

Linn-Benton Community College

HAZARD COMMUNICATION PROGRAM

INTRODUCTION

Linn-Benton Community College has implemented a Hazard Communication (HazCom) Program to protect its employees' and students' health and safety, and to comply with OAR437 Division 2, Subdivision Z (CFR 1910.1200 Hazard Communication). The following written HazCom Program has been implemented by Linn-Benton Community College (LBCC).

The written HazCom Program, the current inventory and the appropriate SDS Sheets for each department using or storing hazardous materials is available to all employees during business hours. These items are located next to the Safety & Loss Prevention Office located in Red Cedar Hall, Room RCH 117, and in each department – see the respective department secretary/administrative assistant for location details. SDS sheets are available for information and review online using the college's SDSPro software and may be accessed via the LBCC computer network by opening a browser on a computer (connected to the network) and typing MSDS into the address bar. The supervisor of each departmental is responsible for ensuring the HazCom Program information is current, accurate and available for his/her department personnel.

The HazCom Program includes specific information and instructions on how to obtain information and instructions on the following HazCom Plan components: 1) the annual inventory list of products in each department, 2) the procedures for ensuring proper container labeling, 3) how each department maintains and makes available Safety Data Sheets (SDS) for all products, 4) procedures for required annual employee training as well as for providing information on non-routine tasks, 5) how to obtain information if you are working around pipes with chemicals in them or 6) how to obtain information if you are a contractor or sub-contractor on college property.

THE FOLLOWING PROGRAM OUTLINES HOW LBCC WILL ACCOMPLISH THIS PLAN AND/OR HOW TO OBTAIN INFORMATION REFERENCED IN THE PLAN:

1. LIST OF HAZARDOUS CHEMICALS and PRODUCTS

Each department/program must perform an annual inventory of all hazardous materials/products and know exactly what chemicals/products are located in their area. The current inventory is available for information and review online by opening a browser on a computer (connected to the network) and typing MSDS into the address bar. Annually, each department must conduct a complete inventory of products and update the college inventory records located online, in their department, and in the Safety & Loss Prevention Office. Further information on each chemical or product may be obtained by reviewing the products Safety Data Sheets (SDS).

2. CONTAINER LABELING

Each department will verify that all containers received for use or used by staff, will:

- Clearly and legibly state the name of the content / chemical.
- Contain all appropriate hazard warnings and pictogram.
- List the name and address of the manufacturer.
- If containers no longer contain hazardous materials, hazard labels must be removed before the container is used for other (non-hazardous) product.

Linn-Benton Community College requires that all containers of hazardous chemicals or materials be properly labeled and not be released by the department for use until it is verified that the above data is present and clearly marked on the container.

All secondary containers must be clearly labeled with either an extra copy of the original manufacturer's label or with generic labels which 1) identify the hazardous chemical(s) contained therein and 2) include appropriate hazard warnings and pictogram to identify health/safety consequences such as specific organ, bodily system or other effects.

Secondary container labels may be printed online from SDS Pro. Questions about proper labeling requirements should be addressed to the immediate supervisor. For additional help with labeling, please contact Marcene Olson at olsonm@linnbenton.edu or call 541-917-4940 or Mindy McCall may also assist you at 917-4309.

3. SAFETY DATA SHEETS (SDS)

Safety Data Sheets (SDS) are informational bulletins supplied by every chemical manufacturer or distributor for each product they produce or sell. These sheets list first aid information and the specific ingredients and properties of that product. SDSs for every product located on site are required by OR-OSHA to be available in case of accident and to all employees in their work area (in each department) for review during each work shift. Copies of SDSs for all hazardous chemicals college-wide to which employees or students may be exposed are kept next to the Safety & Loss Prevention Office located in RCH 117 and in the respective department.

