**Hazard Communication Policy**

*Effective: July 2025*

### **Purpose**

The purpose of this Hazard Communication Policy is to ensure that all employees, faculty, staff, and relevant students at [Community College Name] are informed about the chemical hazards present in their work or learning environments. This policy complies with the Occupational Safety and Health Administration’s (OSHA) Hazard Communication Standard (29 CFR 1910.1200), often referred to as the “Right to Know” standard.

**SCOPE**

This policy applies to all departments that use, store, or handle hazardous chemicals, including but not limited to:

* Science laboratories (e.g., Chemistry, Biology)
* Maintenance and custodial services
* Art and theater departments
* Automotive and technical education programs

**1. Responsibilities**

**Environmental Health & Safety (EH&S) Coordinator or Designee:**

* Develops and implements the hazard communication program.
* Maintains the master inventory of hazardous chemicals.
* Ensures Safety Data Sheets (SDSs) are available and current.
* Oversees training and compliance efforts.

**Department Heads/Supervisors:**

* Maintain departmental chemical inventories.
* Ensure proper labeling and storage of chemicals.
* Facilitate employee training within their departments.

**Employees, Faculty, and Students (as applicable):**

* Participate in training.
* Use chemicals responsibly and according to instructions.
* Report unsafe conditions or exposure incidents.

**2. Hazardous Chemical Inventory**

Each department must maintain a current list of all hazardous chemicals used or stored. This list must include:

* Chemical name (as it appears on the label/SDS)
* Common/trade name
* Manufacturer
* Quantity and location

A master inventory will be maintained by the EH&S Coordinator.

**3. Safety Data Sheets (SDSs)**

SDSs for each hazardous chemical must be readily accessible to employees and students during their work shifts. SDSs may be stored electronically or in a physical binder in the work area. Departments must ensure:

* All SDSs are up to date.
* New chemicals are accompanied by an SDS.
* Outdated or missing SDSs are reported to EH&S.

**4. Labels and Warnings**

All containers of hazardous chemicals must be labeled with:

* The product identifier (name)
* A signal word (e.g., Danger, Warning)
* Hazard statement(s)
* Pictogram(s)
* Precautionary statement(s)
* Name and address of the manufacturer

Secondary containers (those filled from the original container) must also be labeled unless used immediately and under the direct control of the user.

**5. Training and Information**

All affected employees and relevant students will receive training:

* At the time of initial assignment
* Whenever a new chemical hazard is introduced

Training will include:

* Overview of the Hazard Communication Standard
* Understanding labels and SDSs
* Safe handling, storage, and disposal of chemicals
* Procedures for spills, leaks, and exposure
* Emergency response contacts and protocols

Training records will be maintained for a minimum of three years.

**6. Non-Routine Tasks and Unlabeled Pipes**

Before performing non-routine tasks involving hazardous chemicals or working near unlabeled pipes, employees must receive information about:

* The nature of the hazard
* Proper protective measures
* Emergency procedures

**7. Contractors and Visitors**

Contractors who may be exposed to hazardous chemicals must be informed of:

* The chemical hazards they may encounter
* The location of SDSs
* Applicable protective measures

Conversely, contractors must inform the college of hazardous chemicals they bring onto campus.

**8. Program Review**

This policy and the overall Hazard Communication Program will be reviewed annually and updated as necessary by the Safety Manager.