HAZARD COMMUNICATIONS PLAN

30 September 2013

Privacy Statement

This plan may be released to the public.
APPROVALS
This Hazardous Material Communications Plan has been prepared by Paul D. Camp Community College to
develop, implement, and maintain a viable strategy, effective policies and procedures related to the college’s
statutory responsibilities. The plan assigns responsibilities, establishes procedures and policy for managing risks
presented by use of hazardous materials on the college campus. This plan conforms to applicable internal
institution, local, state and federal statutes.

______________________________________________________________
VP for Finance and Administrative Services       Date

______________________________________________________________
President                          Date
**APPLICABILITY AND SCOPE**

The provisions contained in this document apply to Paul D. Camp Community College faculty, staff and students in all departments and all locations where college functions are conducted. This plan is available electronically to all faculty, staff, students and vendors at Paul D. Camp Community College. This plan has been shared with local, (cities of Franklin, Suffolk and Smithfield) police and emergency services and other external agencies as appropriate. The plan describes the responsibilities of staff, faculty, students and vendors in the communication of information about hazardous materials maintained, stored and used at the college. Presently the College has control over facilities at the Franklin campus, Hobbs campus in Suffolk, the Regional Work Force Development Center in Franklin and PDCCC at Smithfield.
REFERENCES

Recommended changes to this document should be forwarded to the Safety and Security Officer at 757-569-6721.

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I. Introduction

The OSHA Hazard Communication Standard was promulgated to ensure that all chemicals would be evaluated and that information regarding the hazards would be communicated to employers, employees and students. The goal of this standard is to reduce the number of chemically related occupational illnesses and injuries.

In compliance with the Hazard Communication Standard ("Right-to-Know") (29 CFR 1910.1200), the scope of this written program applies to Paul D. Camp Community College faculty, staff, and students (hereafter, personnel) who may work with or be in proximity to hazardous chemicals or chemical products. In this document the Paul D. Camp Community College is defined as: College (agency 277) located on the main grounds in Franklin, Virginia. Other College facilities including the Regional Workforce Center and facilities at Hobbs Campus in Suffolk VA and the Center located in Smithfield VA will use this plan to conform to CFR 29. It should be noted that all personnel come into contact from time to time with hazardous materials some as simple as bleach and regular household cleaners when misused. The College in addition to written copies and URL identification has placed an MSDS Icon on all college computers to facilitate the search for information. Copies of this written program are readily available for review by any faculty, staff or student member and can be obtained from the following locations:

Safety and Security Office on the Franklin Campus, room 130D
Safety and Security Office on the Hobbs Campus, room 107C
Admissions Office at the Smithfield Center, room 202

Basic components of the program include:

• Definition of a Hazardous Chemical
• Hazardous Chemical Inventory List
• Material Safety Data Sheets
• Labels and Hazard Communication Signs
• Employee Information and Training
• Non-Routine Tasks
• On-Site Contractors
• Resources for Information
• Medical Information in the Event of an Exposure
• Hazardous Waste Disposal
• Shipping Hazardous Materials
• Program Review

II. Definition of a Hazardous Chemical

OSHA defines a hazardous chemical as a substance for which there is statistically significant evidence, based on at least one scientific study, showing that acute or chronic harm may result from exposure to that chemical. Any product or chemical, which could meet this definition, will have a Safety Data Sheet (SDS) formerly
referred to as Material Safety Data Sheet (MSDS), which provides details on the hazards. A more appropriate definition of a hazardous chemical would be the following:

Any substance or mixture of substances which (i) is toxic, (ii) is corrosive, (iii) is an irritant, (iv) is a strong sensitizer, (v) is flammable or combustible, or (vi) generates pressure through decomposition, heat or other means, if such substance or mixture of substances may cause substantial personal injury or illness during or as a result of handling or use (this includes compressed gas cylinders).

III. Hazardous Chemical Inventory List

Any area that uses hazardous materials should have an inventory list of the hazardous materials stored and used in that area. This list is maintained by the college Safety and Security Officer. The College maintains a list of chemicals and chemical products known to be utilized at the College and their campus locations available at: https://msdsmanagement.msdsonline.com/ViewerSite/MSDSSearch.aspx. In areas where asbestos might be present (construction pre-1988), occupants may contact the Safety and Security officer or the Superintendent of Buildings and Grounds to determine if and where asbestos is present.

