

Bay College Hazard
Communication Program



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BAY COLLEGE HAZARD COMMUNICATION PROGRAM

Bay College Program

To ensure that information about the dangers of all hazardous chemicals used by Bay College is known by all affected employees, the following hazard communication program has been implemented. Under this program, employees will be informed of the requirements of the OSHA Hazard Communication Standard, the operations where exposure to hazardous chemicals may occur, and how employees can access this program, as well as labels and SDSs.

This program applies to any chemical which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

All work areas that involve potential exposure to chemicals are part of the hazard communication program. A printed copy of the hazard communication program is available in the Vice President of Operations (**Chris Williams**) office or can be viewed online through myBay by any employee. The direct link is https://mybay.baycollege.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=d1c039ca-859a-4716-88d8-48881a06c548

The Vice President of Operations (**Chris Williams**) is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

Container Labeling

The Shipping & Receiving Coordinator (**Dave Beaudoin**) on the Escanaba campus and the Building Manager (**Pat Bazan**) at West Campus will verify that all containers received are clearly labeled in accord with the requirements of HazCom 2012, including a product identifier, pictogram, hazard statement, signal word, and precautionary statements, as well as the supplier's contact information name and address.

The college has several Departmental Chemical Hygiene Officers (DCHO) who are coordinated by the Coordinator of Chemical Hygiene Officers (CCHO). For a list of DCHO's and their contact information navigate to the college's website and click the link for the [Chemical Hygiene Plan](#). DCHO's will ensure that all secondary containers are labeled with the original supplier's label or with an alternative workplace label. For help with labeling, see the Coordinator of Chemical Hygiene Officers (**Chris Williams**). On individual stationary process containers, we are using MSDSOnline for labeling to convey the required information.

Sharps Disposal

You will help prevent injury, illness, and pollution by following some simple steps when disposing of sharp objects (referred to as sharps). Throwing away syringes and other sharp objects is monitored by the Environmental Protection Agency (EPA). You must dispose of them properly for your own safety and for the safety of others.

Place needles, syringes, IV spikes without an attached bag, lancets and other sharp objects in a hard-plastic or metal container with a screw-on or tightly secured lid. Each area of the college where sharps are used will have red sharps containers specially designed for the disposal of medical waste sharps. Make sure your sharps

container is made of non-breakable material and has a lid that can be securely closed (screwed on or tightly secured). Before discarding a container, be sure to reinforce the lid with heavy-duty tape. Do not put sharp objects in any container you plan to recycle. Let Facilities know when containers are full and they will pick up. Both campuses take sharps containers to their local Hazardous Waste Facilities for proper disposal.

Safety Data Sheets (SDSs)

- a. The DHCO's are responsible for establishing academic laboratory SDS programs for students and faculty teaching in their lab setting. The Vice President of Operations (**Chris Williams**) is responsible for establishing an SDS program for employees outside of the academic laboratories. The college uses the MSDSOnline chemical management system for SDS management.
- b. Copies of SDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be available online through the MSDSOnline program. Employees can access SDSs by navigating to <https://chemmanagement.ehs.com/9/1628871d-b554-47ce-956c-9bc48e607c90/ebinder>.
- c. Hazard Communication: *Small Entity Compliance Guide for Employers That Use Hazardous Chemicals* 31 SDSs will be readily available to all employees in each work area. If an SDS is not available, contact the Vice President of Operations (**Chris Williams**).
- d. MSDSOnline provides automatic updates to the SDSs.
- e. DHCO's are responsible for reminding lab managers to review the SDSs for their academic laboratory and initiating any needed changes in student and/or teaching practices. The Vice President of Operations (**Chris Williams**) is responsible for reviewing the SDSs for all other scenarios.

Employee Information and Training

- f. The Vice President of Operations (**Chris Williams**) is responsible for employee information and training. Every employee who will be potentially be exposed to hazardous chemicals will receive initial training on the Hazard Communication standard and this program before their employment begins. The training program for new employees is as follows:
 - i. Initial introduction to the Hazard Communication standard will be delivered online through Blackboard as a part of the New Employee Orientation process.
 - ii. The next training step will require in person training on their first day of employment, this training will be conducted by the DHCO for their area, if they are instructing in the classroom, or will be provided by the CCHO if they are non-instructors.
- g. Prior to introducing a new chemical into any work area, each employee in that work area will be given information and training as outlined above for the new chemical hazard.

Hazards of Non-routine Tasks

- h. Periodically, employees are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: cleaning up chemical spills. Prior to starting work on such projects, each affected employee will be given information by the by the President of Operations (**Chris Williams**) about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use, and steps the college is taking to reduce the hazards,

including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

Informing Other Employers/Contractors

- i. It is the responsibility of the Manager of Facilities for Escanaba (**Steve Carlson**) and the Manager of Facilities at West Campus (**Pat Bazan**) to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on this work site, and suggested precautions for employees.
- j. It is the responsibility of the Vice President of Operations (**Chris Williams**) to obtain information about hazardous chemicals used by other employers to which our employees may be exposed. In addition to providing access to an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by the college.
- k. Other employers will be informed of the hazard labels used by the college. The other employers will be provided with information to understand the labels used for hazardous chemicals to which their employees may have exposure.

List of Hazardous Chemicals

- i. A list of all known hazardous chemicals in the workplace can be obtained from the MSDSOnline program. The direct link to the program is <https://chemmanagement.ehs.com/9/1628871d-b554-47ce-956c-9bc48e607c90/ebinder>.

Chemicals in Unlabeled Pipes

- m. Work activities may be performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall be informed by the Manager of Facilities in Escanaba (**Steve Carlson**) and Manager of Facilities at West Campus (**Pat Bazan**) about the identity and hazards of the chemicals in the pipe, as well as required precautionary measures required to be followed.

Program Availability

- n. A copy of this program will be made available, upon request, to employees, their designated representatives, and OSHA.