Hazardous chemicals are not permitted to be used until an SDS is available and employees are trained to use the product safely. If an SDS is missing for a hazardous chemical in use, employees will immediately contact their supervisor and/or that person's supervisor. If this person is not available, employees will immediately contact Public Safety at Ext. 411 or 541-926-6855,

4. EMPLOYEE TRAINING AND INFORMATION

Prior to starting work, each new employee of Linn-Benton Community College will receive information and attend training to include the following:

- An overview of the Hazard Communication Program requirements.
- Hazardous chemicals present in the workplace and specifically in the department or area they work in.
- Location and availability of the department's written Hazard Communication Program and the SDS notebook.
- Physical and health effects of the hazardous chemicals present in the workplace.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazardous chemicals through usage of control / work practices and personal protective equipment (PPE).
- Steps Linn-Benton Community College has taken to lessen or prevent exposure to these chemicals.
- Safety emergency procedures to follow if exposed to these chemicals.

- How to read labels and review SDSs to obtain appropriate hazard information.

It is critically important that all college employees understand the training. If you have any additional questions, please contact Marcene Olson, Director of Safety & Loss Prevention at 541-917-4940 or Security at Ext 411 or 541-926-6855.

The department supervisor or his/her designee is responsible for employee training for their Department.

Prior to a new chemical/product or hazard being introduced into any department of the college, each affected employee of this department will be given information as outlined above either by their supervisor or their designee.

- **Every employee who works with hazardous chemicals or products must be trained.**

Online training for Hazardous Communications is in Safe Colleges and available at: <https://lbcc-or.safecolleges.com/training/player/34F55774-AA16-11E3-B77C-44F114FC8EDA/C4EF3D68-DEF4-11E9-9A1C-33859BC9D996>.

Employees responsible for purchasing and maintaining inventories of hazardous materials must also complete the Hazardous Materials Handling at LBCC online training also found at: <https://lbcc-or.safecolleges.com/training/player/9B78A844-D971-11E9-A25C-30EEC3B92EF6/1A451826-DBC3-11E9-A6B1-C028A7BF33A7>.

➤ TRAINING AND INFORMATION ON HAZARDOUS NON-ROUTINE TASKS

Periodically, employees must perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor, or their designee, about hazards to which they may be exposed during such an activity.

This information will include:

- Specific chemical hazards.
- Protective / safety measures the employee must take.
- Measures the company has taken to lessen the hazards, including ventilation, respirators, presence of another employee and/or other emergency procedures.

Examples of non-routine tasks performed by members of this college:

Leak assessment and repair	Toner cartridge change out
Incidental spill clean up	Mixing / diluting / neutralizing acids
Parts cleaning	Diluting battery acid spills
Compressed gas cylinder change out	Pesticide application
Pre-cleaning or cleaning with solvents	Handling raw sewage
Vehicle fueling / maintenance	Stage / theater special effects
Lubrication operations	Fiberglass work

5. CHEMICALS IN PIPE SYSTEMS

Work activities are sometimes performed by employees in areas where chemicals are transferred through labeled pipes. Prior to starting work in these areas, the employee shall contact the Director of Facilities, or his/her designee, at 541-917-4721, for information regarding:

- The chemical in the pipes or the insulation material on the pipes.

- Potential hazards.
- Safety precautions which should be taken.

6. INFORMING CONTRACTORS

It is the responsibility of the Director of Facilities and in his absence his designee, to provide contractors, sub-contractors and any of their respective employees, the following information:

- Hazardous chemicals to which they may be exposed while on the job site.
- The procedure for obtaining SDSs.
- Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures and personal protective equipment.
- An explanation of the labeling system used.
- Where the SDSs are kept at the job site.

7. DISPOSING OF HAZARDOUS WASTE

The college is responsible for the proper disposal of all hazardous materials generated by any college department. The college works with licensed vendors to appropriately and responsibly recycle (when possible) and safely and legally dispose of hazardous materials in accordance with local, state, and federal regulations. The Safety Office maintains the necessary chain of custody and paper documentation and files all required reports.

NEVER take hazardous materials home for use or disposal. Contact Marcene Olson, Safety and Loss Prevention, at 541-917-4940 for assistance, questions, or special concerns.

