

**Title: Hazard Communication Policy**

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  - Responsibility: Facilities
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**Policy:**

**Pursuant to the requirements set forth in OSHA Standard 29 CFR 1910.1200, “Hazard Communication”; COMAR 09.12.33 Maryland Occupational Safety and Health Regulations for Access to Information About Hazardous and Toxic Substances, Cecil College will establish an on-going program providing access to information about hazardous substances in the workplace which will encompass the following required procedures:**

**Procedures:**

**Responsibilities:**

- The program administrator at Cecil College is the Facilities Manager (Program Administrator). The Program Administrator has the primary responsibility for coordinating the implementation of the Hazard Communication Program.
- The following individual departments are responsible for working in conjunction with the Program Administrator to ensure program compliance:
  - Lab Sciences
  - Nursing
  - Milburn Stone Theater
  - Arts
  - Fitness and Wellness
  - Commercial Driver Training
  - Skilled Trades Workforce Training
- In coordination with the Program Administrator, designees for each department will be responsible for the following:

- Maintaining a **Chemical List** of hazardous chemicals that are utilized in each respective department.
- Compilation of **Safety Data Sheets (SDS)** for all listed chemicals.
- Maintaining a list of employees that handle or could be exposed to the chemicals.
- Ensuring departmental employees complete Hazard Communication Training in SafeColleges and maintaining training logs. **Training must occur at time of hire or when a new chemical is introduced to the workplace.** The Program Administrator will maintain a comprehensive training log.
- Instructors that administer classes off-campus should be familiar with site specific Hazard Communication procedures.
- All Employees are responsible for complying with each provision of this policy and for informing the Program Administrator immediately if any deficiencies or non-compliance issues are discovered.

**Availability:**

- The written Hazard Communication Plan will be made available to all interested parties upon request.

**1. Introduction**

Cecil College is committed to preventing accidents and ensuring the safety and health of our employees and will comply with all applicable federal and state health and safety regulations. Under this program employees are informed of the contents of the OSHA Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. These chemicals may be physical or health-related. This written Hazard Communication Plan is available at the Facilities Building for review by all employees.

**2. Identifying Hazardous Chemicals**

A department specific chemical list is maintained and readily available that identifies all hazardous chemicals with a potential for employee exposure in each specific departmental workspace. Detailed information about the physical, health, and other hazards of each chemical is included in a Safety Data Sheet (SDS); the product identifier for each chemical on the list matches and can be easily cross-referenced with the product identifier on its label and on its Safety Data Sheet.

**3. Identifying Containers of Hazardous Chemicals**

The labeling system to be used by Cecil College will follow the requirements in the 2012 revision of the OSHA Hazard Communication Standard to be consistent with the United Nations Globally Harmonized System (GHS) of Classification of Labeling of Chemicals. The label on the chemical is intended to convey information about the

hazards posed by the chemical through standardized label elements, including symbols, signal words and hazard statements.

All hazardous chemical containers used at Cecil College will have:

- A. The **original manufacturer's label** that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.
- B. A label with the appropriate label elements just described.
- C. **Workplace labeling** that includes the product identifier and words, pictures, symbols, or combination that provides at least general information regarding the hazards of the chemicals.

Each department, in coordination with the Program Administrator, will ensure that all containers are appropriately labeled. No container will be released for use until compliant labeling is verified. Workplace labels must be legible and in English. Small quantities intended for immediate use may be placed in a container without a label, provided that the individual keeps it in their possession and is properly contained/disposed of at the end of the work day. However, the container should be marked with its contents.

#### **4. Safety Data Sheets (previously known as Material Safety Data Sheets)**

The manufacturer or importer of a chemical is required by OSHA to develop a Safety Data Sheet (SDS) that contains specific, detailed information about the chemical's hazard using a specified format. The distributor or supplier of the chemical is required to provide this SDS to the purchaser.

SDS's are readily available to all employees during their work shifts. Employees can review SDS for all hazardous chemicals used at this workplace. **SDS Binders are located in the following locations:**

##### **SDS Locations**

\*Master copy located in Facilities Building Conference Area

##### **North East Campus**

- Custodial SDS in every custodial closet in each building
- Custodial SDS in custodial storage bay
- Grounds & Maintenance SDS in Grounds and Maintenance shop area
- CDL SDS in storage trailer at training lot
- SDS in kitchen in Facilities Building

- Nursing – Technology Center Room 403 (by the door)
- Milburn Stone Theatre – Workshop and Costume Room
- Fitness & Wellness Center – Front Desk Drawer
- Lab Sciences/Chemistry – Arts & Sciences Building Room 413 (on wall outside of Prep Lab); Arts & Sciences Building Room 417 (at Teacher’s Station in the lab); Arts & Sciences Building Room 431 (on wall); Engineering & Math Building Room 207 (on the counter in Prep Lab)
- Arts/Drawing & Painting - Arts & Sciences Building Room 231 (above the sink/near the first aid station)

### **Elkton Station**

- Custodial SDS in every custodial closet in building
- Arts/Ceramics Studio – Elkton Station Room 117 (outside of room on shelving unit)

### **Foundation (Cedar House)**

- Custodial SDS located in the closet to the left of the front door

The SDS’s are updated and managed by departmental designees in coordination with the Program Administrator.

## **5. Training Employees about Chemical Hazards**

Before employees start their job or are exposed to new hazardous chemicals, employees must attend a hazard communication training that covers the following topics:

- An overview of the requirements in OSHA’s Hazard Communication Standard
- Hazardous chemicals present in their workplace
- Any operations in their work area where hazardous chemicals are used
- The location of the written hazard communication plan and where it may be reviewed
- How to understand and use the information on the labels and in Safety Data Sheets
- Physical and health hazards of the chemicals in their work areas
- Methods used to detect the presence or release of hazardous chemicals in the work area
- Steps taken to prevent or reduce exposure to chemicals
- How employees can protect themselves from exposure to these hazardous chemicals through use of engineering controls/work practices and personal protective equipment

- An explanation of any special labeling present in the workplace
- An explanation of pictograms, signal words, hazard statements, and precautionary statements
- Emergency procedures to follow if an employee is exposed to these chemicals

Department designees, in coordination with the Program Administrator, are responsible to ensure that employees receive this training. After attending the training, employees will sign a form verifying that they understand the above topics and how the topics are related to our hazard communication plan.

Prior to introducing a new chemical hazard into any department, each employee in that department will be given information and training as outlined above for the new chemical hazard.

## **6. Informing Employees Who Perform Special Tasks**

Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, the appropriate supervisor will inform them about the chemical's hazards. The supervisor will also inform the employee about how to control exposure and what to do in an emergency. The supervisor will evaluate the hazards associated with these tasks and provide appropriate controls including personal protective equipment and additional training as required.

## **7. Informing Contractors and Other Employees About Hazardous Chemicals Utilized on Campus**

If employees of a contractor may be exposed to hazardous chemicals working on campus (for example, employees of a construction contractor working on-site) it is the responsibility of the Program Administrator or departmental designee to provide contractors and their employees with the following information:

- A Safety Data Sheet identifying the chemical and an explanation of the container labeling system
- Safe work practices to prevent exposure

The Program Administrator will also obtain a Safety Data Sheet for any hazardous chemical a contractor brings into the workplace.