

RIGHT-TO-KNOW/ HAZARD COMMUNICATION PROGRAM

A. INTRODUCTION / GENERAL REQUIREMENTS

Broome Community College's (BCC) first consideration in the performance of work shall be the protection of the safety and health of all employees. BCC has developed this Hazard Communication Program to ensure that all employees receive adequate information relevant to the possible hazards that may be involved with the various hazardous substances used in the company's operations and processes. The following program outlines how we will accomplish this objective.

B. SCOPE

This program covers all potential workplace exposures involving hazardous substances as defined by federal, state and local regulations.

C. HAZARD DETERMINATION

BCC does not evaluate any of the hazardous substances purchased from suppliers and/or manufacturers, but rather relies upon the evaluation performed by the suppliers or by the manufacturers of the substances to satisfy the requirements for hazard determination.

D. CONTAINER LABELING

No container or hazardous substances will be released for use unless the container is correctly labeled and the label is legible.

All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders, reaction vessels, storage tanks, or the like will be checked by the receiving department to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be quarantined until a new label has been installed.

The label must contain the chemical name of the contents, the appropriate hazard warnings, and the name and address of the manufacturer, and any other information required.

All secondary containers shall be labeled. The information must include details of all chemicals that are in the referenced container.

E. MATERIAL SAFETY DATA SHEETS (MSDS)

Each Department must maintain a MSDS file. These Material Safety Data Sheets must be available to all employees, at all times in the work area in which the chemical are located.

The Chair or Director of a department will review all incoming MSDSs for completeness. If any MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer or distributor. If you have any questions contact the Director of Campus Safety and Security. OSHA is to be notified if the manufacturer or distributor will not supply the MSDS or if it is not received within 30 days from request. Any new information will be passed on to employees involved.

New materials will not be introduced into the work area until a MSDS has been received.

The purchasing department will make it an ongoing part of its function to obtain MSDSs for all new materials when they are first ordered.

The Director of Campus Safety and Security or his or her designee shall coordinate with appropriate departments to make sure all MSDSs are obtained, distributed and communicated.

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F. EMPLOYEE INFORMATION AND TRAINING

All employees will receive an annual information and training on the following items prior to starting work with hazardous substances:

- An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.
- Information on where hazardous substances are present in their work areas.
- Information regarding the use of hazardous substances in their specific work areas including the location of MSDSs.
- The location and availability of the written hazard communication program. (A copy of the program will be to all employees online. The Chair or Director of a Department will print a copy for employees upon request who does not have ready access to a campus computer.)
- The physical and health aspects of the substances in use.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- The controls, work practices and personal protective equipment available for protection against possible exposure.
- Emergency and first-aid procedures to follow if employees are exposed to hazardous substances.
- How to read labels and material safety data sheets to obtain the appropriate hazard information.

It is most important that all of our employees understand the information given in the training. Questions regarding this information should be directed to the Director of Campus Safety and Security. When new substances are introduced into the workplace the Chair or Director of a department will review the above items with affected employees as they are related to the new materials.

G. NON-ROUTINE TASKS

Infrequently, employees may be required to perform non-routine tasks that involve the use of hazardous substances. Prior to starting work on such projects, each involved employee will be given information by his or her supervisor about hazards to which they may be exposed during such an activity.

This information will include:

- The specific hazards;
- Protective/safety measures that must be utilized;
- The measures the BCC has taken to lessen the hazards, including special ventilation, respirators, and the presence of another employee, air sample readings, and emergency procedures.