

DUTCHESS COMMUNITY COLLEGE

HAZARD COMMUNICATION

“Right-To-Know” Program

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Table of Contents

Introduction	Page 2
Hazard Communication Standard Summary	Page 3
Chemical Inventory List	Page 4
Safety Data Sheets	Page 5
Container Warning Labels	Page 6
Non-Routine Work Tasks	Page 8
Contractor Coordination	Page 9
Training	Page 10
Appendix A HCS Pictograms and Hazards	Page 11

HAZARD COMMUNICATION

The Occupational Safety and Health Administration Hazard Communication Standard (29 CFR 1910.1200) requires that all employers develop and implement a “written hazard communication program”. This program, as put together in this Hazard Communication plan document, is designed to implement the OSHA Hazard Communication Standard and the New York Labor Law chapter 551 Articles 28 and 48 “Right - To - Know” requirements.

The primary intent in issuing these standards is to ensure that employees will receive as much information as needed concerning the hazardous chemicals in their work place. This information will be presented to our employees prior to starting work, when changing jobs which change the hazardous substances to which they are exposed or when new hazards are introduced into their work area, and/or annually, as required thereafter.

The purpose of this program is to ensure that:

- All employees are aware of our Hazard Communication Program and that it is available to all employees, their designated representatives, and OSHA/PESH representatives.
- All hazardous chemicals used in the work place are labeled, and that a list of chemicals is maintained.
- Safety Data Sheets (SDS) are available for all hazardous chemicals.
- Employees receive information and training so that they are informed of the requirements of the standard and trained about hazards in their workplace.
- All persons involved in non-routine work tasks are informed of the hazards of such tasks.
- Contractors and their employees are informed of hazards before performing work in our facility, that contractors/subcontractors inform us of any hazardous materials brought into our facilities, and that we have procedures in place so that we can become aware of hazards we may encounter on job sites to which we may send employees.

Dutchess Community College does not allow Employees and/or Student to bring hazardous chemicals onto Dutchess Community College Property without prior approval. To receive prior approval contact the Department of Risk Management: Safety Coordinator at (845)431-8598.

Dutchess Community College will make every effort to purchase and use the least hazardous materials available for their intended application.

HAZARD COMMUNICATION STANDARD SUMMARY

The Hazard Communication Standard requires employers to establish a Hazard Communication Program in order to transmit information about the hazards of chemicals to their employees by means of labels on containers, safety data sheets, and training programs. This means gathering information on the products used and then putting it into the hands of those who need it...the workers. Implementation of this Hazard Communication Program is intended to reduce the incidence of chemically related occupational illnesses and injuries.

Employees in a business where chemicals are used, stored and distributed must:

1. Compile an inventory list of the hazardous substances used.
2. Collect Safety Data Sheets (SDS) for each of these materials.
3. Review the SDS of each substance to determine if it contains ingredients which are hazardous.
4. Inspect containers to make sure that each pail, drum, package, tube, etc., is labeled with the name of the product, its manufacturer or distributor and an appropriate hazard warning.
5. Develop a written Hazard Communication Program which describes how the requirements of the Standard will be met.
6. Provide to employees information and training which covers the requirements of the Standard and specific hazard information.

Within the Hazard Communication Standard are additional requirements which build upon, or further define those listed above.

The complete Standard, as issued in the Federal Register, can be viewed at:

https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10099 .

CHEMICAL INVENTORY LIST (CIL)

1. The Chemical Inventory List is available online with MSDSOnline found on the Dutchess Community College Intranet Webpage on the: **myDCC Welcome Page under Quick Links: Safety Data Sheet E-Library**. A back-up copy of the Chemical Inventory List is available in the Department of Risk Management with the Safety Coordinator.

2. The list is maintained by the DCC Safety Coordinator and designated Departmental System Managers. This group is responsible for adding new chemicals as well as maintaining the existing Chemical Inventory List for their Department. There are dedicated Departmental System Managers in each of the following Departments: AHBS, MPCS and PVAC. The Departmental System Managers name and contact information are identified on the Safety Data Sheet E-Library under the Safety Center Tab. The Department of Risk Management: Safety Coordinator or his/her designee is responsible for maintaining and updating the Chemical Inventory List for all remaining Departments on the College Campus.

