2459 – Hazardous Materials

The College shall provide, under the direction of the Dean of Administration and Coordinator of Facility Management training for appropriate College employees so that they may safely and confidently handle any chemicals that are associated with their work that might present safety and health hazards.

Responsibility

A. The Custodial Supervisor will be responsible for the staff's compliance to the Hazardous Materials procedure.

B. The Coordinator of Facility Management will assist in reviewing the potential hazardous materials and be responsible for the training of employees as well as provide advice on the implementation and overall administration of the program for the total College.

Practices

A. Material Safety Data Sheets (MSDS)

1) MSDS's will be available for all chemicals used by Barton County Community College.

   a) The Custodial Supervisor will prepare and maintain a master list of the chemicals.

   b) The Custodial Supervisor will prepare a list of chemicals found in each building. The original will be filed within the Facility Management office and a copy will be kept in a designated location in each building. All additions, changes, and corrections will be made as soon as information is received with that information being forwarded so that the Master List can be updated.

   c) The Custodial Supervisor will request an MSDS for all new chemicals at the time of ordering.

2) The Custodial Supervisor will review each MSDS to assess its hazards in the work place. Chemicals that are hazardous will be identified on the list of chemicals. The assessment of the hazard will be based on the supplier's MSDS unless there are obvious deficiencies.

3) The Coordinator of Facility Management will be notified of a new or updated MSDS that shows a new hazard. The Custodial Supervisor will notify employees of the new hazard so that suitable controls and instruction of employees can be implemented in each building as the situation dictates.

4) Employees in the building will be made aware of the location of the MSDS'S. These MSDS's will by kept readily accessible to employees during work hours.

5) The Coordinator of Facility Management will be notified if any chemical is found in an area for which an MSDS is not available. An MSDS will be obtained and appropriate notification will take place as soon as possible.

B. LABELS

1) All containers of chemicals in the work place will be labeled, tagged or marked with the contents and appropriate hazard warnings. Chemicals that are required to be labeled under other federal regulations are exempted from the labeling requirements of this procedure.

2) Identification and hazard warning labels will not be removed or defaced from containers with chemicals. Labels which are accidentally removed or defaced will be promptly replaced.

3) When empty containers are re-used for other materials, the original labels will be removed or thoroughly obliterated and the appropriate labels for the new contents applied.

4) Incoming chemicals should be labeled by the supplier with labels which include:

   a) identity of chemical

   b) appropriate hazard warnings

   c) name and address of the manufacturer or other responsible party

5) The Custodial Supervisor will assure that all containers of chemicals are appropriately labeled when brought into the facility. Containers of chemicals without proper labels or with labels that are defaced will be refused or appropriate labels applied at the time of receipt.

6) Portable containers do not have to be labeled if the hazardous chemical is transferred from a labeled container and is intended for immediate use by the employee who does the transfer.

7) The Custodial Supervisor is responsible for labeling fixed tanks and equipment that are dedicated to a particular use.

C. EMPLOYEE INFORMATION AND TRAINING

1) Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazardous Communication Program and the safe use of the chemicals. Additional training will be provided whenever a new hazard is introduced into his/her work area.

2) The training will be conducted by the designated training person for the College.

3) Each employee will be required to sign a document stating that he/she has been informed and trained on the College's Hazard Communication Program. The document will be kept in the employee's personnel files.

4) New employees will be given a copy of the procedure during orientation. The training will be provided by the appropriate person before the employee is assigned to any area with potential hazards.

5) The training will include the following elements:

   a) Where all hazardous chemicals are located in the work place.

   b) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, including both visual appearance and odor.

   c) The handling of hazardous chemicals in both normal and emergency situations.

   d) The physical health hazards of the chemicals including overexposure and eye, skin and breathing dangers.

   e) Protective measures and medical first aid, including good work practices, protective gear and emergency procedures.

   f) Details of the Hazard Communication Program including the label and warning systems, MSDS's and how to use the safety information.

   g) The location of the MSDS's, how to understand their content and how employees may obtain and use appropriate hazard information.

6) Off site Barton employees will follow the institutional hazardous material communication program of the respective schools they work in. If that institution does not have a hazardous material communication program, Barton employees will be given a hazardous material orientation based on the best knowledge available relative to each respective institution.

7) Outside Contractors

   a) All hazardous chemicals will be removed from the areas where outside contractors work whenever possible.

   b) If outside contractors are required to work in areas where they may be exposed to hazardous chemicals, the person in charge of the project will provide the pertinent hazard information (including MSDS's) to the contractor and require the contractor to instruct their employees.

   c) If a contractor uses hazardous chemicals to which College employees, students, or the general public may be exposed, the contractor will be required to provide a MSDS for these chemicals and to provide notice when

they are to be used. The contractor must provide protection measures to ensure that exposure is contained within acceptable limits.

(Based on policy 1442; revised and approved by President on 10/16/07)