

**1. Policy:** Carl Sandburg College is committed to providing employees with a safe and healthful workplace. It is the policy of the College that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

The College will provide affected employees a Hazard Communication Program including information on the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals.

This program applies to all work operations at Carl Sandburg College where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All office and departments will participate in the Hazard Communication Program. Management of this program and updates are the responsibility of the ADA/Safety Coordinator located in room D201, phone number 309-341-5250.

The Hazard Communication Program Committee (HCPC) is the program coordinator with overall responsibility for the program including reviewing and updating this plan as necessary, being placed in coordination with the Risk Management Committee. The HCPC will typically be comprised of the following positions: Director of Public Safety, Director of Human Resources and the ADA/Safety Coordinator along with other members of the campus community. The composition of the HCPC membership may change (additions or deletions) as appropriate.

**2. Container Labeling:** The HCPC will take appropriate steps to reasonably ensure that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address. Such steps will include working with area supervisors.

The area supervisor/faculty in each department or office will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning, along with notifying the ADA/Safety Coordinator of these new items. For help with labeling, contact the ADA/Safety Coordinator at 309-341-5250 or check in at room D201.

**3. Safety Data Sheet (SDS):** The HCPC is responsible for establishing and monitoring the Carl Sandburg College SDS program. To the extent reasonable, the HCPC will ensure that procedures are developed to obtain the necessary SDS and will review incoming SDS for new or significant health and safety information. The HCPC/ADA Safety Coordinator will make reasonable efforts to see that any new information is communicated to affected employees.

Copies of SDS for all hazardous chemicals to which employees are exposed or are potentially exposed will be maintained and readily available in every room in which chemicals are housed or by going online and searching the product name.

SDS's will be readily available to all employees during each work shift. If an SDS is not available, contact the ADA/Safety Coordinator at 341-5250 or in room D201.

When revised SDS are received or new products used, the SDS books will be updated by the ADA/Safety Coordinator, only after being advised by the appropriate department supervisor or faculty member that new items have been received on campus.

**4. Employee Training and Information:** The HCPC/ADA/Safety Coordinator is responsible for the Hazard Communication Program and will ensure that all program elements are carried out. It is the responsibility of this committee, through regular routine inspections of the SDS books and current materials that are present on the campus.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan. Each new employee will attend an orientation that includes the following information and training:

- An overview of the OSHA hazard communication standard
- The hazardous chemicals present at his/her work area
- The physical and health risks of the hazardous chemicals
- Symptoms of overexposure
- How to determine the 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 company has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels and SDS to obtain hazard information
- Location of the SDS file and written Hazard Communication program

Prior to introducing a new chemical hazard into any department or office, each employee in that department or office will be given information and training as outlined above for the new chemical hazard, this additional training will be provided by the ADA/Safety Coordinator.

**5. List of Hazardous Chemicals:** A list of all known hazardous chemicals used by our employees will be maintained in the SDS manual. This manual includes the name of the chemical or product, the manufacturer, the work area in which the chemical or product is used. Further information on each chemical or product may be obtained online by entering the product name in the search bar.

**6. Program Availability:** A copy of this program will be made available, upon request, to employees and their representatives from the Carl Sandburg College Department of Public Safety/ADA/Safety Coordinator in room D201 or by calling 309-341-5250.