

NUMBER: 566

SUBJECT: HAZARDOUS MATERIALS

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 19, 2017, APRIL 23, 2018

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### **566.1 – PURPOSE**

It is the purpose and intent of Bridgerland Technical College (BTECH) that each department takes reasonable and appropriate precautions to ensure that students and employees remain safe from accident or injury. This includes providing students and employees with a thorough safety orientation prior to class participation and continuing instruction to promote safety. Every reasonable effort should be made to ensure training of equipment, chemicals, and other potentially hazardous areas that are used by students and staff to minimize the risk of accident and injury.

### **566.2 – INTRODUCTION**

In order to comply with UOSH and 29 CFR 1910.1200, the following written Hazard Communication Program (HCP) or (HazCom) is to be implemented for all personnel and contractors within the College.

All departments/facilities of the College are included within this program. The written program, consisting of a Hazardous Chemical List, Safety Data Sheets (SDS), container labeling requirements, and training procedures, is available in the Risk Management Committee Chair's office and in each department for review by any employee. The Risk Management Committee Chair will maintain an electronic copy of the Hazard Communication Program, all SDS, and each department's chemical inventory list.

Department heads are responsible for ensuring that the Hazard Communication Program is current and enforced. A copy of this program is to be made available to all employees upon hiring, and a copy will be supplied to any employee upon request.

The Risk Management Committee Chair is responsible for maintaining the Hazard Communication Program. The Hazard Communication Program will be updated whenever a new hazard is introduced into the College and will be reviewed annually by the Risk Management Committee.

### **566.3 – CONTAINER LABELING**

Department heads are responsible for ensuring that all chemical containers entering their workplace are properly labeled with:

- (1) Chemical identity
- (2) Hazard warnings
- (3) Name and address of chemical producer, importer, or other responsible party
- (4) Target organs (optional)

Any hazardous material received should be returned to the supplier unless it is properly labeled and accompanied by a Safety Data Sheet (SDS). If there is no SDS included, contact the supplier and have one faxed to you.

Any department who receives a new chemical must forward a copy of the SDS to the Risk Management Chair for archiving and file a copy in their respective area.

If the chemical is to be transferred into a secondary container, the department head will ensure that the new container is properly labeled with either a copy of the original manufacture label or a "right-to-know" label, which identifies:

- (1) Name of the chemical
- (2) Hazardous warning
- (3) First-aid procedures

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Individuals using hazardous materials will ensure that all secondary containers are labeled and that those labels are not removed or defaced. Labels become illegible; they are to be immediately replaced.

The Risk Management Committee will review the labeling system annually and update as required.

The Risk Management Committee will ensure that all pipes containing hazardous chemicals are labeled and identified properly and will inform employees of the hazards associated with chemicals contained in pipes within the work areas.

#### **566.4 – INVENTORY**

The Risk Management Committee will ensure that a master list of all hazardous chemicals used in each department is on file.

Department heads must ensure that an inventory list of all chemicals used in their department is on file with the Risk Management Chair and in their respective department SDS binder.

#### **566.5 – SAFETY DATA SHEETS (SDS)**

An SDS provides safety information about the chemicals in use at any Bridgerland Technical College facility. The Risk Management Chair will maintain the master file.

Each department shall have a Safety Data Sheet for each hazardous chemical in their department available online. The SDS for each department will be available online for all employees and upon request for all students.

When ordering a new chemical, the department head will ensure that an SDS is requested and issued upon delivery of chemicals. No chemicals may be used unless an SDS is on file with the Risk Management Chair and available online.

Department heads will review incoming SDS for safety and health information. They will pass on any new information to applicable employees/students.

Employees/students are responsible for reading and complying with all applicable SDS before they begin using a new chemical.

The Risk Management Chair is responsible for reviewing incoming data sheets for new and significant health or safety information and will ensure that new information is given to the applicable employees/students.

#### **566.6 – STAFF AND STUDENT TRAINING**

It is in the best interest of the College to have all staff trained for potential hazards in their individual department. This will help keep other staff and students away from potential accidents and injuries. The following is a basic list used to help train students and staff. The list is basic and should not be limited to the following:

- (1) Know what is potentially hazardous before starting.
- (2) Know of the different situations that may cause accidents or injuries.
- (3) Know where the SDS (Safety Data Sheets) file is kept.
- (4) Know what information the Safety Data Sheets provide.
- (5) Know the Hazard Communication Standard (HazCom) set by OSHA.

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***566.7 – ACCIDENTS/INJURIES***

In case of accident or injury during class, the instructor should be notified immediately. He or she will render aid or secure medical assistance as required and file a complete accident report with the Accounting Department before the end of that workday.