

## **POL-102 HAZARD COMMUNICATION PROGRAM**

This policy applies to all employees of Seattle Central College (including the satellite campuses) that either work directly with chemicals or have occupational chemical exposure.

### **1. Chemical Inventory Requirements**

Each department that utilizes chemicals will maintain an inventory (FRM-102A). This document must remain available to employees during their work shift. The inventory should be:

- Reviewed and updated as needed and at least annually
- Amended upon the introduction of any new chemical to the work area
- Made available to regulatory personnel and the Environmental Health and Safety Manager (EHS Manager)

Each area's supervisor, or their designee, will maintain the chemical inventory for that workspace.

### **2. Safety Data Sheet Procurement, Use, and Maintenance**

The College anticipates that a safety data sheet (SDS) will accompany initial shipments of chemicals. Shipments received without an SDS will require follow-up with the manufacturer to secure a copy.

All departments that utilize chemicals will have a hardcopy SDS binder with sheets for all chemicals on-site. Electronic access is available in a supplementary capacity via employee computers.

SDS will be available to employees at all times throughout their work shift. All employees are notified of the location of their department's SDS binder.

The supervisor of each workspace is responsible for maintaining the SDS book or delegating this task. Books will be checked at least annually and updated whenever a new chemical is introduced. The EHS Manager maintains a list of SDS binders and conducts an annual audit to ensure they are in compliance.

### **3. Safety Data Sheet Retention and Exposure Records**

Safety data sheets are kept on-file for five years from the date the chemical was removed from the workplace. This file storage increases to 30 years if the sheet serves as an employee exposure record.

Instead of maintaining SDS as exposure records, a chemical list may be maintained as long as it includes the following information:

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- Identity of the chemical (i.e. chemical, common, or trace name)
- Where the chemical was used (i.e., building, room)
- How the chemical was used (include operating procedures or task instructions)

If known, the chemical list must also include:

- When the chemical was adopted
- When the use of the chemical was discontinued

### 4. Container Labeling

Chemicals will remain in their primary container (i.e. the container it shipped in) whenever possible. Departments are encouraged to label containers with the date they were received and the date that they were opened. Primary container labels should not be defaced or removed until the container is empty and ready for disposal.

Departments may develop their own secondary container labeling requirements with the approval of the EHS Manager. In the absence of department-specific requirements, the secondary container must be labeled with the following information:

- Full chemical name
- Hazard warning (i.e. "Corrosive" or GHS Pictogram)
- Name and/or initials of the person responsible for the transfer

Select secondary containers that are compatible with the product being transferred, especially if the chemical will be stored in the new container. If abbreviations are commonly used in labeling, definitions must be prominently posted on a placard in the workspace.

An employee is not required to label a secondary container if it is intended only for immediate use, it will remain under their direct control, and it will be empty at the end of use.

### 5. Required Employee Training

Employees will receive training appropriate to their job and the hazards in their work area. The EHS Manager will conduct a general orientation for new employees and hold periodic refresher training sessions. The training will include:

- An overview of the requirements contained in the Hazard Communication Standard
- Hazardous chemicals present at the College
- Physical and health risks associated with hazardous chemicals
- General symptoms of overexposure
- How to determine the presence or release of hazardous chemicals
- How to reduce or prevent exposure to hazardous chemicals through the use of control procedures, work practices, and personal protective equipment (PPE)
- Steps the College has taken to reduce or prevent exposure to hazardous chemicals

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- Procedures to follow if there is an overexposure
- How to read labels and review safety data sheets (SDS) for hazard information
- How to locate SDS and the written Hazard Communication Program

Supervisors will deliver workspace-specific training to their employees upon initial assignment, transfer, and when new chemicals are introduced to the work area.

### 6. Additional Training for Non-Routine Tasks

Periodically, employees may be required to perform non-routine tasks (i.e. a task completed less than quarterly).

Any employee engaging in a non-routine task involving possible chemical hazards or workspaces with chemical hazards should first contact their supervisor for training.

Their supervisor will ensure that employees understand:

- The specific hazards associated with the performance of the task
- Protective measures that must be used
- Steps that the department has taken to lessen these hazards (e.g., ventilation, PPE, or the presence of another employee)
- Specific emergency procedures to utilize in the event of an accident and/or injury

Each applicable department will compile a workspace-specific, non-routine task list (FRM-102B). Each task will have a corresponding hazard assessment (FRM-102C).

### 7. Training Recordkeeping Requirements

Documentation of employee training is the responsibility of the trainer.

The EHS Manager will maintain a copy of all training session sign-in sheets. Training records and/or certificates will be maintained as part of employee files.

**See Also:** FRM-102A, FRM-102B, FRM-102C