



Hazard Communication Plan

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**NORTHEAST COMMUNITY COLLEGE
HAZARD COMMUNICATION PLAN**

Northeast Community College is committed to the safety and security of students, faculty, staff, and visitors. In order to support that commitment, Northeast Community College (Northeast) has established a comprehensive Hazard Communication Plan that outlines Northeast's directives relevant to classifying chemical hazards and communication relevant information concerning the hazards to all employees impacted by their use. The Hazard Communication Plan is an official plan of Northeast and coincides with the College's governing board policies and procedures. The plan supports ongoing training, practical exercises, and maintenance of resources to provide a safe working and learning environment.



Northeast Community College President

26 Oct 2022
Date

**NORTHEAST COMMUNITY COLLEGE
HAZARD COMMUNICATION PLAN
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1. General

One of the goals of Northeast Community College (Northeast) is promote safe work practices in an effort to minimize the incidence of injury and illness experienced by employees. Relative to this goal, Northeast has adopted best management practices relevant to the Hazard Communication standard to ensure that the hazards of all chemicals used in the workplace are evaluated and that information concerning their hazards is transmitted to employers and employees.

1.1 Location of Hazard Communication Plan

The Hazard Communication Plan is available for review by all College employees at the following central locations:

- Physical Plant
- Northeast's Internet Site: www.Northeast.edu or via Sharepoint for employees.

Copies of the plan may be obtained by contacting the Physical Plant.

1.2 Responsibility

The Executive Director of Physical Plant or designee is the overall Hazard Communications Coordinator with responsibility for updating and maintaining the Hazard Communication Plan, overseeing all employee training, labeling of containers, and ensuring Safety Data Sheets (SDS) are obtained/maintained according to the Hazard Communication Standard (HCS). Each department or academic program is responsible for its respective area. It is the responsibility of each employee to assess the hazardous chemicals and materials in their work area and comply with the Hazard Communication Plan.

It is the responsibility of the Executive Director Physical Plant or designee to inform contractors of the hazards in the work area to which they are assigned.

The Educational Services Division will provide hazard communication training for all students as required.

The plan will be reviewed annually to ensure it meets the minimum requirements outlined within best management principles. The review will consist of each of the following elements of the Hazard Communication Plan:

- a. Hazard assessment
- b. Assessment of applicable regulations
- c. Written plan(s)
- d. College policies and procedures
- e. Training
- f. Inspection audits
- g. Designated employee accountability

2. Container Labels

Container labels will be in accordance with current and accepted OSHA and National Fire Protection Association (NFPA) Standard. *See Appendix A for OSHA HCS Quick Card Sample Label.*

It will be the responsibility of the supervisor and individual employee in each area to ensure proper labeling of containers occur. This includes original and ancillary container types.

2.1 Materials Received

All containers must enter and be received either in the warehouse by Shipping/Receiving or in worksite areas. All personnel will rely exclusively on the container labels prepared by the chemical manufacturer, importer or distributor. These labels will be checked by the department receiving the material to verify that they are properly and clearly marked in English with the following:

- Name of the product
- Pertinent safety data
- Name and address of the manufacturer

2.2 Materials Shipped

Any manufactured hazardous substances leaving the campus must be accompanied by the data listed in paragraph 2.1 of this document. In addition, if material is shipped, an SDS is to be included. Chemical waste will be shipped via a contracted vendor, in compliance with EPA and DOT regulations. Records will be maintained in the Physical Plant department.

2.3 Missing Labels

Missing, defaced or illegible labels will be replaced immediately with clean, properly marked labels. If there are labels missing, contact the Physical Plant department.

2.4 Ancillary Containers

Ancillary containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer, are not required to be labeled if completely consumed by the end of the work period. However, all other portable containers will be labeled to display product identifier plus wording, pictures, symbols, or a combination that provide information on the physical hazards of the chemical. This information should be obtained from the shipping container label or the SDS. If any containers are missing labels, contact the Physical Plant department.

3. Safety Data Sheets (SDS)

A Master Chemical List will be compiled and maintained in the Physical Plant department.

A new SDS must be received prior to or at the time of the first shipment of any potentially hazardous chemical from a supplier. Northeast will not purchase products from any supplier that does not provide an appropriate SDS in a timely fashion. SDS's must conform to the most recent NFPA and HCS requirements.

A copy of each new SDS that is received or brought into the facility by any department or employee must be forwarded to the Physical Plant department. The department that received the material is responsible for maintaining a copy of the SDS used in that area. The SDS will be added to the Master Chemical List and stored for future reference.

3.1 Location

A Master Chemical List of hazardous chemicals will be maintained for reference in the Physical Plant department. This list will be expanded as new chemicals are ordered and/or received. All new chemical products will be appropriately labeled and an SDS obtained before receiving material at Northeast. Outdated SDS's will be kept for in the Physical Plant department. All area specific SDS's will be kept in a clearly marked binder, computer program, or other media source, which is readily available for use, if needed.

3.2 Hazard Determination

An SDS will be requested for all incoming hazardous substances. Northeast will rely on furnished SDS's for their hazard determination evaluations.