In areas where lead paint might be present (construction pre-1978), occupants may contact the Safety and Security Officer or the Superintendent of Buildings and Grounds to determine if and where asbestos is present.

IV. Safety Data Sheets (SDS)

Safety Data Sheets (SDS) or formerly, Material Safety Data Sheets (MSDS) for the hazardous chemicals and chemical products used at the College are available online at: https://msdsmanagement.msdsonline.com/ViewerSite/MSDSSearch.aspx.

Individual laboratories or departments will utilize computer resident SDS in their respective areas. If one of these sites discovers a chemical or chemical product or introduces a new product in their area for which there is no SDS available please contact Safety and Security Officer 569-6721 for assistance and revision of the electronic data base.

If an outside contractor needs access to a space, the college must either:

1. Decommission the space and designate it by an official sign, ensuring that no hazardous materials are present, or
2. Provide access to SDSs (either via the college website, or a printed version if the contractor prefers a physical document or does not have access to the college website).

V. Labels and Hazard Communication Signs

The Hazard Communication Standard requires that the manufacturer label original/stock containers of hazardous chemicals. Labels must contain the following information:

1. Chemical identity.
2. Appropriate hazard warnings (i.e., pictures, symbols, words, or any combination thereof which convey the hazard(s) of the chemical(s)).
3. Name and address of the chemical manufacturer, importer, or other responsible party.

**New product labels required by the Hazard Communication Standard following the OSHA adoption of the Globally Harmonized System. Per OSHA: As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification (courtesy of www.osha.gov).
*As of July 15, 2015, new pictograms and hazard warnings will also be required by the Hazard Communication Standard following the OSHA adoption of the Globally Harmonized System*
Faculty members, supervisors (or their designees) MUST ensure that all incoming containers of hazardous chemicals bear a label specifying:

1. Identification of the chemical in the container and identification of the hazardous component(s).
2. Appropriate hazard warnings (i.e., pictures, symbols, words, or any combination thereof which convey the hazard(s) of the chemical(s)).
3. Name, address and telephone number of the chemical manufacturer, importer or responsible party.
4. Labels may not be removed or defaced on incoming containers unless immediately replaced by an appropriate label or the container is empty.

When transferring chemicals or labelling newly synthesized chemicals, faculty members, supervisors (or their designees) MUST ensure that all transfer or new containers of hazardous chemicals bear a label or labeling system that provides personnel with:

1. Identification of the chemical in the container.*
2. Appropriate hazard warnings (i.e., pictures, symbols, words, or any combination thereof which convey the hazard(s) of the chemical(s)).
3. Labeling is not required for hazardous chemicals transferred from a labeled container into a portable container, provided the chemical is intended for immediate use by the person who performs the transfer.

*In laboratories where new compounds are synthesized in small quantities, the faculty member, area supervisor (or their designees) shall maintain a labeling system to identify the compounds.*
For the benefit of outside contractors, emergency personnel, or other visitors to an area, the College provides a Hazard Communication Sign on each door. These signs (see samples below) designate all rooms/areas where hazardous materials are stored or used and provide hazard (see Symbol Hazard Warnings) and emergency contact information. The sign clearly indicates that anyone who has not been properly trained is not authorized in the area without an escort.
Symbol Hazard Warnings

The National Fire Protection Association (NFPA) uses a symbol system designed as a diamond-shaped label containing four differently colored squares. A number (0-4) is added to each square indicating the order of hazard severity.

**BLUE DIAMOND HEALTH HAZARD**

4. Deadly
3. Extreme Danger
2. Hazardous
1. Slightly Hazardous
0. Normal Material

**RED DIAMOND FIRE**

4. Flash Point Below 73°F
3. Flash Point Below 100°F
2. Flash Point 100°F to 200°F
1. Above 200°F
0. Will Not Burn

**YELLOW DIAMOND REACTIVITY**

4. May detonate
3. Shock and heat may detonate
2. Violent chemical change
1. Unstable if heated
0. Stable

**WHITE DIAMOND SPECIAL HAZARDS**

Oxidizer - OX
Use NO WATER – W

The numbers in the NFPA Fire diamond do not represent an individual chemical, but represent the worst of any particular chemical present in a space. **NOTE:** As of May 2011, the red diamond will no longer contain a number but instead a letter, A-D, based on the total amount of flammable liquid in the space (See NPFA 45: Standard on Fire Protection for Laboratories Using Chemicals).

