

## HAZARD COMMUNICATION PLAN

Endicott College  
376 Hale Street  
Beverly, MA 01915

**Regulation:** 29 CFR 1910.1200 Hazard Communication Standard

The Hazard Communication Standard requires employers to establish hazard communication programs to transmit information on the hazards of chemicals to their employees by means of labels on containers, material safety data sheets, and training programs. Implementation of these hazard communication programs will ensure all employees have the "right-to-know" the hazards and identities of the chemicals they work with, and will reduce the incidence of chemically - related occupational illnesses and injuries.

**Scope:** This program covers all work operations at Endicott College where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation.

### Policy Statement

It is the policy of Endicott College to reduce employee exposure to hazardous chemicals and the overall incidence of chemical-related injuries and illnesses. All employees who are potentially exposed to hazardous chemicals in their assigned jobs must be fully informed of both the hazardous properties of the chemicals and the protective measures that are available to minimize exposure to these chemicals. This type of information will be made available to employees by means of labels on chemical containers, SDSs, and mandatory training. Employees will be informed of any known hazards associated with chemicals to which they may be exposed before their initial assignment, whenever the hazards change, or when new hazardous chemicals are introduced into their respective work areas. An online database of Endicott College's MSDS information is available at [SDS](#). There is also a tutorial on how to read SDS at [Tutorial](#).

### Plan Administration

<u>Task</u>	<u>Contact Person</u>	<u>Contact Information</u>
Program Administration	Assistant Director of Physical Plant	Work: 978-232-2370
Chemical Labeling	Warehouse Receiver	Work: 978-232-2235
	Bio Lab Coordinator	Work: 978-232-2125
Safety Data Sheet (SDS) Inventory	Warehouse Receiver	Work: 978-232-2235
	Bio Lab Coordinator	Work: 978-232-2125
	Director of Dining Services (Sodexo)	Work: 978-232-2110
	General Manager of Wylie Inn and Conference Center (Pyramid)	Work: 978-867-1959
Employee Training	Director of Human Resources	Work: 978-232-2041

**Chemical Labeling:** Warehouse Receiver, Bio Lab Coordinator and Nursing Lab Coordinator are responsible for properly labeling all containers of hazardous chemicals and for maintaining and updating the labels.

**SDS Inventory:** Warehouse Receiver Bio Lab Coordinator and Nursing Lab Coordinator are responsible for maintaining up-to-date SDSs and ensuring that they are readily accessible in all work areas.

**Employee Training:** Human Resources is responsible for training employees concerning hazardous chemicals in their work areas.

### **Plan Review and Update**

This Plan will be periodically reviewed by the Health and Safety Committee and updated when necessary.

### **Plan Availability**

Copies of the Plan, including the written training program, are available upon request of employees, their designated representatives, the state or federal safety regulatory agency, and to the National Institute of Occupational Safety and Health.

Copies of the Plan are available on the College's intranet at as well as Campus Safety, Human Resources, and Physical Plant.

### **Definitions**

- Chemical: any element, chemical compound or mixture of elements and/or compounds
- Hazardous chemical: any chemical which is a physical hazard or a health hazard
- Safety data sheet (SDS): a written description of a hazardous chemical or chemical product which contains comprehensive technical information about a particular substance and explains the risks, precautions, and remedies to exposure related to hazardous chemicals

### **Labeling**

All containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address.

Warehouse Receiver for Physical Plant, Bio Lab Coordinator and Nursing Lab Coordinator will ensure that all secondary containers in which a substance has been transferred from the original manufacturer's container are labeled with either an extra copy of the original manufacturer's label or with labels marked with the chemical identity, and the appropriate hazard warning.

We are using an in-house labeling system that relies on GHS (Globally Harmonized System) guidelines. Warehouse Receiver for Physical Plant and the Bio Lab Coordinator will review the organization's labeling procedures every year and will update labels as required.

### **Safety Data Sheets (SDSs)**

Warehouse Receiver and Bio Lab Coordinator are responsible for maintaining the SDS program and will ensure that procedures are developed to obtain the necessary SDSs, review incoming

SDSs for new or significant health and safety information, and will ensure that any new information is communicated to affected employees.

### **SDS Access**

SDSs will be readily available to all employees during each work shift. The primary method for accessing SDSs in work areas is online at [SDS](#).

### **Primary System**

Following are the steps that employees will follow to access an SDS:

- On Endicott's website go to, [Campus Safety](#), there is link to the database online at: [SDS](#).

