



Section: OPERATIONS
Title: HAZARD COMMUNICATION PROGRAM
Adopted: December 19, 2006
Revised:

	815. HAZARD COMMUNICATION PROGRAM	
<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Authority</p>	<p>The Joint Operating Committee recognizes that a Material Safety Data System and Hazard Communication Program are integral parts of the safe operation of the facility.</p> <p>The Joint Operating Committee directs a continuous program of Hazard Communications as outlined below.</p> <p>The Administrative Director or his/her designee shall implement the Hazard Communication Program as follows.</p> <p>1. Facility Policy: To ensure that information pertaining to the dangers of all hazardous chemicals used by LCCTC are known by all affected employees, the following hazardous information program has been established.</p> <p>All work units of the facility will participate in the hazard communication program. This written program will be available in the Health/Safety Coordinator's Office for review by any interested associate.</p> <p>All materials received by or brought into the facility shall be routed through the shipping/receiving clerk to insure accurate and timely distribution of MSDS's to the required personnel. Proper distribution shall consist of: Copy retained by the Shipping/Receiving Clerk, one copy forwarded to the Health/Safety Coordinator noting the department of origin, and one copy to accompany the material delivery and inserted in the department handbook.</p> <p>Emergency purchases that require a MSDS distribution must be routed through the Shipping/Receiving Clerk and approved by the Maintenance Technician or the Health/Safety Coordinator to insure compliance to the program.</p> <p>2. Container Labeling: The Shipping/Receiving Clerk will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning and list the name and address of the manufacturer.</p> <p>The individual shop instructors and the maintenance technician will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels that have the identity and the appropriate hazard warning. For help with labeling, see the Health/Safety Coordinator.</p> <p>The Health/Safety Coordinator will review the facility labeling procedures annually and update as required.</p>	

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3. **Material Safety Data Sheets (MSDS)** : The Health/Safety Coordinator is responsible for establishing and monitoring the facility MSDS program. He/She will make sure procedures are developed to obtain the necessary MSDS's and will review incoming MSDS's for new or significant health and safety information. He/She will see that any new information is passed on to affected associates. The following procedure will be implemented when an MSDS is not received at the time of initial shipment. The Shipping/Receiving Clerk shall contact the Health/Safety Coordinator who will then contact the vendor to secure a MSDS for the material. Note: The material shall remain in the Shipping/Receiving area, marked "MSDS information required" until the appropriate information is received and distributed.

Revised/updated MSDS's shall be distributed by the Health/Safety Coordinator.

4. **Associate Training and Information:** The Health/Safety Coordinator is responsible for the facility associate training program. He/she will ensure that all program elements specified below are carried out.

At the beginning of the school year all instructors, students, and staff (associates) will attend a health and safety orientation that includes the following information and training.

- An overview of the requirements contained in Act 1984-159.
- Hazardous chemicals present within the facility.
- Physical and health risks of hazardous chemicals.
- Symptoms of overexposure.
- How to determine presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps the facility has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if an associate is overexposed to hazardous chemicals.
- How to read labels and review MSDS information to obtain hazard information.
- Location of MSDS file and written Hazard Communication Program.

Prior to introducing a new chemical hazard into any section of this facility, each associate in that section will receive information and training as outlined above for the new chemical hazard.

5. **Hazardous Non-Routine Tasks:** Periodically associates are required to perform hazardous non-routine tasks. An example of non-routine tasks would be: tank cleaning. Prior to starting work on such projects, each affected associate will be provided with information by the instructor/supervisor about the hazardous chemicals he/she may encounter during such activity.

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This information will include specific chemical hazards, protective and safety measures the associate can utilize and steps the facility is taking to reduce the hazards, including ventilation, respirators, presence of another associate and emergency procedures.

6. **Informing Other Associates:** Other employers will be informed of the hazard labels used by the facility. If symbolic or numerical labeling systems are used, the other employers will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.

Other employers will be provided access to the appropriate departmental MSDS information as well as the information in the Master File (Health/Safety Coordinators Office) as needed.

Also, other employers will be informed of the hazard labels used by the facility.

7. **List of Hazardous Chemicals:** The Health/Safety Coordinator will provide and distribute a list of all known hazardous chemicals used by our associates. Further information of each chemical may be obtained by reviewing MSDS's located in each shop (as appropriate), the custodial area, and the Master File (located in the Health/Safety Coordinators office.)

Chemicals not already on the list shall be added to the list along with the date the chemicals were introduced, within 30 days of introduction into the workplace. Distribution of this information is described in item #1-Facility Policy, paragraph three.

8. **Copy of Program:** A copy of this program will be made available, upon request, to any associate or their representative.

Note: This model program is provided only as a guideline to assist in complying with Pennsylvania Law Act 1984-159. It is not intended to supersede the requirements of the Act.