



Hazard Communications Plan (Right-to-Know)

Implementation Date: 1/2012 **version** 1.3A (3/18)

Hazard Communication Program

The purpose of this program is to inform interested persons that Suffolk County Community College is complying with the OSHA Hazard Communication Standard (29CFR1910.1200) by compiling a hazardous chemicals list, by using safety data sheets (SDSs), by ensuring that containers are labeled, and by providing our employees with training and information availability.

This program applies to all work operations at the College where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The Assistant Director of Public Safety and Environmental Health is the program coordinator, acting as the representative of the College President, who has overall responsibility for the program. The Assistant Director of Public Safety and Environmental Health will review and update the program, as necessary. Copies of the written program may be obtained from the Office of Fire and Public Safety.

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable SDSs, and chemical information lists from the Office of Fire and Public Safety. Under this program, our employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. Our employees will also be informed of the hazards associated with non-routine tasks, such as the cleaning of science laboratories, and the hazards associated with chemicals in unlabeled pipes.

If after reading this program, you find that improvements can be made, please contact the Assistant Director of Public Safety and Environmental Health. We encourage all suggestions because we are committed to the success of our written hazard communication program. We strive for clear understanding, safe behavior, and involvement in the program from every level of the College.

Hazard Evaluation Procedures

Our chemical inventory is a list of hazardous chemicals known to be present in our workplace. Anyone who comes into contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. That is why it is so important that hazardous chemicals are identified, whether they are found in a container or generated in work operations (for example, welding fumes, dusts, and exhaust fumes). The hazardous chemicals on the list can cover a variety of physical forms including liquids, solids, gases, vapors, fumes, and mists.



Sometimes hazardous chemicals can be identified using purchase orders. Identification of others requires an actual inventory of the facility.

Each department is responsible for evaluating the hazards posed by its chemicals. A copy of this hazard analysis will be forwarded to the Office of Fire and Public Safety. Each Department is also responsible for keeping an up to date inventory of its chemicals.

The Assistant Director of Public Safety and Environmental Health keeps the master chemical inventory list, along with related work practices used at the College. After the chemical inventory is compiled, it serves as a list of every chemical for which an SDS must be maintained.

Safety Data Sheets (SDSs)

The SDSs we use are fact sheets for chemicals which pose a physical or health hazard in the workplace. SDSs provide our employees with specific information on the chemicals they use.

Each department will maintain their own SDS file. The Office of Fire and Public Safety will maintain the master SDS file for the College. The Department Supervisor is responsible for obtaining/maintaining the SDSs for their department. He/she will contact the chemical manufacturer or vendor if additional research is necessary.

Each department will make the appropriate SDS available to their employees. The SDS will be kept in accordance to Federal Regulations. To fulfill the requirements of the Emergency Planning and Community Right Act (EPCRA) ([42 U.S.C. §§ 11001 - 11050](#)) the Office of Fire and Public Safety will distribute the required chemical information to the proper outside agencies.

SDSs used in the workplace can also be obtained online via any computer with internet access. <http://www.m3v.net/prod/m3v/login.html> logon: sccc@sunysuffolk.edu pw: Sccc1111

Labels and Other Forms of Warning

Labels list at least the chemical identity and appropriate hazard warnings. The chemical identity is found on the label, the SDS, and the chemical inventory. Therefore, the chemical identity links these three sources of information. The chemical identity used by the supplier may be a common or trade name, or a chemical name. The hazard warning is a brief statement of the hazardous effects of the chemical (i.e., "flammable," or "causes lung damage"). Labels may contain other information, such as precautionary measures (i.e., "do not use near open flame").

Department supervisors are responsible for ensuring that all hazardous chemicals in secondary containers are properly labeled and updated, as necessary. The Department supervisor also ensures that newly purchased materials are checked for labels prior to use.

All chemical labels will, at a minimum, have the chemical name, warning level and hazard type. The containers may use the NFPA or HMIS label, but will NOT use the GHS four color label.



If employees transfer chemicals from a labeled container to a portable container that is intended only for their IMMEDIATE use, no labels are required on the portable container.

The following procedures are used to review and update label information when necessary and to ensure that labels that fall off or become unreadable are immediately replaced: Employee will contact their supervisors for replacement labels as necessary.

Training

Everyone who works with or is potentially "exposed" to hazardous chemicals will receive initial training and any necessary retraining on the Hazard Communication Standard and the safe use of those hazardous chemicals. "Exposure" means that "an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) and includes potential (e.g., accidental or possible) exposure." Whenever a new hazard is introduced or an old hazard changes, additional training is provided.

Information and training is a critical part of the hazard communication program. We train our employees to read and understand the information on labels and SDSs, determine how the information can be obtained and used in their own work areas, and understand the risks of exposure to the chemicals in their work areas as well as the ways to protect themselves.

Our goal is to ensure employee comprehension and understanding including being aware that they are exposed to hazardous chemicals, knowing how to read and use labels and SDSs, and appropriately following the protective measures we have established. Any questions should be directed to a supervisor or the Assistant Director of Public Safety and Environmental Health.

Training Content

The training plan emphasizes these elements:

- Summary of the standard and this written program, including what hazardous chemicals are present, the labeling system used, and access to SDS information and what it means.
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).
- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- Procedures to protect against hazards (e.g., engineering controls; work practices or methods to assure proper use and handling of chemicals; personal protective equipment required, and its proper use, and maintenance; and procedures for reporting chemical emergencies).



Each department will ensure that its employees receive the proper training when initially hired, annually and when a new chemical is introduced. The Assistant Director of Public Safety and Environmental Health can assist with this training.

Hazards of Non-routine Tasks

When employees are required to perform any of the following hazardous non-routine tasks that have the potential to expose workers to hazardous chemicals, the employee's supervisor will inform the employees of these hazards.

Additional Information

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable SDSs, and chemical information lists from their supervisor or from Public Safety at 851-6771. More comprehensive information on chemical handling and labeling are available in the College's Chemical Hygiene Plan.