

# Middlesex Community College

## Hazard Communication Program

### General Information

In order to comply with OSHA 1910.1200, Hazard Communication Standard, the following written Hazard Communication Program has been established for **Middlesex Community College**. The written program will be available at for review by any interested employee.

### Container Labeling

**Receiver/Storekeeper 3** shall verify that all in-coming containers received for use are clearly labeled with:

- \*Product identifier
- \*Signal word
- \*Hazard statement(s)
- \*Pictogram(s)
- \*Precautionary statement(s) and:
- \*Name, address and telephone number of the chemical manufacturer, importer or other responsible party

### Solid Material Labeling

**Receiver/Storekeeper 3** will verify that all solid materials not exempted due to their downstream use; were delivered with a label or received the label prior to the initial shipment, and need not be included in subsequent shipments unless information on the label changes.

The **Art Department Chair** at each work site will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with our company's own labels which have: Product identifier, words, pictures, symbols or combination thereof, which provide at least general information regarding the hazards of the chemicals. For help with labeling contact the safety/health officer who is:

**Frank Morande, Bedford Campus**  
**Daniel Graham, Lowell Campus**

### Safety Data Sheets (SDS)

The **Director of Safety and Campus Operations and/or Bedford/Lowell Facilities Director** will be responsible for obtaining and maintaining safety data sheets for the company.

It is the policy for this company that when toxic or hazardous substances are received without an SDS or the appropriate SDS is not on file at **Middlesex Community College** that the chemical will not be accepted until such information is available.

The **Director of Safety and Campus Operations and/or Bedford/Lowell Facilities Director** will review incoming safety data sheets for new and significant health/safety information. **They** will see that any new information is passed on to the affected employees. If a SDS is incomplete, a new SDS will be requested from the manufacturer/supplier by **Director of Safety and Campus Operations and/or Bedford/Lowell Facilities Director**. Safety data sheets are available to each employee during his/her work shift. To obtain a copy of the SDS:

**Please visit:**

### Employee Training and Information

**The Director of Safety and Campus Operations and/or Bedford/Lowell Facilities Director and/or the Director of Professional Development and/or the Talent Acquisition Manager** is responsible for the employee training program.

The **Director of Professional Development (HR)** and the **Direct Department Supervisor** will ensure that all elements specified below are carried out.

Prior to starting work each new employee of **Middlesex Community College** will attend a health and safety orientation and will receive information and training on the following:

- an overview of the requirements contained in the OSHA Hazard Communication Standard;
- any operations in their work area where hazardous chemicals are present;
- location and availability of our written hazard program;
- physical and health hazards of the chemicals in their work area;
- methods and observation techniques used to determine the presence or release of toxic and hazardous substances in the work area;
- measures employees can take to protect themselves from hazards in their workplace, including specific procedures, the employer has implemented to prevent exposure to hazardous chemicals such as appropriate work practices, emergency procedures, and personal protective equipment;
- explanation of the labeling system and what the label information means; and
- explanation of Safety Data Sheets and how employees can use this information to protect themselves.

After attending the training class, each employee will be given a quiz to verify that they attended and understand the training, received our written materials, and understand this company's policies on Hazard Communication. (This is an optional item which we recommend for the employer to use to track the employee training and ensure that employees have understood the material.)

Prior to a new chemical hazard being introduced into any section of this company, each employee of that section will be given information as outlined above.

List of Hazardous Chemicals

The following is a list of all known toxic and hazardous substances used at **Middlesex Community College**. Further information on each noted substance can be obtained by reviewing the appropriate Safety Data Sheets.

<u>Identity of Chemical</u> (matching the identity on the SDS)	<u>Toxic/Hazardous Substances</u>	<u>Work Area and Process</u>
<b>Scotch Spray Mount</b>		<b>Lowell, Federal Building, 211 and 215</b>
<b>Utrecht Cadmium Yellow Acrylic Paint</b>		<b>Lowell, Federal Building, 211 and 215</b>
<b>Gorilla Glue Epoxy</b>		<b>Lowell, Federal Building, 211 and 215</b>

Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- specific hazards;
- protective/safety measures the employee can take; and
- measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Non-routine tasks performed by the employees of this company are:

<u>Task</u>	<u>Toxic and Hazardous Substances</u>
<b>Disposal of outdated products</b>	<b>Scotch Spray Mount Utrecht Cadmium Yellow Acrylic Paint Gorilla Glue Epoxy</b>

If employees do not understand any aspect of the above information, they should not perform the task. The supervisor should be contacted for additional training.

## Hazardous Substances in Unlabeled Pipes (N/A in Art Department)

To ensure that our employees who work on unlabeled pipes have been informed as to the hazardous substances contained within, the following policy has been established. Prior to starting work on unlabeled pipes our employees are to contact their supervisor for the following information:

- The hazardous substance in the pipe.
- Potential hazards.
- Safety precautions which shall be taken.

## Informing Contractors

It is the responsibility of **Director of Safety and Campus Operations and/or Bedford/Lowell Facilities Director** to provide contractors the following information:

- Notify contractors of the toxic and hazardous substances to which they may be exposed while on the job site and how the appropriate MSDS can be obtained,
- Precautionary measures that need to be taken to protect contracted employees during the workplace's normal operating conditions and in foreseeable emergencies,
- Explanation of labeling systems used by **Middlesex Community College**.

The **Director of Safety and Campus Operations and/or Bedford/Lowell Facilities Director** and will be responsible for contacting each contractor before work is started in the company to gather and disseminate any information concerning chemical hazards that the contractor is bringing to our workplace.

If anyone has questions or does not understand this plan, contact **Director of Safety and Campus Operations and/or Bedford/Lowell Facilities Director**. **Middlesex Community College** hazard communication program will be monitored by **Director of Safety and Campus Operations and/or Bedford/Lowell Facilities Director** to ensure that the policies are carried out and the plan is effective.

Daniel J. Martin, Director of Safety and Campus Operations  
Frank Morande, Director of Facilities, Bedford  
Daniel J. Graham, Director of Facilities, Lowell