# Tri-County Technical College
# Hazard Communications Program (HazCom)

In order to comply with the South Carolina Occupational Safety and Health standard on hazard communication, sub article 6, Section 1910.1200, the following written Hazard Communication Program for Tri-County Technical College has established the following program for employees as a guide for working with hazardous chemicals. This program will ensure that the employee and students alike have safety and health information readily available about the hazardous materials they may encounter.

The maintenance of SDS files is the responsibility of the lab manager, Department Heads, and Division Chairs. Hard copies of SDS files are located in each lab and a master copy of SDS files is located on a shared network drive.

**Contents:**

## Location of Hazardous Communication Program

A copy of the program is located in each lab and on eTC for review at any time.

## Employee Training

Each employee has a "Right to Know" concerning the hazards of working with chemicals in the laboratory workplace. This Hazard Communication Standard is set forth in 29 CFR 1910.1200. This "Right to Know" applies to any person who encounters any hazardous chemical. The department heads and directors must ensure that each employee is informed of the "Right to Know" prior to commencing work with any hazardous chemicals. Each laboratory will obtain and maintain the Safety Data Sheets (SDS) for every hazardous chemical used. Each employee shall receive information at the time of initial assignment concerning the hazards of the work performed in the laboratory and all applicable chemical safety procedures. They shall be informed of the location of the SDS and safety procedures, and how to look up the information. They shall be informed of the permissible exposure limits, the signs, and symptoms of exposure to hazardous chemicals, and the location of reference materials. Training programs shall be a conducted on an annual basis or as needed for all employees including part-time and adjunct instructors. Training shall include the following:

- methods and observations to detect release of hazardous chemicals,
- the control of physical and health hazards,
- measures to be taken for employee protection.

All training will be documented and maintained in a file by the department doing the training and on a shared 'Safety Committee" network drive. When a new chemical or chemical product is introduced, additional training may be required of the employee. When appropriate, outside contractors may be contacted to conduct the training. The training may be conducted via lecture, video, or online training module and must address the following:

- Labeling containers,
- Location and availability of the SDS to include the hazardous communication program,
- Training on physical and health hazards of the chemicals in the work area,
- How to prevent exposure through proper work practices/ engineering,
- Emergency procedures and personal protective equipment,

- Procedures to follow if there is an exposure,
- Methods and procedures to follow for detecting the presence or release of hazardous chemicals.

**Labeling on Shipped Containers**

Shipping/Receiving personnel will be responsible for verifying that all containers received by the college are clearly labeled as to the contents. Any shipment that shows damage or spillage should be refused.

**Container Labeling**

After the container has been delivered to the appropriate department, ownership of the container and responsibility for labeling will be transferred to the department head/supervisor of that department. The labeling should be consistent with the appropriate SDS, OSHA, and NFPA standards. If a manufacturer label is accidentally defaced, removed, etc., the department head/supervisor should be advised immediately, and the label replaced with an appropriate label.

All containers, drums, safety cans, jars, plastic or glass bottles, jugs, and spray bottles used in the laboratories must be labeled as to the contents. Additionally, the hazard warning label along with the name and address of the manufacturer must be on the container. Containers containing chemicals intended for immediate use, such as lab beakers, flasks, or spray bottles do not need to be labeled.

**Hazardous Waste Disposal Shipments**

Chemical waste will be disposed of through a contracted vendor and shall follow EPA, OSHA, DOT, and SCDHEC regulations. The lab manager or department safety officer will maintain the records for all disposed waste from their department at Tri-County Technical College.

**Disposal of Hazardous Waste from Labs**

Other than chemical waste that can be neutralized and disposed of through the laboratory sewage system, all chemicals shall be transported off campus for appropriate disposal. Fume hoods shall not be used as a means for disposal of volatile liquids.

**Safety Signage**

Every laboratory door that regularly uses or stores chemicals should have the appropriate door signage. This signage should include who to call in case of an emergency or hazardous spill, the hazards used or stored in the room, and

specific locations of emergency equipment (i.e. fire extinguishers, spill kits, first aid kits).

## Safety Data Sheets (SDS/MSDS)

The Occupational Health and Safety regulation 29 CFR 1910.1200, also known as the OSHA Hazard Communication Standard requires chemical manufacturers, distributors, and importers to communicate the hazards of chemical products to users by providing Safety Data Sheets (SDSs; formerly known as Material Safety Data Sheets or MSDSs). SDSs are required of all chemicals used by or ordered by Tri-County Technical College for the purpose of maintenance or academics. The SDS contains information including reactivity of the substance, personal protective equipment to be worn when using the material, chronic and acute health effects, and the first aid procedures for exposure to the substance.

