



HAZARD CONTROL PROGRAM

Introduction

BRCC complies with all applicable federal, state health and safety rules and is committed to the prevention of exposures that result in injury and/or illness for all members of the BRCC Community.

Purpose

To establish a program for controlling hazardous materials and provide guidelines and instructions for receipt, use and storage of chemicals at the College. This policy applies to all College operating units, employees, students and visitors of the College.

POLICY IMPLEMENTATION PROCEDURES

In accordance to 1910.1200 and Office of Risk Management (ORM), BRCC provides detailed safety guidelines and instructions for receipt, use and storage of chemicals at our facility by employees and contractors. BRCC's Hazard Communication Plan is included in the BRCC Safety Manual, CANVAS, and made available to our website for constituents to review.

I. Authority and Responsibility

Department responsible for coordinating the Hazard Communication Program is:

A. Administration

1. Ensure compliance with this program;
2. Conduct immediate corrective action for deficiencies found in the program;
3. Maintain an effective Hazard Communication training program;
4. Make this plan available to employees or their designated representative.

B. Shipping & Receiving Manager

1. Ensure all received containers are properly labeled and labels are not removed, damaged, and/or defaced;
2. Ensure shipping and receiving department employees are properly trained in spill response;
3. Ensure received Safety Data Sheets (SDS) is properly distributed.

C. Purchasing Agent

1. Obtain, from the manufacturer, SDS for chemicals purchased from retail sources.

D. Environmental Safety Department

1. Maintain a list of hazardous chemicals using the identity referenced on the SDS;
2. Monitor the effectiveness of the program;
3. Conduct annual audit of the program;
4. Monitor employee training to ensure effectiveness;
5. Keep management informed of necessary program, policy, procedure, training, etc. changes;
6. Ensure SDS's are available as required;
7. Monitor facility for proper use, storage and labeling of chemicals.

E. Department Heads, Directors, Managers, and Supervisors

1. Comply with all specific requirements of the program;
2. Provide specific chemical safety training for assigned employees;
3. Ensure chemicals are properly used, stored, and labeled;
4. Ensure only the minimum amount necessary is kept at work stations;
5. Ensure up to date SDS are readily accessible to all employees on all shifts.

F. Employees

1. Comply with chemical safety requirements of this program;
2. Report any problems with storage, use, and/or labeling of chemicals;
3. Immediately report chemical spills;
4. Use only those chemicals for which training has been provided and documented;

G. Contractors

1. Comply with all aspects of this program;
2. Coordinate information with the Environmental Safety Department;
3. Ensure Contractors employees are properly trained on the chemical found in their immediate work area;
4. Notify the Environmental Safety Department before bringing any chemicals into any BRCC property or facility;
5. Use chemicals only for specific assigned tasks in the proper manner.
6. Monitor and ensure proper storage, use, and labeling of chemicals by their employees.

II. General Program Information

A. The BRCC Hazard Communication Program Policy (HAZCOM) has been developed based on OSHA Hazard Communication Standard, Office of Risk Management – Loss Prevention Manual, guidelines, and any other applicable laws, rules, regulations, standards, and codes and consists of the following elements:

1. Identification of Hazardous Materials
2. Product Warning Labels
3. Safety Data Sheets (SDS)
4. Written Hazard Communication Program
5. Effective Employee Training

Some chemicals are explosive, corrosive, flammable, or toxic. Other chemicals are relatively safe to use and store but may become dangerous when they interact with other substances. To avoid injury and/or property damage, persons who handle chemicals in any area of BRCC must understand the hazardous properties of the chemicals.

Before using a specific chemical, safe handling methods and health hazards must always be reviewed. Supervisors are responsible for ensuring personal protective equipment needed to work safely with chemicals is accessible and maintained for all employees on all shifts. The Environmental Safety Department shall work with department heads, managers, supervisors, and employees as needed to ensure the proper identification, purchase, storage, use, and disposal of personal protective equipment.

B. Identification of Hazardous Materials

The BRCC Environmental Safety Department shall work with the College Administration to collect an accurate and complete list of chemicals and hazardous materials located throughout the system. Department Heads shall compile a list meeting the established guidelines found in the BRCC Hazard Communication Program and submit it in writing to the Environmental Safety Department for inclusion on the Chemical and Hazardous Materials Inventory. This list shall identify the locations, departments, and hazard classification for each item and shall be reviewed at least annually by the responsible department heads, managers, supervisors, employees and the Environmental Safety Department for approval from the College Administration.

1. Product Warning Labels

All employees are responsible for ensuring the proper labeling of chemicals in their work areas. The identification information provided on the label ensure the chemicals and hazardous materials used, stored, and disposed of in the workplace are performed in the safest manner possible.

2. Safety Data Sheets (SDS)

Safety Data Sheets are provided by the chemical manufacturer to provide additional information concerning safe use of the product. Each SDS provides:

- a. Common Name and Chemical Name of the material
- b. Name, address and phone number of the manufacturer
- c. Emergency phone numbers for immediate hazard information
- d. Date the SDS was last updated
- e. Listing of Hazardous ingredients
- f. Chemical hazards of the material
- g. Information for identification of chemical and physical properties

3. Written Hazard Communication Program

The BRCC Hazard Communication Program shall include the following information:

- a. Label and other forms of warning
- b. Safety Data Sheets
- c. Employee Training
- d. Chemical Inventory
- e. Non-Routine Tasks
- f. Precautionary measures for normal operations and emergency response

4. Employee Training

All employees of BRCC shall receive training within 30 days of employment and complete annual refresher training of the Hazard Communication and Right to Know Program. The following training shall be provided:

1. General
2. Job Specific (provided by the supervisor)
3. Immediate on the Spot Training (provided by the supervisor)
4. Non-Routine Tasks
5. Use and Transportation of Hazardous Materials
6. Chemical Safety and Storage
7. Identifying and Understanding Labels
8. Emergencies and Spills
9. Housekeeping
10. Definitions of Common Words and Phrases
11. How to Read and Use a Safety Data Sheet