

PROCEDURE 2.17.2: HAZARD COMMUNICATION PROGRAM

The hazard communication program applies to all work operations at Sandburg where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. It includes information on the contents of the OSHA Hazard Communications standard, the hazardous properties of chemical with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. All office and departments participate in the hazard communication program, which is managed by the ADA/safety compliance coordinator, 309.341.5262.

The hazard communication program committee (HCPC) has overall responsibility for the program, including reviewing and updating this plan as necessary, being placed in coordination with the risk management committee. The HCPC is typically comprised of the following positions:

- Chief public safety officer
- Chief human resources officer
- ADA/safety compliance coordinator
- Other members of the campus community

The composition of the HCPC membership may change (additions or deletions) as appropriate.

Container labeling

The HCPC takes appropriate steps, including working with area supervisors, to reasonably ensure all containers received for use are clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address.

The area supervisor/faculty in each department or office ensures 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 compliance coordinator of these new items. For help with labeling, contact the [ADA/safety compliance coordinator](#) at 309.341.5262.

Safety data sheet (SDS)

The HCPC establishes and monitors the Sandburg SDS program. To the extent reasonable, the HCPC ensures that procedures are developed to obtain the necessary SDS and review incoming SDS for new or significant health and safety information. The HCPC/ADA safety coordinator makes reasonable efforts to communicate any new information to affected employees.

Copies of SDS for all hazardous chemicals to which employees are exposed or are potentially

exposed are maintained and readily available in every room in which chemicals are housed, as well as searching the product name online.

SDSs are readily available to all employees during each work shift. If an SDS isn't available, contact the [ADA/safety compliance coordinator](#) at 309.341.5262.

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

Employee training and information

The HCPC/ADA/safety compliance coordinator ensures all program elements are carried out Through regular routine inspections of the SDS books and current materials present on the campus.

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

- Overview of the OSHA hazard communication standard
- Hazardous chemicals present at their work area
- 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, the ADA/safety compliance coordinator gives each employee in that department of office information and training as outlined above for the new chemical hazard.

List of hazardous chemicals

A list of all known hazardous chemicals used by employees is 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 searching the product name.

Program availability

A copy of this program will be made available, upon request, to employees and their representatives from the Sandburg's Public Safety/ADA/safety compliance coordinator by calling 309.341.5262.

Original: 6/16

Reviewed: 2/24

Revised: 2/24