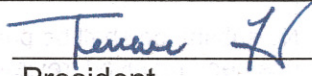


BBCC ADMINISTRATIVE PROCESS

Title: Hazardous Substance Communication	AP 7716	Implementing Board Policy: BP7700
Originating Department: Safety & Security	Originated: 12/2014	Effective Date: 2/23/15
Previous Revisions:	Approved:  President	

1.0 Purpose

Big Bend Community College (BBCC) is committed to the health and safety of its faculty, staff, and students, and in maintaining a safe and efficient workplace that complies with all local, state, and federal safety and health regulations, programmatic standards, and with any special safety concerns identified at the unit level. An important part of maintaining a safe work environment is the right for all employees to be notified of potential hazards in the workplace, as well as their obligation to notify BBCC of any health hazards or unsafe conditions to supervisory personnel.

2.0 Scope

- 2.1 All BBCC employees, full time, part time, temporary, casual labor, contractors, and student employees.

3.0 References

- 3.1 RCW 49.17, Washington Industrial Safety and Health Act
 3.2 WAC 296-800, Safety and Health Core Rules
 3.3 29 USC § 653, 655, 657, Occupational Safety and Health Act of 1970
 3.4 29 CFR § 1910.1200, Federal Hazard Communication Standard (HCS)
 3.5 International Association of Campus Law Enforcement (IACLEA) accreditation standard 17.2.2

4.0 Employee-Possessed Hazardous Substances

- 4.1 BBCC has adopted a strict policy covering employee-possessed substances. Any employee who wishes to bring a substance covered by this policy and procedure, including consumer products, into the work place must first complete a request listing the name of the substance, the manufacturer's name, the manufacturer's address, and the reason for the request.
- 4.2 Completed request forms will be submitted to the Director of Campus Safety by the employee's supervisor. The Director of Campus Safety will attempt to secure the Safety Data Sheet (SDS) from the manufacturer.
- 4.3 If it is determined that the substance the employee wishes to bring into the work place poses no risks, the employee will be allowed to bring the substance into the work place. A list of all approved employee-possessed substances will be posted on the bulletin board for view and use by all employees in the affected area.
- 4.4 These rules do not apply to the following employee-possessed substances:
- 4.4.1.1 Tobacco and tobacco products.
 - 4.4.1.2 Food, prescription drugs, personal medication, and cosmetics intended for the personal consumption or use of the employee.

5.0 Purchase of or Receiving Donations of Hazardous Substances, Safety Data Sheets

5.1 Purchase of hazardous substances shall comply with the requirements of AP 7717 Hazardous Waste Management and Disposal.

5.2 The Director of Campus Safety will obtain SDS for substances purchased by BBCC and employee-possessed substances located on campus. To assure the integrity of the college's SDS system, all purchases should be routed through the Purchasing Department. For any purchase made by a department that does not go through Purchasing, such as those made with petty cash or Purchasing Card, it will be the responsibility of the department head to ensure that an appropriate SDS is submitted to the Director of Campus Safety prior to purchase.

5.3 No substance shall be purchased or otherwise brought onto BBCC property, unless an SDS has been received, reviewed and approved for the product. The Director of Campus Safety will review incoming SDS forms to ensure that they contain the information specified in the Hazard Communication Standard. (For donated hazardous chemicals, see AP 8021).

5.4 Should a SDS be found to be deficient during the evaluation process, a copy will be returned to the manufacturer with a letter of explanation.

5.5 If the Central Stores attendant or requesting department receives a shipment of a substance for which there is no approved SDS in the data base, it will be assumed that no SDS has been received and delivery of the shipment to the requesting department will be delayed until an approved SDS is received.

5.6 As updated SDS forms are received, they will be evaluated as outlined above by the Director of Campus Safety. Copies of the updated SDS forms will be distributed to all individuals having a set of SDS forms. Those individuals will be responsible for removing any outdated SDS and replacing it with the new SDS. The SDS files will be periodically checked for accuracy and completeness by the Director of Campus Safety.

6.0 Container Labeling For Hazardous Substances

6.1 All containers used for hazardous materials shall be labeled in accordance with labeling requirements of the most recent version of the Hazard Communication Standard, 29 CFR § 1910.1200 (HCS).

6.2 No employees shall remove or deface existing labels on containers of hazardous chemicals. If the chemical substance is transferred to another container, the new container shall also be properly labeled.

7.0 Inventory Process

7.1 Annually, Campus Safety will provide a copy of each department's previous year's inventory of hazardous materials.

7.2 Each department is responsible to reconcile the inventory against the information provided.

7.3 Each department is also responsible for entering the new inventory into the college's online Hazardous Materials Management System.

8.0 Employee Responsibility and Access to Material Safety Data Sheets

8.1 Responsibility

8.1.1 Employees are responsible for cooperation with this procedure in the safe performance of their assigned duties and for compliance with all applicable safety rules and regulations.

8.1.2 Employees are required to utilize personal protective equipment during chemical usage as directed by their supervisors.

8.1.3 Employees should address to their immediate supervisor any concerns or questions they have regarding chemical materials with which they work.