The sign also indicates which rooms contain radioactive material and/or bio hazardous materials. The bio hazardous rooms are ranked according to their severity, with a BSL-1 lab being less severe than a BSL-3 lab. These rooms should not be entered without an escort from the lab or prior approval from EHS.

Emergency contact information for each room is also provided on the bottom of the sign and should be contacted before entering an area.

Visitors to any room with a Hazard Communication Sign shall be escorted at all times by an occupant of that room.
For renovations of laboratories, prior to outside contractors working in the area, the room must be decommissioned and cleared by College of all hazards with the possible exception of asbestos and lead paint. This will be represented by the following sign:

Unless this sign is present, no outside contractor may enter the room.

VI. Employee Information and Training

Prior to working in an area, personnel must receive Hazard Communication (Hazcom) training from Safety and Security Officer (through classroom or online) or the employee’s supervisor(s). A record of the Hazcom training and any additional training that is provided shall be kept in the individual’s file by the supervisor or faculty member.

All persons working in chemical laboratories or generating **Hazardous (chemical) Waste** must also complete, annually, the training found here: [https://msdsmanagement.msdsonline.com/ViewerSite/MSDSSearch.aspx](https://msdsmanagement.msdsonline.com/ViewerSite/MSDSSearch.aspx). Supervisors will also provide any specialized training for using particular chemicals or chemical products, and where appropriate, how to use personal protective equipment, and maintain a record of this training. If you have any questions about a material or about your personal protective equipment, contact College Safety and Security Officer, 569-6721
VII. Non-Routine Tasks

Periodically, personnel may be required to perform hazardous non-routine tasks. Prior to starting work on such projects, affected personnel must report to their immediate supervisor to determine the hazards they may be exposed to during such activity and receive training regarding those hazards.

VIII. On-Site Contractors

Often, one or more outside contractors (including those involved in renovations, installations, moving, landscaping, etc.) work on-site at College. Facilities Management Project Managers/Construction Managers or the supervisor of the work area can request the college to decommission and remove all hazardous materials from an area, in which case clearance will be posted (see green sign above) and contractors can work in the area unless asbestos is present. The supervisor of the area shall contact Safety and Security Officer or the Superintendent of Buildings and Grounds to determine if asbestos is present. If asbestos is the only hazard present they shall contact the College Safety and Security Officer to arrange training/supervision to the contractor. For an area that cannot be cleared of all hazardous materials, Facilities Management Project/Construction Managers or the supervisor of the work area shall provide the on-site contractors with the following information prior to work beginning:

- A list of the hazardous materials to which the on-site contractors may be exposed and access to SDSs through the College website or www.hazard.com for contractors that do not have access to College website or printed versions.
- Communicate precautions necessary to protect the on-site contractors from the listed hazardous materials during normal working conditions and foreseeable emergencies, which include:
  - Emergency contact information, location of SDSs, location of emergency equipment (eyewashes and safety showers), and labelling practices required by the College.
- Ensure that any outside contractors responsible for moving hazardous materials or shipping hazardous materials commercially are notified of the potential hazards and follow US Department of Transportation (DOT) regulations. If supervisors have not received the appropriate DOT training, they should contact Safety and Security Officer for assistance.
- Require the outside contractors to provide a list of hazardous materials and Safety Data Sheets (SDS) for the hazardous materials that will be brought onto the work site.
- Ensure that the lists of hazardous materials and corresponding SDS provided by the outside contractor are provided to the Safety and Security Officer in a timely manner.

Laboratories shall provide outside contractors with precautionary measures that must be taken. This may be accomplished by escorting the contractors and being present to answer all questions.

It is the responsibility of the escort to:

- Accompany the visitor or outside contractor through the space at all times
- Secure all hazardous materials prior to the visitor or outside contractor entering the space (this includes hazardous waste)
- Notify the visitor or outside contractor of potential hazards in the space
- Be available to answer any questions
- Stay in the immediate area while the visitor or outside contractor is working

Facilities Management Project/Construction Managers, supervisors of the work area, and/or
Contractors may receive assistance by contacting the Safety and Security Officer regarding hazardous materials and SDS.

