

<b>File Name: Hazard Communication</b> <b>Orig. Date: February 2006</b> <b>Revision Date: February 2009</b>  <b>EPA:</b> <b>OSHA: 1910.1200</b>
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Messiah College

## Hazard Communication Program Policy and Procedure

*Policy:* It is the policy of Messiah College to ensure compliance with Federal and State Workers Community Right to Know Acts, and the Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standards.

*Objectives:* *Program Document Distribution*  
*Program Management*  
*Training*  
*Hazardous Chemical Inventory*  
*Hazardous Chemical Locations*  
*Material Safety Data Sheets (MSDS)*  
*Record Retention*

*Equipment:* MSDS via 3E Company (1-800-451-8346)  
*MSDS Posters*  
*MSDS Phone Stickers*  
*MSDS Employee Wallet Cards*  
*Program Overview Attachment A*

*Procedure:*

<u>Responsibility</u>	<u>Step</u>	<u>Action</u>
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Human Resource Director

1	Provide a copy of "Attachment A" of this policy at New Employee Orientation to all new Employees of Messiah College.
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- 2 Provide a copy of "Attachment A" of this policy to all Employees of Messiah College annually in February. This can be done by e-mail correspondence.
- 3 In conjunction with The Director of Facility Services, The Director of Safety, Supervisor Safety Training, and the Safety Committee, coordinate annual training for all employees of Messiah College and maintain training records with Employee files. Assure that all of Messiah College Employees attend the required Hazard Communication Training at least every 12 months. The training provided is to include: The Right to Know Law, A Review of How to Access MSDS Information, How to Get a Copy of the Messiah College Hazard Communication Policy/Program, Container Labels, A Review of How to Read a MSDS. Suggested Annual Review Agenda "Attachment A"
- 4 Maintain individual Employee Training and exposures and health records related to hazardous chemical exposures within the workplace. Records must be maintained for a period of 30 years.

Environmental Health and Safety  
Manager

- 1 Maintain a contract with the 3E Company to assure that MSDS information is available 24 hours per day 365 days per year. This contract will be maintained at the Lenhart Building in the Department of Facility Services.
- 2 Initiate Annual reviews and revision to the Hazard Communication Program in February each year.

## Department Chairs

- 1 Responsible to see that New Employees are informed about department specific procedures for dealing with chemicals that are used by employees within the department. The department specific training is to include: Specific chemicals hazard information, Specific procedures for dealing with spills and spill containment, Proper handling techniques, specific health hazards of the chemicals in the work area, Personal Protective Equipment and Proper Labeling.
- 2 Responsible to see that documentation stating that this training has been completed is to be sent to the Director of Human Resources within 30 days of new hire employment or before specific department assignments that may require interaction with any chemicals.
- 3 Responsible to see that annual training is provided to all employees within the department that will assure each employees understands how to access MSDS and understands hazards associated with specific department chemicals.
- 4 Responsible to see that the Director of Facility Services receives a Department Specific Chemical Inventory each year in January. Department specific chemical inventory is located in the Facility Service's N Drive in the folder marked policies and procedures.

## Department Chairs/Managers

- 1 Responsible to see that all new chemicals purchased are entered into the Chemical Inventory

in their Department. The Chemical Inventory must be maintained and updated whenever new chemicals are added and when chemicals are used.

- 2 Give the Director of Facility Services and the Environmental Health and Safety Manager an up to date Chemical Inventory list each year in January.

