

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: HAZARD COMMUNICATION PROGRAM, ALL EMPLOYEE

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The state of Washington Hazardous Material Communication Law (WAC 296-62-054 through 296-62-05427) requires that all employees be advised of risks associated with specific hazardous materials and chemicals, and receive instruction in ways to work safely with them. The intent of the law is to protect individuals by insuring the availability of guidelines and information for the safe use of hazardous materials.

In response to the law, Grays Harbor College has developed a Hazardous Material Communication Program which provides:

- The College's procedure on the use of hazardous material and a description of the College's responsibilities to inform employees about hazardous chemicals (this document);
- Lists of hazardous materials used in various workplaces within the College;
- Material Safety Data Sheets (MSDS) for each hazardous chemical used on the campus;
- Labels which have the product name, manufacturer's name and address, and specific warnings for the hazardous material; and
- An audio-visual training program about hazardous materials available to all employees.

Information regarding the program is available from Safety and Security.

I. BACKGROUND

The following pages contain definitions, descriptions and information about various aspects of Grays Harbor College's Hazardous Materials Communications Program.

A. Material Safety Data Sheets (MSDS)

Before using a product, it is extremely important to learn about its chemical composition, potential risks and any special precautions which need to be exercised in its handling. This information may be obtained from the product's MSDS, a technical report prepared by physicians and scientists for the product manufacturer. Anyone who will use or handle a hazardous material should review the MSDS for the material before engaging in its use.

An MSDS has the following sections and information:

1. **MATERIAL IDENTIFICATION:** Includes the manufacturer's name, address, telephone number, chemical name and trade name.
2. **HAZARDOUS INGREDIENTS:** Lists all ingredients which comprise one percent or more of the product weight and indicates potential hazards for each.
3. **PHYSICAL DATA:** Indicates all the ingredient's physical properties, appearance and odor of the chemical.
4. **FIRE AND EXPLOSION DATA:** Provides fire and explosion information, flash point data (indicating the ease of ignition, firefighting techniques and fire equipment needed).

5. **HEALTH HAZARD DATA:** Contains information on the health effects of the material. This section also has information on the maximum allowable exposure, the symptoms of overexposure and first aid procedures.
6. **REACTIVITY DATA:** Indicates the stability of the chemical and what materials are incompatible with this chemical.
7. **SPILL OR LEAK PROCEDURES:** Provides clean-up and waste disposal procedures.
8. **SPECIAL PRECAUTION INFORMATION:** Lists protective equipment (respiratory protection, gloves, eye protection), ventilation systems and medical precautions which are necessary
9. **SPECIAL PRECAUTIONS:** Includes information on the proper storage of the material and personal hygiene relative to the product.

Notice: New hazardous chemicals/products will not be used until an MSDS is obtained from the supplier.

B. Hazardous Chemical Categories

Hazardous materials are used safely every day. An important aspect of safe use is proper identification. Listed below are the different chemical and material classifications.

1. **ACIDS AND BASES:** Acids and bases are caustic and corrosive which can result in burns to the skin on contact. Examples of acids and bases are sodium hydroxide, a base, found in solutions for cleaning clogged drains.
2. **SOLVENTS AND FUELS:** Many petroleum-derived solvents are used in cleaning operations such as paint thinners and cleaners. These materials are similar to gasoline and kerosene and vary primarily in their being more volatile and flammable.
3. **METALS:** Welding, soldering, grinding and sanding all involve the use of one or more metals. Metals may be turned into fumes or particles and inhaled into the body.
4. **TOXIC MATERIALS:** Almost any substance, depending on dosage and type of exposure, can be harmful (toxic). The degree of hazard depends on the concentration in the body, the type of material and resistance of the exposed person. Those materials described as harmful for purpose of safety are generally those which are harmful with minimal exposure.
5. **FIBROGENIC DUSTS:** There are a number of mineral and organic dusts which have a potential to produce injury to the lungs. Examples include asbestos and coal dust.
6. **OXIDIZERS:** These include items like bleach.

The warning label on hazardous materials will list the materials name, hazardous ingredients, and the name and address of the manufacturer. It also lists hazard warning, such as keeping the chemical away from flame or avoiding skin contact, and may contain the following information:

1. **FIRST AID:** What to do if you splash the chemical in your eyes or on your skin.
2. **FIRE:** What to use to put out a fire involving this material. There are four different types of fire extinguishers: water spray, foam, dry chemical and CO₂. The wrong type of extinguisher can spread a fire rather than put it out.
3. **SPILLS:** How to handle spills. For any spill involving hazardous materials contact your supervisor immediately.
4. **HANDLING AND STORAGE:** Protective equipment to be worn when handling the material. The chemical may also need to be stored with extra ventilation or away from other chemicals.
5. **DISPOSAL:** Proper means of disposal. Treat empty containers as if they are full.
 - * If a container does not have a label, do not handle the chemical until you know what it is. Report all unlabeled containers to your supervisor.
 - * If you move a hazardous material from its original container to a different one, you must label the secondary container.
 - * Replace any torn, damaged or misplaced label.

