

ALPENA COMMUNITY COLLEGE WRITTEN HAZARD COMMUNICATION PROGRAM

GENERAL

The following hazard communication program has been established for Alpena Community College. This program will be available for review by all employees.

I. HAZARD DETERMINATION

The Safety Committee Chair will be relying on material safety data sheets from MSDSonline and suppliers to meet determination requirements for hazardous classification.

II. LABELING

- A. Each Department Head will be responsible for seeing that all containers coming in are properly labeled. A follow-up internal audit by the Safety Committee must be performed to ensure compliance.
- B. All labels shall be checked for:
 - Identity
 - Hazardous Warning (Words/Symbols/Pictures)
 - Name and Address of Responsible Party
- C. Each department head shall be responsible for seeing that portable containers used in their work area are labeled with identity and hazard warning, unless they are portable containers that have received their contents from a labeled container and are intended only for immediate use of the employees performing the transfer.

III. MATERIAL SAFETY DATA SHEETS (MSDS)

- A. Any person ordering new supplies will be responsible for ensuring that MSDSonline has a current MSDS sheet for that product. The purchase order will indicate by checking all appropriate boxes, i.e., “MSDS Must Accompany Purchase,” “MSDS On File With MSDSonline” or “No MSDS Needed.” New product MSDS sheets must be posted for (10) ten days. An internal audit will be performed to ensure compliance.
- B. Copies of MSDS sheets for all hazardous chemicals to which employees may be exposed will be kept in electronic files at MSDSonline.
- C. MSDS sheets will be available for review to all employees during each work shift. Electronic copies of MSDS sheets are available from MSDSonline by logging in to the Alpena Community College account (link is posted on the Alpena Community College Staff Sharepoint Site).

- D. The department heads will be provided with the required MIOSHA Right-To-Know posters and postings by the Safety Committee Chair. Employees will be verbally notified by department heads of new/ revised MSDS sheet and same will be posted within five (5) days.

IV. EMPLOYEE INFORMATION AND TRAINING

- A. The College Human Resources Department shall coordinate and maintain records of training conducted for Alpena Community College.
- B. Before starting work, at the time of their initial assignment, each new employee will attend a safety class conducted by their department. The class will incorporate the following general guidelines and, also, any department-specific information. In that class, each employee will be given information on:
- Chemicals and their hazards in the workplace.
 - How to lessen or prevent exposure to these chemicals.
 - What the college has done to lessen or prevent workers exposure to these chemicals.
 - Procedures to follow if they are exposed.
 - How to read and interpret labels and MSDS sheets.
 - Where to locate MSDS sheets and from whom they may obtain copies.

Attendance will be taken at all training sessions. These records will be kept by department heads with copies forwarded to the Human Resources office for filing in personnel files.

- C. The employee will be informed that:
- The employer is prohibited from discharging, or discriminating against, an employee who exercises his rights regarding information about hazardous chemicals in the workplace.
 - As an alternative to requesting an MSDS from the employer, the employee may obtain a copy from the Department of Public Health. A sign will be posted with the address and telephone number of the department responsible for such requests.
- D. Before any new hazardous chemical is introduced into the workplace, each employee will be given information in the same manner as during the safety class.

V. HAZARDOUS NON-ROUTINE TASKS

- A. On occasion, employees are required to do work in hazardous areas (e.g. confined spaces). Prior to starting work in such areas, such employee will be given information about the hazards involved in these areas. This information will include:
- Specific chemical hazards.
 - Protection/safety measures the employee can take to lessen risks
- B. Measures the College has taken to lessen the hazards including ventilation, respirators, the presence of another employee, and specific emergency procedures to

be provided by each department.

- C. It is the policy of Alpena Community College that no employee will begin work in a confined space, or any non-routine task, without first receiving a safety briefing.

VI. MULTI-EMPLOYER WORKPLACES

- A. Employers who produce, use, or store hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be exposed (for example, employees of construction contractors working on-site) shall additionally ensure that the hazard communication programs developed and implemented under this program include the following:

- The methods the employer will use to provide the other employer(s) on-site access to material safety data sheets for each hazardous chemical the other employer(s)' employees may be exposed to while working;
- The methods the employer will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operation conditions and in foreseeable emergencies; and,
- The methods the employer will use to inform the other employer(s) of the labeling system used in the workplace.

- B. It is the responsibility of the department heads doing the contracting to obtain chemical information from contractors when they will expose our employees to hazardous chemicals which they may bring into our workplace.

VII. PIPE AND PIPING SYSTEMS

- A. Information on the hazardous contents of pipe and piping shall be identified to an employee by the same means as provided for required labels.

VIII. LISTS OF HAZARDOUS CHEMICALS

- A. A list of the chemicals used by the employees of Alpena Community College will be kept on file with the Director of Facilities, phone number 989-358-7202. As each new hazardous material is posted on a Right-To-Know poster, the Director of Facilities must be notified in order to keep our chemical list current. Further information can be obtained by clicking the MSDSonline link on the Alpena Community College Staff Sharepoint Site for an electronic copy of MSDS sheets.