3. When a new chemical or a new SDS is received the receiver will send a copy of the SDS to the Department's System Manager or the Safety Coordinator as applicable. The Departmental System Manager or Safety Coordinator will update the online Chemical Inventory System.

Note: Each Departmental System Manager will be aware that, while solid products such as wood pieces, steel beams and welding rods are exempt from the standard, they become covered by the standard once they are worked on (cut, welded, etc.). If these actions are to be performed on any materials, the materials must appear on the CIL and a SDS must be obtained.

Safety Data Sheets (SDS)

1. The Master SDS E-Library is available online with MSDSOnline found on the Dutchess Community College Intranet on the: **myDCC Welcome Page under Quick Links: Safety Data Sheet E-Library**. The Safety Data Sheet E-Library contains SDS for all hazardous materials used by Dutchess Community College employees. A back up copy of all SDS's is available in the Department of Risk Management with the Safety Coordinator.
2. The Master SDS E-Library is maintained by the Safety Coordinator and designated Departmental System Managers. This group is responsible for adding new SDS's as well as maintaining the existing SDS's Files in the E-Library for their Department. There are dedicated Departmental System Managers in each of the following Departments: AHBS, MPCS and PVAC. The Departmental System Managers name and contact information are identified on the Safety Data Sheet E-Library under the Safety Center Tab. The Department of Risk Management: Safety Coordinator or his/her designee is responsible for maintaining and updating the SDS E-Library for all remaining Departments on the College Campus.
3. A copy of each SDS received by Departments and/or the Receiving Department will be sent to the appropriate Departmental System Manager or the Safety Coordinator as applicable.
4. Upon the receipt of an SDS the Department System Manager or the Safety Coordinator will update the SDS E-Library with the new SDS.

Obtaining SDS from the Supplier/Manufacturer

5. It is the responsibility of the receiver of the material to insure that each hazardous material is delivered with or preceded by an SDS.
6. In the event the first chemical shipment is not preceded or accompanied by an SDS, the receiver will notify the Safety Coordinator or the designated Departmental System Manager who will obtain a SDS through the online SDS system database or from the supplier/manufacturer by on line means or contacting the supplier directly. Note: No chemical will be released for Departmental use until an SDS is loaded into the SDS E-Library.

CONTAINER WARNING LABELS

1. Labels affixed by the manufacturer or supplier of the chemical must include:
 - a. Product Identifier (name) of the hazardous chemical
 - b. Signal Word
 - c. Hazard statement(s)
 - d. Pictogram(s)
 - e. Precautionary statement(s)
 - f. Name, address, and telephone number of the chemical manufacturer, importer or other responsible party

2. It is the responsibility of the receiver of the materials to insure that all hazardous materials containers delivered to Dutchess Community College have appropriate labels. In the event a container is not labeled, the receiver of the material will notify the Safety Coordinator or the designated Departmental System Manager who will request a proper label from the manufacturer.

3. When materials are transferred from labeled containers to secondary in-house containers, the in-house containers must be labeled. It is the responsibility of the Safety Coordinator or the designated Departmental System Manager or his/her designee to create the label and insure that it is affixed to the container.

4. The label must contain items a thru e above or product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemical, and which, in conjunction with the other information immediately available to employees under the Hazard Communication Program, will provide employees with specific information regarding the physical and health hazards of the hazardous chemical.

Note: Suppliers of solid metal materials which may emit hazardous substances when worked upon are required to supply labels with the first shipment of that material.

5. To create the label, the responsible individual shall follow the guidelines that are required in item 4 above or;
 - a. Copy the name of the hazardous material as noted on the original “shipping” label.
 - b. List any of the physical or health hazards and any of the target organs noted below, and/or any synonyms as found on the label.

Physical Hazards

Health Hazards

Target Organs

Combustible
Compressed gas
Flammable
Explosive
Oxidizer
Pyrophoric
Reactive/Unstable
Water reactive

Carcinogen
Corrosive
Irritant
Mutagen
Sensitizer
Teratogen
Toxic/Poison

Blood
Cardiovascular System
Central Nervous System
Eyes
Kidneys
Liver
Lungs
Reproductive System
Skin

6. For processes using in-house stationary containers, such as dip tanks and plating tanks, signs, placards, process sheets, batch tickets, operating procedures or other such written material in lieu of affixing labels to individual stationary process containers as long as the alternate method identifies the containers to which it is applicable. However, these written materials must contain the same information as required on the labels and must be readily accessible to the employees in their work area throughout each work shift.
7. The employer is not required to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for immediate use of the employee who performs the transfer.
8. The Safety Coordinator or the designated Departmental System Manager is responsible for reviewing and updating label information when new and significant information is found. This information should be extracted from revised SDS provided by the supplier/manufacturer.