8.2 Access to Material Safety Data Sheets

- 8.2.1 A master set of Safety Data Sheets shall be maintained online by the Director of Campus Safety in Building 1400, Room 1406. A partial selection of SDS forms may be maintained at selected work areas of BBCC as determined by the Director of Campus Safety.
- 8.2.2 Safety Data Sheets will be available at all times to any employee who wishes to review the SDS for a particular substance. SDS information may be viewed online by any employee at <https://msdsmanagement.msdsonline.com/932b2ee3-0fd9-4ebd-8a33-48981b80554a/ebinder/?nas=True>
- 8.2.3 Employees will be made aware of the location of SDS forms by the posting of a WISHA "Right To Know Information" posters throughout the campus.
- 8.2.4 The Director of Campus Safety will be immediately contacted if an SDS is not available for a substance an employee may have to use. An employee will not be required to work with any hazardous substance for which an SDS is not available.
- 8.2.5 Any employee can request a copy of the manufacturer's original SDS by submitting a written request to the Director of Campus Safety on an approved form. A photocopy of the SDS forms will be supplied to the requesting employee within 15 days of receipt of the request as specified by 29 CFR 1910.20(e).
- 8.2.6 A list of all hazardous substances known to be present at BBCC will be maintained by the Director of Campus Safety. Information on each listed substance can be obtained by reviewing the SDS forms available at the Campus Safety Department.

9.0 Employee Training and Information

- 9.1 All initial employees' training required by the Hazard Communication Law will be conducted or arranged by the Director of Campus Safety. The format will be a combination of written, lecture and audiovisual materials. All employees will be given the opportunity to ask questions and receive answers. Written reference handouts will be distributed to employees. All employees will be trained on all of the potential hazards of the substances used at their respective work stations. An outline of each training session will be kept on file by the Director of Campus Safety. Initial training will include:
 - 9.1.1 An overview of the requirements contained in the Federal Hazard Communication Standard and Washington's Right To Know Law.
 - 9.1.2 Location and availability of the college's list of substances, copies of the SDS forms, and its written Hazard Communication Plan.
 - 9.1.3 Physical and health effects of the hazardous substances.
 - 9.1.4 Methods and observation techniques that can be used to determine the presence or the release of hazardous substances in the work place.
 - 9.1.5 How to reduce or prevent exposure to these hazardous substances through use of equipment, work practices, and the use of personal protective equipment.
 - 9.1.6 Steps the college has taken to lessen or prevent exposure to these hazardous substances.
 - 9.1.7 Emergency procedures to follow in the event of an exposure to these hazardous substances.
 - 9.1.8 How to read labels and SDS forms to obtain appropriate hazard information.
 - 9.1.9 A question-and-answer session.
 - 9.1.10 Distribution of any appropriate handouts.
 - 9.1.11 Information concerning employee responsibilities as they relate to hazardous substances.

- 9.2 A short quiz will be given at the end of the session and will be kept on file with the "Employee Training Record." Employees who do not satisfactorily master the material will be scheduled for an additional training session.
- 9.3 Each employee will sign a copy of an "Employee Training Record" to verify that she/he attended the program, understood the training, received written handout materials, and understood the BBCC policy on Hazard Communication.
- 9.4 In addition, all employees will receive additional information from their supervisors regarding the identities and locations of hazardous substances used in their specific work areas. Supervisors will also inform employees of the potential hazards of substances in pipes located in their work areas and explain the pipe identification system used by BBCC.
- 9.5 New employees of BBCC will receive a Health and Safety Orientation and will receive information and training on the above mentioned items. This new employee training will be conducted or arranged by the Director of Campus Safety. At the end of the session, new employees will have an opportunity to have any questions answered by the presenter.
- 9.6 Each new employee will sign a training record to verify that he attended the training, received written handout materials, and understood the College policy on the Hazard Communication and Washington's Right To Know Law.
- 9.7 New employees will receive additional information from their supervisors regarding the identities and locations of hazardous substances used in their specific work area. Supervisors will also inform new employees of the potential hazards of substances in pipes in their work areas and explain the pipe identification system.
- 9.8 Prior to a new substance or physical hazard being introduced into any work area at BBCC, all employees in the affected work area will be trained on the new hazard as outlined above. A written training record will be signed by the employee.
- 9.9 In the event that a new substance or physical hazard is discovered for a substance currently being used, employees in the affected work area will be notified. If the substance or physical hazard is totally new, all employees will be informed and trained as specified above.
- 9.10 All employee training records will be maintained in the Human Resources Department.

10.0 Hazards of Non-routine Tasks

- 10.1 Periodically, employees will be required to perform non-routine tasks which could result in an exposure to hazardous substances.
- 10.2 Prior to starting work on such projects, each affected employee will be informed by his supervisor about the hazard of all known substances to which she/he might be exposed and protective measures she/he can take to minimize potential exposure. This will only include hazardous substance known to be present. This information will include:
 - 10.2.1 Specific substance identities.
 - 10.2.2 Physical and health hazards posed by these substances.
 - 10.2.3 Protective measures that the employee will take to minimize potential exposure, personal protective equipment, and emergency procedures.

11.0 Annual Hazard Communications Review

- 11.1 Annually, the Director of Campus Safety will review the entire Hazard Communication Program plan for BBCC to determine its completeness and effectiveness.