

# FAO 9.01pr - HAZARD COMMUNICATION PROGRAM PROCEDURES

## 1. Introduction

The management of Edmonds Community College is committed to preventing accidents and ensuring the safety and health of our employees. Compliance with all applicable federal and state health and safety rules is required of all employees. Under this program employees are informed of the requirements of [WAC 296-901](#), the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and appropriate protective measures to prevent exposure or injury.

## 2. Identifying Hazardous Chemicals

Exposure to chemical hazards can cause physical harm, such as burns or injury from an explosion, or health-related harm, such as exposure to a carcinogen. Each department at Edmonds Community College maintains an inventory list of hazardous chemicals in their work area and provides Safety Data Sheets (SDS) to the Facilities Department for inclusion in an online database. The inventory list is available from the department supervisor or the Facilities Office and identifies all hazardous chemicals with a potential for employee exposure in the workplace. The inventory list is to be set up for easy cross reference, where the product name on the inventory list, the product label and the SDS match. Detailed information about the potential for physical or health harm or other hazards that may be caused by exposure to each chemical is included in the SDS for that product.

## 3. Labeling and Hazardous Chemical Identification

The labeling system to be used by Edmonds Community College will follow the requirements in WAC 296-901 to be consistent with the United Nations Globally Harmonized System (GHS). The label on the chemical must convey information about the hazards posed by the chemical through standardized label elements, including symbols, signal words and hazard statements.

All hazardous chemical containers used at this workplace will have:

1. The original manufacturer's label, which must be in compliance with WAC 296-901-14026 and the GHS system, will include:
  - Product identifier
  - Signal word
  - Hazard statement(s)
  - [Pictograms](#)
  - Precautionary statement(s)
  - Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.
2. Workplace labeling and secondary containers must meet all requirements of the original labeling or include product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the

hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Each department and supervisor(s) in each work area will ensure that all containers are appropriately labeled and that no container will be released for use until this information is verified. Workplace labels must be legible and in English.

Small quantities intended for immediate use may be placed in a container without a compliant label, provided that the individual keeps it in their possession at all times and the product is used up during the work shift or properly disposed of at the end of the work day. However, the container should be marked with its contents.

#### **4. Safety Data Sheet requirements (SDS) (previously known as Material Safety Data Sheets)**

All employers must maintain in the workplace copies of the required SDS for each hazardous chemical, and must ensure they are readily accessible during each work shift to employees when they are in their work area(s). Electronic access and other alternatives to maintaining paper copies of the SDS are permitted as long as this creates no barriers to immediate employee access. SDS must be available even when power is out in the facility

College departments and work area supervisors are responsible for ensuring that current SDS for all chemicals in their work area are obtained prior to use, and that SDS's are readily available to all employees during their work shifts. The product distributor or supplier is required to provide a SDS to the purchaser upon request. Supervisors must also provide copies of all SDS to the Facilities Office on receipt, with location and department information for each, for addition to the online EdCC SDS database. **Electronic access to SDS database is available here at:** [Safety Data Sheets](#)

The SDS for each work area are maintained, updated, and managed by each area supervisor, with the electronic database managed by the Facilities office. If a SDS is not immediately available for a hazardous chemical, employees are not to use that chemical until a SDS is available and appropriate training is completed.

#### **5. Employee Information and Training**

Employers must provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new chemical hazard that the employees have not previously been trained on is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and SDS.

Each department and work area supervisor(s) is responsible to ensure all employees receive WAC 296-901 compliant hazard communications training, ensure all employees understand the program and its requirements, and maintain records of training subject matter, dates, and attendance.

Employee training must ensure understanding of any operations in their work area where hazardous chemicals are present; and the location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and SDS required.

Employee training must, at a minimum, include the following:

1. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, such as,
  - a. Monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.
  - b. The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;
2. The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment (PPE) to be used;
3. The details of the hazard communication program including an explanation of the following:
  - a. labels received on shipped containers;
  - b. the workplace labeling system used by the employer;
  - c. the Safety Data Sheet, including the order of information and how employees can obtain and use the appropriate hazard information;
  - d. An explanation of any special labeling present in the workplace, to include:
    - What are pictograms?
    - What are the signal words?
    - What are the hazard statements?
    - What are the precautionary statements?
  - e. Emergency procedures to follow if an employee is exposed to these chemicals.

The Facilities Office has an online resource available for a basic training of the requirements of the Hazard Communication Standard. This does not negate each area supervisor's responsibility for ensuring complete employee understanding of the hazards and requirements before beginning work in an area that may have exposure risks. To contact the Facilities Office call 425-640-1542.

Below is information to help with training and information sharing. It does not satisfy requirements for work site specific training:

- Review of [WAC 296-901](#) requirements and EdCC Hazard Communication Program related to chemicals purchased or used.
- Hazardous Communications Standard - Employee Right to Know video at: <https://www.youtube.com/watch?v=GFx4mFpX8A4> (21 mins.)
- Specifics about GHS, SDS, and labels video at: <https://www.youtube.com/watch?v=DaZw5B1A9F4> (10 mins)
- Information on SDS and other information employees may need is available [Environmental Health and Safety](#).
- Emergency Contact Information is available [Emergency Contacts](#):

Prior to introducing a new chemical hazard into any department, each employee in that department will be given information and training as outlined above for the new chemical hazard.

## **6. Special Tasks**

Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, their supervisors must inform them of the chemicals' hazards. Their supervisors will also inform them on how to control exposure and what to do in an emergency. The supervisor will evaluate the hazards of these tasks and provide appropriate controls including personal protective equipment (PPE) and any additional training as required.

## **7. Informing Contractors and Other Employers about Chemical Hazards at the College site(s):**

If employees of another employer(s) could be exposed to hazardous chemicals at the EdCC worksite, for example, employees of a construction contractor working on-site, it is the responsibility of the EdCC project manager, or purchaser of the service, to provide contractors and their employees with the following information:

- The identity of the chemicals
- How to review EdCC's SDS and an explanation of the container labeling system.
- Safe work practices to prevent exposure.

Purchasers and project managers will also obtain a SDS for any hazardous chemical a contractor brings onto the worksite, keeping the original SDS in the area where exposure is possible and will provide a copy to the Facilities Office with specific information about the location(s) where the product is in use or could be found, the department/area coordinating the work, and duration product will be in use.

Purchasers, and project manager will also ensure that all leftover product is promptly removed from the campus when work is complete. Proper disposal of leftover product is a requirement in the purchasing contract..

## **8. Records**

Each department that brings hazardous materials or chemicals on campus must maintain records in compliance with all regulations.

1. Hazardous chemical inventories and SDS must be maintained for 30 years from last use.
2. Written requests for SDS and labels from distributors shall be retained until the requested information is complete.

## **RELATED POLICIES AND PROCEDURES:**

Replaces

FAO 1.0 - Pollution Control Policy

FAO 1.01pr - Pollution Control Procedures

FAO 9.02pr - Hazardous Waste Management Procedures

## **SOURCE INFORMATION:**

Compliance Mandates:

Chapter 296-901 WAC Globally Harmonized System for Hazard Communication

Reference Information

29 CFR 1910-1200 - Hazard Communication

**CONTENT OWNER:**

Vice President for Finance and Operations

**PRIMARY CONTENT CONTRIBUTOR:**

Director of Facilities and Capital Projects

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3 Years

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