D. PERSONAL PROTECTION

There are several precautions which will make working with hazardous chemicals safer; among them are:

1. Read the MSDS and any labels before using a chemical. If the hazardous substance is transferred to another container, make sure the container has been properly labeled and the appropriate warning is included as well.
2. Store chemicals properly. Don't use beverage bottles or food containers which might lead to mistaken identity of the contents.
3. Wear the appropriate protective clothing and equipment when using a hazardous chemical or product. Check the MSDS or label for the exact information.
4. Wash hands frequently. Do not eat, drink or smoke around hazardous chemicals or products.
5. Avoid wearing loose clothing which can catch on containers and spill the contents.
6. Use caution in disposing of chemicals and make sure they will not react to water.
7. Use chemicals in an area with good ventilation to prevent possible exposure.
8. Follow special precautions for storage to prevent fire or explosion, and never store flammable material near a heat source.
9. Alert a co-worker to be available for help if you are going to work with a hazardous material.
10. Contact your supervisor if you have any questions concerning the nature of a chemical or the proper handling procedures.
11. Plan hazardous work in advance and review it afterwards. Check the MSDS for the appropriate first aid treatment for the particular hazardous chemical you are using.
12. Be sure to avail yourself of the training program on chemicals so you are a safe worker.

E. Summary

The best way to work safely with hazardous materials is to inform yourself. Keep current on hazardous materials being used in your area by reading the MSDS's for all hazardous materials handled, and avail yourself of all appropriate training and safety precautions available. Advise your supervisor of any special or emerging safety or material handling requirements which come to your attention, and be sure all hazardous chemicals have an MSDS.

II. HAZARDOUS MATERIAL COMMUNICATION PROGRAM

In compliance with WISHA WAC 296-62-054, Hazardous Material Communications, the following Hazardous Material Communication Program has been established by Grays Harbor College. All departments and work areas of Grays Harbor College are included within this program.

A. CONTAINER LABELING ON HAZARDOUS MATERIALS

The receiving person will verify that all hazardous material containers received for use will clearly be labeled as to the contents, will display the appropriate hazard warning, and will show the name and address of the manufacturer.

The chairperson or supervisor of each department will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels which provide complete identification and warning of any hazard related to the contents. For help with labeling, please contact Central Receiving. The chairperson or supervisor will review annually the labeling process and update it as required.

B. MATERIAL SAFETY DATA SHEETS (MSDS)

Supervisors or chairperson of the area using the product will review incoming data sheets for new and significant health/safety information. The supervisor or chairperson will see that any new information is passed on to the affected employees. Copies of MSDS's for all hazardous materials to which employees of the College may be exposed will be kept in the Maintenance Department and with the supervisors of the units in which hazardous materials are used. MSDS's will be available to all employees for review. If MSDS's are not available or new chemicals in use do not have MSDS's, employees are requested to immediately contact Safety and Security.

Students, faculty and staff working with hazardous materials are expected to read the MSDS for any material they may be using.

Grays Harbor College will rely on material safety data sheet information as provided by the manufacturers.

C. EMPLOYEE TRAINING AND INFORMATION

Each department chairperson or supervisor is responsible for the employee training program. The department chairperson or supervisor will ensure that all elements specified below are carried out.

Prior to starting work, new employees of Grays Harbor College will receive health and safety information, and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard, WISHA WAC 296-62;
- Information on chemicals present in specific workplaces, and the physical and health effects of any known hazardous chemicals in the workplace;
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the workplace;
- How to lessen or prevent exposure to hazardous materials through usage of control/work practices and personal protective equipment;
- Steps taken to lessen or prevent exposure to hazardous material;
- Emergency procedures to be followed if exposure to hazardous materials is experienced;
- How to read labels and review MSDS's to obtain appropriate hazard information;
- Location of MSDS file and location of hazardous material list in the specific workplace.

After receiving training, employees will sign a form to verify attendance at the training. Prior to a new chemical hazard being introduced into any department of the College, each employee of that department will be given information as outlined above. The department chairpersons or supervisors are responsible for ensuring that MSDS's on the new chemical(s) are available.

MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets of all known hazardous chemicals used by employees of Grays Harbor College shall be kept in an area that is readily accessible to employees.

HAZARDOUS NON-ROUTINE TASKS

Periodically, employees may be required to perform non-routine tasks using hazardous materials. Prior to starting work on such projects, supervisors will inform each affected employee, about the hazardous

materials involved and provide appropriate training or information in their use. This information will include:

1. Specific chemical's hazards;
2. Protective/safety measures the employee can take
3. Measures that Grays Harbor College has taken to lessen the hazards, including ventilation, respirators, presence of another employee and any other emergency procedures.

INFORMING CONTRACTORS

It is the responsibility of the Chief of Campus Operations to provide contractors the following information:

- A disclosure of the preexistence of any hazardous chemicals to which they may be exposed while on the job site;
- Precautions they may take to lessen the possibility of exposure to those chemicals by usage of appropriate measures.

The Chief of Campus Operations will be responsible for contacting each contractor before work is started in order to gather and disseminate any information concerning chemical hazards that the contractor is bringing to the College.

III. SUMMARY

In an effort to promote and improve safe conditions for all Grays Harbor College constituents, periodic notices, updates and procedural changes for handling hazardous materials may be implemented. When developed they will receive the widest possible distribution.

