

## **HAZARD COMMUNICATIONS PROGRAM**

The purpose of this notice is to inform you that our Feather River Community College is complying with the Cal-OSHA Hazard Communication Standard and Title 65, by compiling a hazardous chemical list, by using MSDS's, by ensuring that containers are labeled, and by providing you with training.

This program applies to all operations where you may be exposed to hazardous substances under normal working conditions or during an emergency situation.

Director of Human Resources, the Program Administrator acting as the representative of the President of Feather River Community College, has overall responsibility for the program. This person will review and update the program, as necessary. Under this program, you will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take to protect yourselves from these chemicals. You will also be informed of the hazards associated with non-routine tasks, and the hazard associated with chemicals in unlabeled hoses or pipes.

### **Responsibilities of Program Administrator**

The Program Administrator shall administer the Hazardous Communication Plan, the Emergency Response Plan, the Evacuation Plan, the Business Plan (emergency procedures) and the Hazardous Waste Program with the assistance of the Campus Safety Officer who will coordinate the day-to-day duties of these programs.

### **Responsibilities of Campus Safety Officer**

- Maintain an inventory of those hazardous substances found on the campus. Update inventory annually and submit to Plumas County Environmental Health Department and Quincy Fire Department by March 1<sup>st</sup> each year.
- Maintain Material Safety Data Sheets for each hazardous substance, making information available to all personnel.
- Assure that all individuals are properly trained.
- Maintain documentation of training.

## **List of Hazardous Chemicals**

The Safety Officer with the assistance of area supervisors will make a list of all hazardous chemicals and related work practices used in the facility, and will update the list annually. The list of chemicals identifies all of the chemicals used in our work process areas. A separate list is available for each work area and is posted there. Each list also identifies the corresponding MSDS for each chemical. A master list of these chemicals will be maintained by, and is available from the Safety Officer.

## **Material Safety Data Sheets (MSDS's)**

MSDS's provide you with specific information on the chemicals that you use. The Safety Officer will maintain a binder in the Maintenance Department with an MSDS on every substance on the list of hazardous chemicals that is used. The MSDS will be a fully completed OSHA Form 174 or equivalent. The area supervisor will ensure that each work site maintains an MSDS for hazardous materials in that area. MSDS's will be made readily available to you at your workstations.

The Safety Officer is responsible for acquiring and updating MSDS's. The Safety Officer will contact the chemical manufacturer or vendor if additional research is necessary or if an MSDS has not been supplied with an initial shipment.

All new chemical procurements for the Feather River Community College must be reported to the Safety Officer. A master list of MSDS's is available from Safety Officer.

## **Labels and Other Forms of Warning**

The Safety Officer with the assistance of the area supervisors will ensure that all hazardous chemicals at the sites are properly labeled and updated, as necessary. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party.

Your area supervisors will refer to the corresponding MSDS to assist you in verifying label information.

If there are a number of stationary containers within a work area that have similar contents and hazards, signs will be posted on them to convey the hazard information. On our stationary process equipment, regular process sheets, batch tickets, blend tickets, and similar written materials will be substituted for container labels when they contain the same information as labels. These written materials will be made readily available to you.

If you transfer chemicals from a labeled container to a portable container that is intended only for your immediate use, no labels are required on the portable container. Hoses or piping systems will not be labeled but their contents will be described in the training sessions.

### **Non-Routine Task**

When you are required to perform hazardous non-routine tasks (e.g., cleaning tanks, etc.), a special training session will be conducted to inform you regarding the hazardous chemicals to which you might be exposed and the proper precautions to take to reduce or avoid exposure.

### **Training**

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by the Safety Officer and the area supervisors.

Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings will also be used to review the information presented in the initial training. Supervisors will be extensively trained regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices. The training plan will emphasize these items:

- Summary of the OSHA standard
- Feather River Community College's Hazardous Communications Program.
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity)
- Methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled Pipes).
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).
- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- Procedures to protect against hazards (e.g., personal protective equipment required, proper use, and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response).

- Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
- Where MSDS's are located, how to read and interpret the information on both labels and MSDS's, and how employees may obtain additional hazard information.

The Safety Officer will review our employee-training program and advise the supervisors on training or retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the work, but it will be Feather River Community College policy to provide training regularly in safety meetings to ensure the effectiveness of the program. As part of the assessment of the training program, the Safety Officer will obtain input from employees regarding the training they have received, and their suggestions for improving it.

### **Contractor Employers**

The Safety Officer upon notification by a supervisor will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, The Safety Officer will notify these individuals of the location and availability of MSDS's. Each contractor bringing chemicals on-site must provide Feather River Community College with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

### **Additional Information**

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable MSDS's, and chemical information lists from the Safety Officer.

### **Cleaning Supplies that can be purchased in local retail stores**

These chemicals and materials are all potentially hazardous and can cause physical and health hazards if used improperly. The manufacturer must label these chemicals and each person must read and follow the directions printed on the manufacturer's labels.

If you use containers, other than supplied by the manufacturer, the container must also be labeled with the contents of the material and the manufacturer's instructions must be followed.

Material Safety Data Sheets are required for all chemicals introduced into the workplace, however, the cleaning supplies and materials that can be routinely purchased in retail stores, such as the types of chemicals used in the home, do not require MSDS, or Material Safety Data Sheets. It is always important that chemicals be properly labeled and that the manufacturer's instructions for using, handling, storing and disposing of all chemicals be followed by anyone using these materials. If you have any questions, contact your supervisor.

### **Emergency Response Procedure**

If a spill occurs:

1. Contact Safety Coordinator:
  - Days--Ralph Schroeder at extension 259 or at pager campus pager 17 or Sheriff pager 283-6300 call 702
  - Nights--John Burns, call 394-7613
2. Evaluate the situation to determine the level of the response necessary.
  - Level 1—No immediate danger
  - Level 2—Emergency Exists--Dial 9-911 and request assistance
  - Notify Campus switchboard
3. Site Control Plan Implementation--notify personnel that a emergency exists

*Superintendent/President*

*Assistant Superintendent*

*Facilities/Maintenance*

*Safety Officer*

*Human Resource Director*

*Dean of Students*

*Public Information Officer*

4. Off-Site Notifications

CHP Quincy 283-1100

County Sheriff 283-6300

Office of Emergency Services 283-6332

5. Evacuate as Necessary

- Move crosswind, never directly or against the wind that may be carrying toxic fumes.
  - Direct all students and staff to follow a specific route to meet at a regrouping area where designee will take roll. Alert safety coordinator for missing persons.
  - Check areas. Check all parts of buildings, remote areas and restrooms to insure that everyone has been evacuated.
  - Provide 1st aid. Treatment to be coordinated with campus nurse. All persons affected by exposure to hazardous materials during a chemical incident will be transported to Plumas District Hospital. A copy of the Material Safety Data Sheet will accompany the affected person to hospital.
  - All individuals must be held at a safe distance until released by Administrator in charge
  - All may not return to the site until declare safe by Emergency Services Officials
6. Rescue
    - Designated rescue provider is Quincy Fire Department.
    - No one is to enter without proper training and appropriate safety equipment.
  7. Initial Response Actions (Containment/Protect Sensitive Receptors)
    - Review Material Safety Data Sheet (MSDS) for know materials
    - Follow instructions on MSDS
    - If material is unknown wait for Hazmat Team
  8. Coordinate with Off-Site Responders
    - Quincy Fire Department is designated Hazmat provider.
  9. Cleanup/Decontaminate
  10. Follow-up Reports and Incident Response Critique.