     Approved      Reviewed      Revised

Amanda Coffey 3/26/09

Amanda Coffey, Director of Human Resources

Kathrynne Shafer 2/26/09

Kathrynne Shafer, Vice President for Operations

Lois Voigt 3/27/09

Lois Voigt, Vice President of Finance

Randy Basinger

Randy Basinger, Provost

Cindy Burger

Cindy Burger, Director of Safety and Dispatch Services

Hilary Kreider

Hilary Kreider, Environmental Health and Safety Manager

Brad Markley

Brad Markley, Director of Facility Services

Bev Goodling

Bev Goodling, Director of Learning Center

David Ayres

David Ayres, Philadelphia Campus Administrator

**Note - The signed copy of this procedure is filed in the Facility Services office.**

Attachment A



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TO: All Employees of Messiah College  
FROM: Amanda Coffey, Director of Human Resources  
DATE: March 15, 2006  
RE: Hazard Communication Program Overview

It is the policy of Messiah College to comply with Federal Regulations established under the OSHA, but more importantly, it is our goal to provide a safe workplace for all of our employees. While certain positions have specific duties that require the careful handling of chemicals, every employee has the potential to come in contact with common chemicals, whether it be the toner in the printer or cleaning products in the restroom. For this reason it is critical that all employees read and understand the following overview of our Hazard Communication Program.

#### **RIGHT TO KNOW LAW**

OSHA requires every employer to provide annual education to each employee, and upon employment to new employees, regarding information related to hazards associated with chemicals within the work place and what to do in the event of a spill or other accident. The transmittal of this information is to be accomplished by means of a comprehensive Hazard Communication Program. Specific hazards associated with departmental tasks are to be reviewed by the specific Department Managers prior to job assignment.

#### **ACCESS TO MATERIAL SAFETY DATA SHEETS (MSDS) 1-800-451-8346, OR 760-602-8703**

Material Safety Data Sheets (MSDS) are designed to provide both workers and emergency personnel with the proper procedures for handling or working with a particular substance. MSDS's include information such as physical data ([melting point](#), [boiling point](#), [flash point](#) etc.), [toxicity](#), health effects, first aid, reactivity, storage, disposal, [protective equipment](#), and spill/leak procedures. These are of particular use if a spill or other accident occurs.

Messiah College is in contract with the 3E Company. If a specific Material Safety Data Sheet is needed for any reason by any employee, they can be accessed 24 hours per day, 365 days per year, by calling 3E at 1-800-451-8346. Material Safety Data Sheets

will be provided by 3E via Fax, E-mail, or by the reading of the Material Safety Data Sheet over the phone. Language Line assistance is available for non-English speaking requesters. Expired versions of MSDS will be archived indefinitely by 3E. Phone stickers will be attached to each employee phone and will provide an access phone number so that no barriers within the work place will inhibit access to MSDS information at any time to any employee. 3E will provide compliance kits and posters that will be displayed at various locations on campus and accessible to all Messiah College Employees.

***If you do not have a sticker on your phone, please call Facility Services Department at ext.6011.***

## **Emergencies**

In the event of contact with a hazard chemical: Contact the 3E Company immediately at 1-800-451-8346, or 760-602-8703, and request a copy of the MSDS. It will be important that 3E is provided with the chemical name and chemical manufacture. This information should be on the product label. If conditions warrant, call 911 for emergency assistance.

## **Labeling**

Employees of Messiah College shall ensure that containers used at Messiah College are properly labeled. The label information shall include the following:

- identification of the chemical hazard and the appropriate hazard warnings
- the name and address of the chemical manufacturer, importer or distributor.

If a chemical product is not properly labeled, it should be removed from employee access and reported to the managers of the specific department in which it was being used. No employee is to deface any existing label on chemical products or containers. Prior to using any chemical, employees are to assure that labels are legible, in English, and prominently displayed on the chemical product.

## **Messiah College Hazard Communication Program/Policy**

We want our environment to be safe for our employees, as well as, our students and visitors to our campus. Should you have any questions regarding our Hazard Communication Program/Policy, please feel free to contact me. If you would like to read the entire Hazard Communication Program/Policy, you may request a copy through the Human Resource Department at ext. 5300 or the Department of Facility Services at ext.6011.

A copy of this program overview will be provided to all new employees at the New Employee Orientation, and annually in March to all employees.

I have read and understand the Hazard Communication Program Overview.

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Employee Signature

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Date

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Please Print Name