EMERGENCY PHONE NUMBERS

IMMEDIATE DANGER 911

FIRE, Police, Ambulance, Sheriff: 911

COLLEGE SECURITY
425-754-0154
425-640-1501

FACILITIES
Maintenance 425-640-1542
Grounds 425-640-1674
Custodial 425-640-1437
Director of Facilities & Capital Projects 425-640-1495

WASH. POISON CENTER 1-800-222-1222

Puget Sound Energy (Gas leak) 1-888-225-5773
Snohomish Co. PUD (Electrical) 425-783-1000
City of Lynnwood Water (flooding, broken pipes, water)
  Office: 425-670-5000
  After hours: 425-329-6205
  Surface water flooding 425-670-5232

Swedish Memorial Hospital 425-640-4100

IN CASE OF SPILL

College Security 425-754-0154
Director of Facilities 425-640-1495

Washington State Emergency Mgmt Division 1-800-562-6108
Ecology – NW Regional Office 1-425-649-7000
Ecology SW Regional Office 1-360-407-6300

Updated: May 18, 2016
EDMONDS COMMUNITY COLLEGE

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 23

6.5.100 R102 HAZARD COMMUNICATION PROGRAM

Purpose: To ensure that all hazardous materials used on the Edmonds Community College campus are stored and handled safely and to communicate the hazards of these chemicals to their users. To comply with Washington Administrative Code 296-54-054, "Hazard Communication."

Scope: This regulation applies to all departments at Edmonds Community College where hazardous chemicals are used or stored.

I. DEFINITIONS

*Environmental and Safety Team*: Team composed of college staff who collectively manage environmental and safety issues. Names of team members are posted on area Safety Bulletin Boards.

*Hazardous Chemical*: Any material which poses either a physical or health hazard.

*HMIS (Hazardous Materials Inventory Statement)*: City of Lynnwood required chemical inventory and emergency procedures.

*MSDS (Material Safety Data Sheet)*: Written summary, supplied by the material vendor, detailing the health and physical hazards of a material, and safe handling and use guidelines.

*Repeat Violation*: Three or more instances of noncompliance with requirements of this program by the same area or department.

*Safety Glasses*: Eye glasses marked Z-87 and equipped with side shields, or goggles marked Z-87.

II. RESPONSIBILITIES

A. The Environmental and Safety Team, which is appointed by the Senior Vice President for Finance and Operations, will:

1. Develop and maintain this program.

2. Ensure all employees potentially exposed to hazardous materials receive formal training on the requirements of this program.

3. Coordinate annual departmental chemical inventories.
4. Supply hazardous chemical users with training materials for their use in training students and employees.

5. Review and authorize the purchase of new hazardous materials.

6. Document noncompliance with this program.

B. Full-time faculty and staff with supervisory responsibility of areas in which hazardous chemicals are used will:

1. Ensure that all containers are clearly and appropriately labeled.

2. Ensure that all instructors, staff, and students receive training on this program prior to working with chemicals and that training is documented.

3. Ensure that a chemical inventory is completed annually, that a current copy is available in the area where the chemicals are used and in the supervisor’s area, and that a current copy is supplied to the Security Office.

4. Assure that students and employees do not bring unauthorized hazardous materials onto the campus.

5. Evaluate new hazardous materials to determine if a new hazard is being introduced to the area and, if so, perform additional training on the new hazard.

6. Maintain a file of MSDSs for each hazardous chemical used so that it is readily available to the users and supply a current copy of each MSDS to the Security Office.

7. Ensure that emergency phone numbers, a copy of this program, and the HMIS plan are available in the area.

8. Keep the Environmental and Safety Team informed of classroom or job changes that introduce a new chemical hazard.

9. Assure that students and employees wear safety glasses when handling hazardous materials and that additional personal protective equipment is provided as needed.

10. Provide a safe environment for students and employees.

C. The Security Office will:

1. Maintain a master file of all departmental chemical inventories.

2. Maintain a master file of MSDSs for all chemicals used on campus.

3. Perform periodic chemical inventory, labeling and MSDS spot checks in those areas where hazardous materials are used.
4. Provide the City of Lynnwood Fire Department with a current HMIS report for all areas on campus.

