



# **Salt Lake Community College**

## **Hazard Communication Program**

Revision 0, February 2024

## **A. SLCC Program**

Salt Lake Community College (SLCC) is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable federal and state health and safety rules contained in the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard 29 CFR 1910.1200 (<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200>) and the Utah Administrative Code R614 Labor Commission, Occupational Safety and Health (<https://laborcommission.utah.gov/laws-regulations/uosh-laws-regulations/>).

To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by SLCC, the following hazard communication program has been established.

This written program will be available on the Environmental Health and Safety (EHS) webpage for review by any interested employee. The Environmental Health and Safety Manager is responsible for the administration of the Hazard Communication Program

All campuses, schools, divisions, and departments of SLCC are required to participate in the hazard communication program.

## **B. Container Labeling**

Managers and Supervisors are responsible for ensuring that all chemical containers either have the manufacturer's original label or have a secondary label. The secondary label shall have the following information:

- Name, Address and Telephone Number of the Manufacturer
- Product Identifier - how the hazardous chemical is identified
- Signal Word - used to indicate the relative level of severity of the hazard
- Hazard Statement(s) - describe the nature of the hazard(s) of a chemical
- Precautionary Statement(s) - describe recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to the hazardous chemical
- Pictogram(s) - graphic symbols used to communicate specific information about the hazards of a chemical.

An exception to the secondary labeling requirement is allowed if an employee transfers a hazardous chemical from a labeled container to a portable container that is only intended for immediate use by that employee who performs the transfer, then no secondary labels are required for the portable container.

### **C. Safety Data Sheets (SDS)**

Each SLCC school or department is responsible for obtaining the SDS for every hazardous chemical they order. Manufacturers are required by law to provide the SDS to the customer at no cost. Electronic copies of any new SDS shall be forwarded to the EHS office so they can be stored in the electronic SDS software system used by SLCC. OSHA regulations state that SDSs must be “readily accessible” and electronic storage of SDSs is considered readily accessible.

Managers and Supervisors are required to train their employees on the hazards of their applicable chemicals using the specific SDSs. All employees shall attend initial and bi-annual Hazard Communication training where they will be taught and demonstrate that they know how to read an SDS.

Copies of SDSs for all hazardous chemicals in use will be kept in an electronic SDS tracking system. Directions on how to access and use the SDS tracking system can be found on the SLCC EHS webpage ( <http://i.slcc.edu/facilities/departments/ehs.aspx> ). SDSs are available to all employees during each work shift. If an SDS is not available or a new chemical in use does not have an SDS, immediately contact your Manager or Supervisor. The EHS office may assist in obtaining an SDS. However, usually an electronic copy of an SDS can be obtained by doing a search on the Internet.

### **D. Employee Information and Training**

All new SLCC employees receive initial electronic hazard communication training. This training introduces SDSs and how to read them. Each Manager or Supervisor in conjunction with Risk Management and/or Staff Development ensures that new employees complete this training.

Each Manager or Supervisor will make sure that before starting work, each new employee of SLCC will attend a health and safety orientation that includes information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at his or her workplaces.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- The steps that SLCC will take to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.

- How to read labels and review SDSs to obtain hazard information.
- Location of the SDS file and written hazard communication program.
- An overview of the requirements contained in the Hazard Communication Standard.

Before introducing a new chemical hazard into any SLCC college, division, or department, each employee in the respective area will be given information and training as outlined above for the new chemical.

### **E. Hazardous non-routine tasks**

Periodically, employees may be required to perform hazardous non-routine tasks using hazardous chemicals. (Some examples of non-routine tasks are confined space entry, chiller cleaning, boiler cleaning, pump house cleaning, elimination of rodents and some drain cleaning.)

Prior to starting work on such projects, each affected employee will be given information by their Manager, Supervisor or Lead about the hazardous chemicals he or she may encounter during these activities. This information shall include as a minimum the following:

- list the specific hazards of each chemical being used.
- protective and safety measures the employee can use; and the
- steps the employer has taken to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

### **F. Contractors at SLCC locations**

It is the responsibility of the Project Managers to provide the contractors and sub-contractors at the work site with the following information:

- Copies of SDSs or access to the SLCC SDS tracking system for any SLCC hazardous chemicals that the contractor's employees may be exposed to while working.
- Inform contractors of any precautionary measures that need to be taken to protect their employees during normal operating conditions or in foreseeable emergencies.
- Provide contractors with an explanation of the secondary labeling system that is used at the work site.

It is also the responsibility of the Project Manager to identify and obtain SDSs for the hazardous chemicals the contractor is or may bring into the work site. The information in these SDSs shall be provided to the affected SLCC employees.

## **G. Chemical inventory of hazardous chemicals**

On an annual basis all campuses, schools, divisions, and departments of SLCC are required to complete an inventory of all hazardous chemicals in their area. This inventory list shall be submitted to the EHS office where it will be input into the electronic SDS tracking system.

A copy of the chemical inventory list from the previous year will be electronically sent to the applicable school, division, or department. The respective school, division, or department shall review the list, make any needed changes (additions or deletions), and then submit the new inventory list to the EHS office. Each SLCC campus, school, division, and department is required to submit an electronic copy of the SDS of any new chemical on their inventory list.