3.3 SDS Information

Per OSHA, all SDS's will have complete information in each of the following categories:

- Section 1. Identification
- Section 2. Hazard(s) identification
- Section 3. Composition/information on ingredients
- Section 4. First-aid measures
- Section 5. Fire-fighting measures
- Section 6. Accidental release measures
- Section 7. Handling and storage
- Section 8. Exposure controls/personal protection
- Section 9. Physical and chemical properties
- Section 10. Stability and reactivity
- Section 11. Toxicological information
- Section 12. Ecological information
- Section 13. Disposal consideration
- Section 14. Transport information
- Section 15. Regulatory information
- Section 16. Other information, including date of preparation or last revision

See Appendix B for OSHA Quick Card Hazard Communication Safety Data Sheets and Appendix C for OSHA Quick Card Standard Pictograms

3.4 Missing SDS

The Physical Plant Department, with the help of the Purchasing Department, will obtain SDS's from all suppliers of chemical products. The process includes:

- a. Communicating with suppliers to request information/SDS's.
- b. A flagging system to ensure that SDS's are received and kept current.
- c. Maintenance of SDS files that would be available to employees, their representatives, local jurisdictional authorities and health or medical officers as required by regulations.
- d. Hazardous materials are identified on a purchase requisition. A purchase order notes that the proper labels are either to be attached to all containers received, or to be sent with the order, and that the supplier certifies that all SDS's and labels comply with OSHA standards.

4. Employee Information and Training

4.1 Training

Northeast will provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, the written plan changes and whenever a new chemical hazard is introduced into their work area.

- a. **Employee Training:**
Training will be scheduled under the direction of the Environmental Health and Safety Coordinator. Initial awareness training is administered to all employees. Refresher training will be administered to all employees affected if there is a change to this plan or new chemicals are introduced.
- b. **Student Training:**
Instructors are responsible for training students in their areas.
- c. Any non-routine task will require specific training concerning the chemical hazard. Training information will include specific chemical hazards, protective/safety measures the employee can take, and measures the College has taken to lessen the hazards including: administrative controls, engineering controls and personal protective equipment (PPE) needed.

4.2 Record Keeping

Employees attending hazard communications training will be required to verify attendance and receipt of the hazard communication material. Documentation of training will be maintained in the Physical Plant Department as well as individual personnel files.

4.3 Training Format

In accordance with best management practices, training will include:

- a. An overview of the requirements contained in the Hazard Communication Standard.
- b. Chemicals present in their workplace operations.
- c. The location and availability of the Hazard Communication Plan.
- d. Physical and health effect of the hazardous chemicals.
- e. Methods and observation techniques used to determine the presence of accidental release of hazardous chemicals in the work area.
- f. How to lessen or prevent exposure to these chemicals through usage of control/work practices and personal protective equipment.
- g. How to read labels and review SDS's to obtain appropriate hazard information.
- h. The location of SDS files and Master Chemical List.

5. Hazardous Non-Routine Tasks

The College has not determined any known non-routine tasks involving hazardous chemicals/materials to be present in the workplace. If an employee suspects a task to be hazardous and no specific training has been received, the supervisor must be contacted before proceeding.

No employee will begin work on any non-routine task without first notifying his/her supervisor and without first receiving a safety briefing.

6. Chemicals in Unlabeled Pipes

Prior to beginning any work on unlabeled pipes, employees will contact the Executive Director of Physical Plant or designee. Specific training regarding potential hazards and safety precautions must be conducted. Information for the piping system which identifies the location of all pipes and their contents is available from the Physical Plant Department.

7. List of Hazardous Chemicals

Inventories of hazardous chemicals and materials used at Northeast are located in the Physical Plant Department. Due to the large inventory throughout the campus, duplicate inventories per location are located in their respective areas.



SAMPLE LABEL

PRODUCT IDENTIFIER

CODE

Product Name

SUPPLIER IDENTIFICATION

Company Name

Street Address

City

State

Postal Code

Country

Emergency Phone Number

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is **locked**.

Keep away from heat/sparks/open flame. No smoking.

Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measure against static discharge.

Ground and bond container and receiving equipment.

Do not breathe vapors.

Wear Protective gloves.

Do not eat, drink or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.

First Aid

If exposed call Poison Center.

If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS

SIGNAL WORD

Danger

HAZARD STATEMENT

Highly flammable liquid and vapor.
May cause liver and kidney damage.

SUPPLEMENTAL INFORMATION

Directions for use

Fill weight:

Lot Number

Gross weight:

Fill Date:

Expiration Date:



Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*




Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

Health Hazard <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	Flame <ul style="list-style-type: none"> • Flammables • Pyrophoric • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	Exclamation Mark  <ul style="list-style-type: none"> • Irritant (Skin and Eye) • Skin Sensitizer • Acute Toxicity • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-mandatory)
Gas Cylinder  <ul style="list-style-type: none"> • Gas Under Pressure 	Corrosion <ul style="list-style-type: none"> • Skin Corrosion/Burns • Eye Damage • Corrosive to metals 	Exploding Bomb  <ul style="list-style-type: none"> • Explosives • Self-reactives • Organic Peroxides
Flame Over Circle <ul style="list-style-type: none"> • Oxidizers 	Environment (Non-mandatory) <ul style="list-style-type: none"> • Aquatic Toxicity 	Skull and Crossbones <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)