D. Purchasing will:

1. Prior to placing orders for chemicals, obtain authorization from a designated member of the Environmental and Safety Team.

E. Contract Managers will:

1. Inform contractors and enforce requirements of this program.

III. POLICIES AND PRACTICES

A. Labeling

1. Manufacturers’ labels shall not be removed or defaced and must contain, at minimum, the name of the material, the name and address of the manufacturer, and the hazard warning.

2. If labels on incoming hazardous material containers do not meet the above requirements:
   a. The material in the container shall not be used until appropriate corrections are made.
   b. The area supervisor shall contact the vendor of the material and request correct labels be supplied. This request is to be documented by the requester.
   c. The Environmental and Safety Team shall be notified.

3. Repackaged materials and mixed chemicals must be labeled with the name of the material and the primary hazard warning if not used immediately or if not constantly in the control of the person who mixed or repackaged the material.

4. “Unknowns” for use in student labs shall be labeled with the hazard warning and identified by number or letter. The composition of all unknowns shall be recorded in an area lab notebook.

B. Material Safety Data Sheets

1. A current MSDS shall be maintained for each hazardous substance on campus.

2. If an MSDS is not supplied or is incomplete for an incoming hazardous material:
   a. The material in the container shall not be used until the MSDS is received.
   b. The area supervisor shall contact the vendor of the material and request that an MSDS be supplied. This request is to be documented.
   c. The Environmental and Safety Team shall be notified.
3. MSDSs will be made available to all students and employees. Files of MSDSs for all materials used in an area shall be maintained both in the area and in the Security Office.

C. Training

1. All employees and students working in areas where hazardous materials are used shall receive training on the following:
   b. Chemicals present in their area.
   c. Location of the written Hazard Communication Program, HMIS Program, area chemical inventory, and MSDSs.
   d. How to detect a leak or exposure to hazardous chemicals.
   e. The physical and health hazards of chemicals used in the area.
   f. How to minimize exposure to chemical hazards, including procedures to follow in the event of an emergency.
   g. How to read labels and MSDSs.

2. Training shall be administered prior to work with hazardous chemicals and supplemented when a new chemical hazard is introduced to the area.

3. Training shall be documented with a sign-in sheet and a copy of the syllabus.

D. Chemical Purchasing and Receiving

1. All hazardous chemicals new to an area must be approved for use by the Environmental and Safety Team.

2. The purchasing agent shall request that an MSDS for all hazardous materials be sent to the end user when placing orders and document this request on the purchase requisition.

3. All MSDSs received with incoming shipments shall be forwarded to the area where the hazardous materials are used.

E. Contract and Custodial

1. All areas where hazardous materials are used or stored must be maintained in good condition to prevent accidental exposure to students, employees and the environment. Areas that do not meet this requirement will not receive service.

2. The custodial staff will not move or tamper with hazardous materials in the performance of their duties.

3. Contractors shall be supplied with:
   a. An inventory of hazardous materials to which they may potentially be exposed.
   b. Information on how to obtain an MSDS.
c. Emergency procedures.

4. Contractors shall:
   a. Supply their contract manager with an inventory of hazardous materials that will be used, including those brought on site by subcontractors.
   b. Supply their contract manager with a current MSDS for each hazardous material used, including those brought on site by subcontractors.
   c. Comply with all labeling requirements of this program.
   d. Be responsible for training their employees and subcontractors.
   e. Remove all excess hazardous materials at the conclusion of the project.

F. Chemical Spill Procedure:

1. Safety is the first consideration. Never do anything that places you or others at risk.

2. Contain the spill if possible.

3. Contact the area supervisor, who in turn shall notify security. If the area supervisor is not available, contact security directly.

4. Secure the area.

G. Records

1. Copies of annual departmental hazardous materials inventories shall be retained for five years by the Security Office.

2. Written requests for MSDSs and labels from hazardous materials distributors shall be retained until the requested information is complete.

3. Training records shall be maintained by the trainer for five years.

Revised regulation adopted 7-26-2011