

Paris Junior College

Hazard Communication Plan

Section 1

Introduction

This plan has been developed to comply with OSHA Hazard Communication Standards 29 CFR 1910.1200(e) and details the steps taken by Paris Junior College to ensure that the hazards of all chemicals used by Paris Junior college have been evaluated and communicated to affected employees and students.

Implementation of the hazard communication plan described herein will help to apprise employees and students of the chemical hazards associated with certain substances, as well as appropriate protective measures that should be taken to ensure personal safety.

Section 2

Chemical Inventory Information

The initial chemical inventory shall be developed by a physical survey of all work areas and will be documented on a printout titled "Chemical Inventory for Paris Junior College". This list will be made by each department chairperson.

The list of hazardous chemicals resulting from the physical survey in each work area will be maintained in a current fashion by subsequent physical surveys conducted on a yearly basis and by using a computerized inventory system .

The complete hard copy of the inventory listing for all locations covered under this plan will be kept in the Paris Junior College Department of Public Safety Office. A copy shall be maintained in each work area and attached to all MSDS's. Employees and students will have ready access to current chemical inventory by referencing the "Chemical Inventory for Paris Junior College (_____)" Department located in the office of the department chairman.

Section 3

Material Safety Data Sheets (*MSDS*)

The *MSDS*'s for chemicals used by Paris Junior College are provided by the company supplying the chemical. A *MSDS* will be requested for each chemical purchased. This will not be necessary on repeat purchases.

The original *MSDS* will be filed and maintained in the chairman's office or designated place. A copy, **CLEARLY MARKED WITH THE DEPARTMENT ORIGIN, and CHEMICAL INVENTORY FOR PARIS JUNIOR COLLEGE (_____) DEPARTMENT,** will be sent to the Department of Public Safety office.

The "Chemical Inventory for Paris Junior College (_____) Department" and *MSDS* file will be made available during work and class hours.

Section 4

Labeling

All chemicals purchased by Paris Junior College shall be properly labeled. When an incoming chemical appears to be inadequately labeled or is unlabeled, employee are instructed to bring the situation to the attention of the College Department of Public Safety and the Director of the Physical Plant.

Chemicals transferred to other containers must be properly labeled and prescribed in the Consumer Safety Products Act 15 USC 2051. The label will include as a minimum (1) identity of the hazardous chemical, (2) appropriate hazard warning, and (3) name and address of manufacturer. Products which are received in the original manufactures containers retain the original manufacturer labeling.

Section 5

Information and training

Designated trainers, including the Chief and Director of the Physical Plant, are responsible for training employees regarding the hazards associated with chemicals in the workplace.

The chairman of each department shall designate and train instructors and lab personnel for each department.

All training will be documented and filed with the appropriate department head.

The hazard communication training includes:

- Explanation of where the written material are kept and how to use and obtain them.

- Explanation of the existence and requirements of the Hazard Communication Standard.

- Methods and observations to be used by employees and students to detect the presence of a hazardous chemical in the workplace.

- Scientific information on hazardous chemical handling through the MSDS.

- The specific protective measures employees can take to protect themselves from hazardous chemicals in the work area.

The specific procedures initiated by Paris Junior College to provide employees protection, including:

Work practices

Personal protective equipment

Emergency procedures

How the hazard communication program is implemented

How to read and interpret labels

How to read and interpret MSDS

How to obtain additional hazard information

Training records should indicate the names of employees trained, dates of training, topics covered, and the learning results.

Section 6

Contractors

In conjunction with a construction project, the contractor shall notify the Chief and Director of the Physical Plant of all hazardous materials that the contractor will be using, prior to the beginning of any project. The contractor will provide copies of all applicable MSDS to the Chief.

Additionally, contractors are required to identify any hazardous chemical brought onto Paris Junior College's Premises and must provide applicable MSDS's.