When you have a Hazardous Waste to dispose of:

- First identify the waste: Ascertain the complete product name, the manufacturer's name and contact information and the quantity, size and type of container. Determine if the product is a liquid, solid, aerosol, gas or other.
- Locate the SDS -- It will have more information than the label. The SDS needs to be copied and given to whoever picks up your product.
- If you no longer have/use this product, remember to mark it off your HazCom inventory list.
- If the waste is a compound, such as a chemistry experiment, rather than a product; the components and characteristics need to be identified and listed.
- Example of some products you might need to dispose of:

Example #1: Gold Eagle Air Brake Antifreeze & Rust Inhibitor
1 pt. liquid in 1-gal. plastic jug
Poison – unidentified

Example #2: Mixed halogenated organic liquid waste
~ 1 kg. in 8" tall glass bottle
Contains chloroform, bromoform

Example #3: Barium hydroxide octahydrate.
~ 1 lb. in pint glass jar.
Solid
Manufacturer is Mallinckrodt

- f. Next, Contact Mindy McCall at Ext 4309 to notify that you have hazardous waste to dispose of. She will work with you to set a time for pick-up of the material.
- g. Hazardous materials, products or waste may not be delivered to the HazWaste storage shed unless personnel from Safety & Loss Prevention is present. It is never received in the Safety & Loss Prevention/Public Safety Office.

HazCom Program Questions & Answers:

Q: *I work in an office and we don't have hazardous materials. Or do we?*

A: You probably do and don't realize it. Check the labels for "warning" "caution" "danger" or "toxic"? If the labels use those words, you probably need to have the SDS. Some common items found in offices that require SDSs include toner cartridge, bleach, soaps, aerosols, insect killer, screen cleaners, etc. Some of these items will be familiar to you from household use, but require SDSs in the workplace.

Custodial products used by the custodial people don't need to be listed for your department unless you or someone else non-custodial uses them. The custodial department has SDSs on file. Please contact the Assistant Facilities Director, x4727 if you need a copy of a custodial product SDS.

Q: *What is an SDS and where do I get them?*

A: Safety Data Sheets (SDSs) are informational bulletins that provide health and safety information for handling, using, and disposing of the chemical or product. They are provided by manufacturers or distributors, and can often also be located by searching "SDS" on the Internet.

Q: *My department doesn't have a Hazard Communications Program. Where do I begin?*

A: It breaks into some easy steps:

- 1) Look at the products used and stored in your area. Make a list or inventory of the "hazardous" materials.
- 2) Begin gathering the SDSs for those products.
- 3) Dedicate a three-ring binder to the Hazard Communication/SDS project. Include the inventory, and your new SDSs.
- 4) Send copies to Safety & Loss Prevention in Red Cedar Hall. (RCH 119)

Q: *Doesn't Safety & Loss Prevention already know what my department has?*

A: Maybe. Safety & Loss Prevention maintains a list of hazardous materials by department, and that list is updated annually with the help of the "responsible person" in each area. LBCC currently has over 2085 hazardous materials entries in our database. Our Haz Com program first addressed departments with recognized hazards such as labs, custodial and grounds, and industrial programs. However, offices also have chemical hazards that are sometimes unrecognized or have not yet been reported, these include toners and household cleaning products.

Q: *Aren't SDSs already on campus?*

A: Safety & Loss Prevention maintains SDSs, sorted by department, in RCH 117. We are required by law to keep all SDSs for thirty years past the date we no longer have those products or materials on hand. We are also required to keep the outdated SDSs for thirty years. Additionally, SDSs for printer cartridges and toner sold through LBCC Printing can be picked up in Printing Services

Q: *Who can I call for help?*

A: Call Safety & Loss Prevention, Mindy McCall at x4309 to help you.

PROGRAM EFFECTIVENESS

If anyone has comments, suggestions or questions about this plan, please contact Marcene Olson at olsonm@linnbenton.edu or call 541-917-4940.

This OR-OSHA required compliance plan is maintained by Marcene Olson, Director of Safety & Loss Prevention, to ensure that the policies are carried out and that the plan is effective. When necessary, the program will be updated or changed appropriately.