IX. Resources for Information

If there are any questions regarding the implementation of this Written Hazard Communication Program, or if any personnel would like further Chemical Safety information or assistance, the College Safety and Security Officer, 569-6721 Safety will provide assistance.

X. Medical Information in the Event of an Exposure

When working with hazardous chemicals, appropriate personal protective equipment shall always be utilized to prevent injury.

In the event of a chemical exposure, the injured person must seek medical attention in one of the following places and transported via local emergency medical services reached at 911.

- Sentara Obici Hospital
  2800 Godwin Blvd
  Suffolk, VA 23434
  757-934-4800

- South Hampton Memorial Hospital
  100 Fairview Dr
  Franklin, VA 23851
  757-569-6100

Chemical exposure incidents MUST be reported to the College Safety and Security Officer, the VP for Financial and Administrative Services and VP for Academic and Student Development if the incident is course related.

XI. Hazardous Waste Disposal

When a hazardous material is of no further use and is to be discarded, it is likely subject to stringent EPA regulations. Since improper disposal can result in fines and jail sentences to personnel who violate and supervisors who condone violations of EPA regulations, the College provides for the free collection and disposal of hazardous wastes.
**Hazardous (chemical) Waste and Radioactive Waste** MUST be labeled at all times, and MUST be kept closed at all times, except when filling*. The College provides containers, labels and chemical waste pick-up forms. Examples of these labels and proper usage can be found at: http://ehs.virginia.edu/chemical

To schedule a chemical waste pickup call 569-6721

*The Virginia Department of Environmental Quality and the U.S. Environmental Protection Agency have cited facilities when open Hazardous (chemical) Waste and/or Radioactive Waste containers have been observed. The citation most often given is for “improperly disposing of Hazardous Waste” and/or for the “operating of a Treatment, Storage and Disposal Facility without the required permits”.

**XII. Shipping Hazardous Materials**

Anyone who ships hazardous materials must have documented training regarding DOT (US Department of Transportation) shipping regulations. Improper shipping can result in fines and jail sentences to personnel who violate DOT regulations and supervisors who condone such violations.

If a lab does not have personnel who have been trained in DOT regulations, Safety and Security Officer will arrange shipment for you.

**XIII. Hazard Communication Coordinator(s)**. The Hazard Communication Coordinator is the College Safety and Security Officer and is responsible program oversight and execution. The Coordinator will be assisted by the Vice President for Academics and Student Development and the Superintendent of Buildings and Grounds. These assistant will ensure that employees/faculty/students under their cognizance:

- have ready access the College’s MSDS (SDS)
- disseminate information on precautionary measures that need to be taken to protect employees
- disseminate information on how to read hazard labels
- conduct annual training and ensure personnel and student records reflect completion of training

**XIV. Hazardous Material Incident**. For information about hazardous material spills or release please refer to the PDCCC Emergency Operations Plan (EOP) Emergency Support Function (ESF) 10, and Annex 13.

**XV. Program Review**

The training program for new and current personnel will be reviewed as new regulations dictate and as deemed necessary by the Vice President for Financial and Administrative Services.

Supervisors who provide training through the use of any material not provided by the Safety and Security Officer are responsible for the documentation of the training.
This Written Hazard Communication Program will be reviewed by the Safety and Security Officer, the Vice President for Academic and Student Development, the Superintendent for Buildings and Grounds annually and the Vice President for Financial and Administrative Services and Safety Committee and updated as necessary.
HAZARD COMMUNICATION EMPLOYEE/STUDENT TRAINING FORM

This is to certify that I have been given training information as required by OSHA’s Hazard Communication Standard, 29 CFR 1910.1200.


2. Chemicals present in the work place operations.

3. Location and availability of the written Hazard Communication Program.

4. How to obtain information regarding the physical and health effects of the hazardous chemicals in the work area.

5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.

6. How to lessen or prevent exposure to the hazardous chemicals through usage of control/work practices and personal protective equipment.

7. Safety emergency procedures to follow if exposed to hazardous chemicals in the work place.

8. How to read labels and review MSDSs to obtain appropriate hazard information.

9. I have been given an opportunity to ask questions about the Hazard Communication Standard and to have those questions answered.

==============================================================================
I have read and understood the above statements.

_____________________________________________________ ___________________  
Employee/Student Name (printed)        Date

_____________________________________________________
Employee/Student Signature

_________________________________________
Training Conducted By Signature

Annex A