### **Backup System**

The College's SDS database will be backed up by Warehouse Receiver, biannually on the first Tuesday of February and August. A copy of the database will be stored locally, no internet required for access, on computers in the following locations:

- Campus Safety at the Campus Safety Building (This location is accessible 24 hours a day 7 days a week.)
- Human Resources at College Hall
- The Warehouse at Physical Plant
- Science Lab at the Judge Science Center Room 325
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- Athletic Training Room at the Post Center

In the event that the College loses power the Post Center has a generator to provide power so that SDS information will still be accessible by computer. An additional hard copy of the College's SDS database will be stored at Campus Safety; this copy will be updated once a year.

### **SDS Not Available**

If an SDS is not available, or an employee has a problem accessing SDSs, contact Assistant Director of Physical Plant. If Assistant Director of Physical Plant is not available, a supervisor will be notified. Assistant Director of Physical Plant will ensure that the missing SDS is provided to the employee requesting it by his or her next work shift at the latest, unless the college has not received the SDS from the chemical supplier.

If an MSDS is not received at the time of initial shipment Warehouse Receiver will contact the supplier, in writing, to request the SDS. If an SDS is not received from the supplier in 15 days, the appropriate government agency will be contacted for assistance in obtaining the SDS.

### **New or Revised SDSs**

When new or revised SDSs are received the College's online SDS database is updated so employees will have access to updated SDS information as it becomes available.

## **Employee Training and Information**

Human Resources is responsible for the training and will ensure that all program elements are carried out.

### **Training**

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and this Plan on their first day of employment. Before a new hazardous chemical is introduced into any work area of Endicott College, each employee in the affected work area will be given information for the new chemical hazard.

Additional training will be conducted when new chemicals are introduced into the work area. Retraining is not required if the new chemical contains hazards similar to previously existing chemicals for which training has already been conducted.

### **Recordkeeping**

All employees participating in hazard communication training must sign in on line with user name and password, provided via email by Human Resources, and must complete and pass a test at the end of training. Participant information is tracked online and a certification is produced upon completion of the training and test.

### **Training Content and Format**

Each new employee will receive information and training that covers:

- Recognize hazardous chemicals
- Understand the risks they pose
- Interpret the information on chemical labels
- Understand safety data sheets
- Protect yourself from physical and health hazards
- Respond to emergencies
- Recognize hazardous chemicals

The training is delivered on line, with real time information, through BLR, a leading provider of compliance and training solutions in safety (OSHA) and environmental (EPA) areas. Once training is completed, a test is administered and participants must pass test in order to meet training requirement.

### **Non-routine Tasks Involving Hazardous Chemicals**

If it is determined, by an employee's supervisor, that a hazardous condition exists with a non-routine task, employees performing the task will be provided with information that includes specific chemical hazards, safety measures or protective equipment the employee should use, and steps Endicott College is taking to reduce the hazards.

### **Informing Other Employers/Contractors**

It is the responsibility of Assistant Director of Physical Plant to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on a jobsite and precautionary protective measures for their employees. It is the responsibility of Assistant Director of Physical Plant to obtain information about hazardous chemicals used by other employers or contractors to which employees of Endicott College may be exposed.

Other employers and contractors will be provided with SDSs for hazardous chemicals introduced into the work area by Endicott College by providing them access to Endicott's MSDS online database, [SDS](#), and allowing them to print out any hard copies they require.

In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by Endicott College.

Also, other employers will be informed of any hazard labels used by Endicott College. Where symbolic or numerical labeling systems are used, the employees of other employers or contractors will be provided with information explaining the labels used for hazardous chemicals to which they may be exposed.

### **List of Hazardous Chemicals**

A list of all known hazardous chemicals used in Endicott College work areas is available on Endicott's MSDSonline site located at [SDS](#). The list includes the name of the chemical and the work area in which the chemical is most commonly found. Further information on each chemical may be obtained from the SDSs.

When new chemicals are received, this list is updated within 30 days. The hazardous chemical inventory is compiled and maintained primarily by Warehouse Receiver and also by the Bio Lab Coordinator when the chemicals directly pertain to the labs.

### **Chemicals in Unlabeled Pipes**

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employees' supervisor should contact the Assistant Director of Physical Plant for information regarding:

- The chemical in the pipes
- Potential hazards
- Required safety precautions

### **Antidiscrimination Policy Language**

Each employee must be informed that Endicott College is prohibited from discharging, or discriminating against, an employee who exercises his or her right to obtain information regarding hazardous chemicals used in the workplace.