NON-ROUTINE WORK TASKS

1. On occasion, it is necessary for employees to perform jobs which they do not perform on a routine basis and that may involve potential exposure to hazardous chemicals.
2. Under such circumstances, it is the responsibility of the supervisor to determine what hazards are present or may be created by the tasks. The supervisor is responsible for communicating this information to the employee. The supervisor will also make sure that any special equipment and/or personal protective equipment is available and used to perform the work safely.
3. Upon request the supervisor will provide to the employee a copy of all SDS of the potential exposure to each hazardous chemical that apply.
4. The supervisor should contact the Department of Risk Management; DCC Safety Coordinator for assistance if he/she has difficulty with the provisions stated in items 2 and 3 above.

CONTRACTOR COORDINATION










1. All persons on job sites are entitled to information regarding the chemicals to which they are exposed in their work areas and our employees are entitled to information regarding the chemicals to which they may be exposed as the result of the work processes of other contractors.
2. The Department Head or his/her designee is responsible for the coordination of information between Dutchess Community College and any other contractors concerning all aspects of this Hazard Communication Program.
3. When the Department Head or his/her designee is informed that contractors will be on site, he/she will advise them in person of: any chemical hazards that may be encountered during the normal course of their work on the site; our labeling system; the protective measures required; the safe handling procedures necessary; and our emergency alarm system(s). In addition, the Department Head or his/her designee will notify these individuals of the availability of our Safety Data Sheets.
4. Each contractor bringing chemicals on site must provide the Department Head or his/her designee with the appropriate hazard information on these substances, including labels used and the precautionary measures to be taken in working with those chemicals. The contractors must also inform the Department Head or his/her designee as to where on our job site the contractor will maintain a Chemical Inventory List and appropriate SDS file.
5. The Department Head or his/her designee is also responsible for providing information to any relevant parties about any potentially hazardous substances we may bring into any job site at which we may work as contractors.
6. Department Heads or his/her designee should contact the Department of Risk Management; DCC Safety Coordinator for assistance if he/she has any difficulty with the provisions stated in items 2 thru 5 above.

TRAINING

1. Dutchess Community College will conduct training as required by the Standards, when:
 - A new employee is hired, prior to working with hazardous materials.
 - An employee changes jobs to one that exposes him/her to a new hazard(s).
 - A new hazard (not necessarily a new material) is introduced into an employee's work place or when new information becomes available for a substance already in use in the work place.
2. All employees having actual or potential exposure to hazardous chemicals will receive annual training in Hazard Communication and Right-to-Know.
3. The training will be conducted by the Department of Risk Management or his/her designee. Copies of all training records should be forwarded to the Human Resource Department. The Human Resource Department will maintain documented records regarding all relevant training.
4. The topics to be covered in the information and training program include:
 - A summary of the provisions of the Hazard Communication Standard.
 - Any operations in employees' work areas where hazardous chemicals are present.
 - A summary of the written hazard communication program including the location and availability of the written program, chemical inventory list(s) and SDS E-Library.
 - Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
 - The measures employees can take to protect them selves from any chemical or physical hazards, including information on work practice, emergency procedures and personal protective equipment required by the employer.
 - An explanation of how employees can obtain and use the appropriate hazard information on the labels and on the SDS.
 - Information on in-house labeling system.
 - Information on procedures for non-routine work tasks.

Appendix A

HCS Pictograms and Hazards

<p>Health Hazard</p> 	<p>Flame</p> 	<p>Exclamation Mark</p> 
<ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
<p>Gas Cylinder</p> 	<p>Corrosion</p> 	<p>Exploding Bomb</p> 
<ul style="list-style-type: none"> • Gases under Pressure 	<ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals 	<ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame over Circle</p> 	<p>Environment (Non Mandatory)</p> 	<p>Skull and Crossbones</p> 
<ul style="list-style-type: none"> • Oxidizers 	<ul style="list-style-type: none"> • Aquatic Toxicity 	<ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)