

Revision Responsibility: Director of Facility Services

Responsible Executive Officer: Vice President for Financial and Administrative Services

Source/Reference: [Tennessee Division of Occupational Safety & Health](#)

PURPOSE

To define responsibility and operational practices ensuring safe chemical storage, usage and handling procedures.

POLICY

- I. It is the policy of Columbia State Community College to provide a safe and healthy place in which to work, and at all times to comply with applicable regulations.

OBJECTIVE

- I. To establish within the Columbia State Community College (CSCC) family, the policies, and responsibilities for implementing the Hazard Communication Standard (29 CFR 1910, 2000)

ACCOUNTABILITY

- I. The EHS Coordinator has responsibility for the development and implementation of all aspects of the Hazard Communication Standard. All CSCC employees will review, understand and implement the policies under the Hazard Communication Program. Columbia State administration and instructors shall know the Hazard Communication Program and will assist in the training and orientation of all employees and applicable students. The EHS Coordinator shall assist the Departmental Heads in assigning responsibility relating to the implementation of this requirement. EHS Coordinator will meet with Deans and Associate Vice President to identify Departmental Heads personnel for training.

OVERVIEW

- I. This Program addresses the requirements of the OSHA Hazard Communication Standard (29 CFR 1910.1200). It will take the combined efforts of all departments to effectively develop and manage the various aspects of the program.

PROCEDURES

- I.
 - A. All chemicals / materials will be approved for purchase by the EHS Coordinator prior to submitting purchase orders or making individual purchases. (See Attachment 1 - Chemical Approval Process)
 - B. Material Safety Data Sheets (MSDS) shall be made available to CSCC personnel upon requests.
 - C. MSDS can be obtained by any member of the administration by contacting the main office at the Clifton, Columbia, Franklin, Lawrenceburg and Lewisburg campuses. Master manuals are available at the main campus in Facilities Services and the main office for each satellite campus for your review. You may request a copy by contacting security or the main office and requesting a copy of the MSDS.
 - D. All incoming materials/chemicals shall be properly labeled as described in Attachment 2- Labeling Guideline.
 - E. All affected instructors / students shall be trained in the physical and health hazards of chemicals and how to properly handle hazardous materials/chemicals including personal protective equipment.
 - F. Contractors and instructors / students of CSCC engaged in non-routine situations will be informed regarding potential hazards and required personal protective equipment to be worn when handling and identifying hazardous materials/chemicals.
 - G. MSDS's will be reviewed and approved by the EHS Coordinator.
 - H. MSDS master files will be maintained by the EHS Coordinator.

RESPONSIBILITIES

- I. EHS Coordinator
 - A. Develop and maintain a "Master" hazardous materials chemical list. The list will consist of the Manufacturer's name, Product name and storage location.
 - B. Review all MSDS's for acceptability of content, intended use and maintain the master MSDS file.
 - C. Initially compile MSDS's into an MSDS manual cross referenced by manufacturer and product name.
 - D. Audit program compliance at each campus.
 - E. Specify the format of in-house labels to be provided to designated personnel for labeling requirements.
 - F. Develop and maintain all training materials.
 - G. Provide initial training for leadership committee, instructors and CSCC personnel, provide training materials for departmental use and provide support to CSCC personnel on technical issues.
 - H. Provide consulting services to Facilities Services Group or others bringing in contractors in identifying hazards and protective measures.

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- I. Establish and maintain a training program for new employees and employees involved in job specific assignments such as spill response, security contractors, etc.

I. PURCHASING

- I. Purchasing is an essential point of control in administering the Hazard Communication Program.
- II. There shall be "No" purchase of hazardous materials/chemicals without prior written approval from the EHS Coordinator. The form entitled Chemical Approval / Hazardous Material Review Form will be used for approval purposes (See Attachment 2). The form is not required for chemicals currently on the Master Chemical List provided the same manufacturer is utilized.
- III. Provide EHS Coordinator with MSDS prior to purchase of a product not previously approved.
- IV. All purchase orders must specify:
 1. MSDS's must be provided.
 2. Incoming containers will be properly labeled.
 3. A copy of the label will be provided to CSCC.
 4. CSCC must be notified in advance of any changes in the current label wording or chemical composition.

J. FACILITIES SERVICES GROUP / DEPARTMENTAL DESIGNEES

- I. Will train employees regarding the hazards associated with materials/chemicals within their job functions work group. Written documentation is required.
- II. Will contact the EHS Coordinator to obtain the necessary information to answer employee right to know requests.
- III. Will review and update materials usage of specified chemicals as identified by the EHS Coordinator. Submit this report to the EHS Coordinator by requested due date.
- IV. Will obtain:
 - V. Necessary MSDS's from supplier.
 - VI. Complete the Chemical Approval / Hazardous Material Review Form
 - VII. Submit the form and seek approval of the Chemical Approval / Hazardous Material Review Form from the EHS Coordinator.
 - VIII. Provide the approved form to purchasing prior to initiating the order process.
 - IX. Ensure that all containers in his/her areas of responsibility are properly labeled in accordance with Attachment 2.
 - X. Will reject any containers not properly labeled.
 - XI. Will reject any materials which are not on the Master Chemical List or recently approved form
 - XII. Forward MSDS's received with shipments to EHS Coordinator.

K. HAZARD COMMUNICATIONS STANDARD INFORMATION & TRAINING

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- I. All affected instructors, employees and on-site contractors will be informed of:
 1. Contents of the standard.
 2. Location and availability of this written program.
 3. The location and availability of Material Safety Data Sheets.
 4. How to understand a Material Safety Data Sheet.
 5. Existence of labels on incoming commodities and the use of the in-house labeling system.
 6. The existence of training materials.
 7. The physical and health hazards of the chemicals in their respective work areas.
 8. Proper protective measures including work practices, emergency procedures (where applicable) and personal protective equipment.
 - II. All contractors who are selected for a specific project will be informed of:
 1. Location and availability of this written program.
 2. The location and availability of Material Safety Data Sheets.
 3. Container labeling requirements and prior approval of materials to be brought on site.
 4. The physical and health hazards of the chemicals in their respective work areas.
 5. Proper protective measures including work practices, emergency procedures (where applicable) and personal protective equipment.

L. NON-ROUTINE INFORMATION & TRAINING

- I. Facilities Services / Maintenance or others bringing in contractors will review projects for potential hazards. Contractor will be made aware of the potential hazards and suggested protective measures.
- II. Significant spills are to be reported to the Facilities Services Manager who will initiate the Spill Response Procedure. Only trained personnel are to become involved in the cleanup of significant spills.
- III. The EHS Coordinator is responsible for developing spill response procedures and ensuring that spill team members and their supervisors receive periodic training and practice.

LABELING INSTRUCTIONS:

- II. All containers housing any chemical on CSCC campuses will be labeled or tagged. The purpose is to provide all employees / students with necessary information regarding the physical and health hazards associated with chemicals within each container. Labeling will follow the following criteria:
 - A. Identity of the hazardous chemical(s) contained.
 - B. Appropriate hazard warnings, or alternatively, words, pictures, symbols or combination thereof.

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- C. Labels and warnings should be legible, in English and prominently displayed on the container.
 - D. Existing labels or labels on incoming containers will not be removed or defaced.

ATTACHMENTS:

- III. Chemical Approval Process (Attachment 1)
Labeling Guideline (Attachment 2)