be removed or defaced.

VI. Safety Data Sheets

- A. Each department utilizing hazardous chemicals shall designate a faculty or staff member responsible for ensuring that they have up to date SDS(s).
- B. A list of Hazardous Chemicals and SDS(s) are provided in each area in which they are used and are readily accessible during the work day to all faculty and staff.
- C. SDS(s) are obtained from the manufacturer for each chemical purchased.
- D. The Facility Services and Safety Office is responsible for updating of the Hazardous Chemical List and SDS.

VII. Training

- A. The Director of Facility Services and Safety, in conjunction with each functional department of the College, has made a determination of the required regulatory training.
- B. This assessment identifies individuals who will require annual hazard communication training.

- C. A copy of this training assessment is maintained in the office of the Director of Facility Services and Safety.
- D. Hazard Communication Training will be updated whenever a chemical with a new physical or health hazard is introduced into the workplace.
- E. Records of the training will be maintained by the Director of Facility Services and Safety.

VIII. Access to the Written Hazard Communication Program

- A. All employees can access a copy of the written hazard communication standard through the Columbia State Community College website at <http://www.columbiastate.edu/policies-procedures>.
- B. Any employee can also obtain a copy of the written Hazard Communication Program from the Director of Facility Services and Safety.

IX. Trade Secrets

- A. In an emergency, where a treating physician or nurse determines that the specific chemical identity of a hazardous chemical is necessary for emergency or first aid treatment, the manufacturer shall be contacted immediately through the emergency information number provided on the SDS.
- B. The manufacturer or importer is required by law to disclose the specific chemical identity of a trade secret chemical, regardless of the existence of a written statement or need of a confidentiality agreement.
- C. In a non-emergency situation, the employee, physician, industrial hygienist, or other person with a need to know a manufacturer's trade secret information may request that information in writing. However, the employee should consult first with the Director of Facility Services and Safety. Information acquired for an employee's medical record must be labeled "Trade Secret."