

Kirtland's Written Hazard Communication Program

1910.1200 Paragraph (e)(1)(ii)
General Industry Std. Part 92. Hazard Communication

General

The following hazard communication program has been established for Kirtland Community College. This program will be available for review by all employees.

I. Hazard Classification

Kirtland Community College will rely on Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) obtained from product suppliers to determine which chemicals are classified as hazardous for employees. MSDS/SDS may also be obtained by calling 3E Company at 1-800-451-8346.

II. Labeling

A. Facilities Maintenance personnel, in collaboration with the purchaser, will be responsible for seeing that all containers entering the workplace are properly labeled.

B. All labels shall be checked for:

| Current Requirements: | Requirements effective June 1, 2015: |
|--|--|
| 1. Identity of the material 2. Appropriate hazard warning for the material 3. Name and address of the responsible party. (Only if container is received from the manufacturer, distributor, or importer.) | 1. Product identifier 2. Signal word 3. Hazard statement(s) 4. Pictogram(s) 5. Precautionary statement(s) 6. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party |

C. Each department supervisor shall be responsible for ensuring that all secondary containers used in their work area are labeled with the appropriate product identifier and will provide employees with specific information regarding the physical and health hazards of the hazardous chemical.

III. Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS)

Changes to the MSDS/SDS format are effective June 1, 2015. During the transition period both formats will be used.

- A. The Facilities Management Assistant will be responsible for compiling and maintaining the master MSDS/SDS file. It will be kept in the Facilities Management Office.
- B. Additional copies of MSDS/SDSs for all hazardous chemicals to which employees may be exposed will be maintained in individual departments in an accessible format.
- C. MSDS/SDSs will be available for review to all employees during each work shift. Copies will be available upon request the Facilities Management Assistant, or by calling the MSDS/SDS hotline at 1-800-451-8346.
- D. Posters identifying the position responsible for maintaining MSDS/SDSs and where the MSDS/SDSs are located are posted in each department. Posters notifying employees when new or revised MSDS/SDSs are received will be located in the same location(s).
- E. If a required MSDS/SDS is not received, the supervisor shall contact the supplier, in writing, to request the MSDS/SDS. If an MSDS/SDS is not received after two such requests, the supervisor shall contact the MIOSHA General Industry Safety and Health Division (GISHD) at (517) 322-1831 or the Construction Safety and Health Division at (517) 322-1856, for assistance in obtaining the MSDS or by calling 3E MSDS/SDS hotline at 1-800-451-8346.

IV. Employee Information And Training

- A. Each department supervisor shall coordinate and maintain records of employee hazard communication training conducted at Kirtland Community College, including attendance rosters. Copies of attendance rosters are to be forwarded to the Facilities Management department.
- B. Before starting work, each new employee will be provided the following information:
 - a. The requirements of the MIOSHA Hazard Communication Standard
 - b. All operations in their work area where hazardous chemicals are present
 - c. Location and availability of the written hazard communication program, the list of hazardous chemicals, and the MSDS/SDS.
 - d. How to lessen or prevent exposure to these hazardous chemicals
 - e. What precautions the college has taken to lessen or prevent workers' exposure to hazardous chemicals
 - f. Procedures to follow if they are exposed to these chemicals
- C. The employee shall be informed that:
 - a. The employer is prohibited from discharging, or discriminating against, an employee who exercises his/her rights to obtain information regarding hazardous chemicals used in the workplace.
 - b. As an alternative to requesting MSDS/SDS from an employer, the employee can seek assistance from the MIOSHA General Industry Safety and Health Division at (517) 322-1831, or the MIOSHA Construction Safety and Health Division at (517) 322-1856 to obtain the desired MSDS/SDS. A sign or MIOSHA poster shall be posted with the address and telephone number of the MIOSHA Divisions responsible for such requests.
 - c. Before any new physical or health hazard is introduced into the workplace, each employee who may be exposed to the substance will be given information in the same manner as during the hazard communication training.

V. Hazardous Non-routine Tasks

- A. Occasionally, employees are required to perform non-routine tasks, (i.e., enter confined spaces, etc.). Prior to starting work on such areas, each employee will be given information about the hazards of the area or procedure. This information will include:
 - a. Specific chemical hazards
 - b. Protection/safety measures the employee can take to lessen risks of performing the task.
 - c. Measures the college has taken to eliminate or control the hazard(s), including
 - 1. air monitoring
 - 2. ventilation
 - 3. respirators
 - 4. attendants to observe procedures
 - 5. specific emergency procedures.
- B. It is the policy of Kirtland Community College that no employee will begin performance of a non-routine task without first receiving appropriate safety and health training.
- C. Hazardous non-routine tasks we have at our facility include:
 - a. WWTP
 - b. Confined Spaces
 - c. High Voltage

VI. Multi-Employer Workplaces

- A. Contractors will be given SDS's upon request.

VII. Pipes and Piping Systems

Information on the hazardous contents of pipes and piping systems will be identified by labels.

VIII. List of Hazardous Chemicals

A list of all hazardous chemicals used by Kirtland Community College is located in the Facilities Management Office and is available upon request. Further information regarding any of these chemicals can be obtained by reviewing its respective MSDS/SDS.