Each department at Tri-County Technical College will maintain a list of chemicals used in the department. This list will be kept on file along with a copy of all SDSs of the chemicals used by the department. A master list of SDS will be kept on a shared "Safety Committee" network drive. The Safety Committee will have access to this drive.

Each Dean, director, and/or department head will advise their staff of the specific location of the SDS for their respective departments/areas of responsibility. The SDS for each department must be readily available to employees for review during their work hours.

Missing SDSs are to be replaced as soon as possible once the discovery of a missing sheet is made. The department should contact the manufacturer of the product for a replacement. SDSs can also be found on the manufacturer's website.

## Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) may be required in lab to protect students and employees from injury or exposure due to hazardous materials. PPE includes, but is not limited to, the use of safety goggles/glasses, lab coats, and gloves. Those working in labs are also expected to wear protective clothing such as closed-toed shoes, long pants, and hair must be pulled back.

- ***Eye Protection.*** To comply with both South Carolina and Federal law (e.g., Code of Federal Regulations, Title 29, Section 1910.133), all students and employees must wear eye protection while in the

laboratories. Safety glasses must meet the American National Standards Institute standard Z87.1-1989. However, safety goggles are preferred. Students/ employees who wear contact lens should opt for wearing their prescription glasses instead to prevent increased injury. Face shields may also be used in particularly hazardous procedures.

- ***Protective Apparel.*** Protective apparel is determined by the hazards each lab. However, certain guidelines should always be enforced. This includes wearing long pants and a lab coat (and/or a long sleeve shirt), wearing closed-toed shoes, pulling long hair back, and wearing suitable gloves. Gloves should be removed before handling non-laboratory items (such as cellphones) and should not be worn outside of lab. If gloves are needed to handle hazardous materials outside of the working lab area, remove a glove from one hand to operate doors and elevators.

**Laboratory Fume Hoods**

Fume hoods should be used to control exposure to hazardous chemicals. Work with the hood in the lowest possible position, and keep the sash closed when not in use.

**Hazardous Non-routine work**

Prior to starting work on projects that involve hazardous chemicals, each affected employee will be provided with information by their supervisor on any hazards of the chemicals, proper safety procedures to be used involving the chemical, and what emergency procedures are to be taken in case of an emergency or accident involving the chemical.

**Contractors**

When a contractor is performing work on the college campus, they will be informed of any hazardous chemical(s) their employees may encounter during their work activities. They will be advised of precautions their employees must take to lessen the possibility of exposure to the hazardous chemical(s) on the work site, usage of any safety protective measures, emergency contact number(s), SDS locations and the college's chemical labeling system. A representative of the Physical Plant or designee will provide this information to the contractor.

The contractor conducting work activity on campus will be required to supply the college with SDS on all chemicals they will be using in their

work activities. Copies of the contractor SDS will be kept on file in the Physical Plan and on a shared "Safety Committee" network drive. Employees of Tri-County Technical College may request to review any SDS provided by a contractor if the material the contractor is using is providing an exposure to the employee.

**Unlabeled Pipes**

If a work activity is to be performed on a pipe with unknown contents, the Physical Plant is to be contacted to determine what contents are in that pipe. The SDS for the chemical will be reviewed to determine what personal protective equipment is needed to safely handle it.

**Self-Audits/Annual Inspections**

To stay up to date on hazardous materials present in the laboratories, self-audits may be performed by laboratory staff. This ensures that the personnel working regularly in the labs remain informed on all possible hazardous and know how to handle/dispose of these materials properly. This can also include updating chemical inventory and disposing of expired chemicals. Annual inspections may also be performed by the departmental safety officers to ensure consistent safety precautions and proper handling of hazardous materials are being upheld at all TCTC campuses. A copy of the audit documentation will be saved on a shared "Safety Committee" network drive.

**Chemical Inventory**

A thorough list of all chemicals should be kept for each department and, at minimum, annually updated. This list should include each chemical name (and alternative names), quantity, hazard class, specific location, and date received/expired. Hazardous chemicals should be highlighted and kept up to date. Inventory of biological hazards (i.e. BSL-2 and bloodborne pathogen) should also be kept and updated.

**Plan Review and Update**

This plan will be reviewed and updated annually by the Chemical Hygiene Committee.

*Reviewed 11/2021* *Updated 11/2020*