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Nashville State Community College policies and procedures

Hazard Communication program	Physical Plant Document # 01-001 April 22, 2009
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INTRODUCTION AND GENERAL STATEMENT

1.00 Every workplace stores, uses, creates or disposes of potentially hazardous materials or chemicals that can lead to health problems for employees if overexposed to or proper personal protective equipment is not worn when handling the hazardous material or chemical. Nashville State Community College recognizes employee rights and need to know the potential safety and health problems of hazardous materials and chemicals when being stored, used, crated or disposed of. Nashville State Community College will provide all necessary information to employees regarding hazardous materials and chemicals stored or used in the workplace, pursuant to Tennessee Statutes, Title 50 chapter 3 part 2012 and the Tennessee Occupational Safety and Health Act of 1972, 29 Code of Federal Regulations 1910.1200.

1.02 A hazardous substance is defined as any substance that is a physical hazard or a health hazard including and not limited to compressed gasses, explosives, flammables, oxidizers, carcinogens, toxins, irritants, or corrosives. Hazardous substances will have Material Safety Data Sheets (MSDS) provided by the manufacturer.

1.03 This policy is established to:

- a. Ensure compliance with state and federal regulations.
- b. Ensure the health and safety of College employees, students, and visitors.
- c. Implement the guidelines and maintenance of Nashville State Community College's hazardous communication program.

1.04 The Hazard Communication Program for Nashville State Community College shall be administered by the Manager of Environmental Health & Safety Services, whose line of administrative authority is through the Director of Physical Plant Services. The Departmental Deans are designated as the Hazardous Communication Master Record Keeper.

1.05 The Cookeville, Humphreys County, Southeast Ctr., Dickson county campuses will be responsible for their own internal procedures for the Hazardous Communication Program.

Department Chemical Inventory

2.01 Departmental Chemical Inventory (DCI) annual updates are required beginning July 1st. Individual department deans shall complete and update Department Chemical Inventory (DCI) on the public folders no later than August 1 of each year. DCI's must be inventoried in alphabetical order and shall be verified for completeness by the appropriate Departmental Dean. Each DCI is subject to audit by the Physical Plant Director, Environmental Health & Safety Manager and the Departmental Dean. The Departmental Dean will provide copies of the DCI to the Local Fire Department.

2.02 A master DCI shall be created and maintained by the Environmental Health and Safety Manager in a manner that will allow a listing of hazardous substances by department, name of chemical, storage area, approximated amount, storage code and National Fire Protection Agency (NFPA) codes.

2.03 Each department on campus shall have a DCI. The DCI shall include a listing of all hazardous substances present. The Departmental Dean will develop an overall department DCI by combining the individual lists supplied by each area in the department.

2.04 Each time a department receives a new hazardous substance, the substance shall be added to the DCI within 30 days. A copy of the Material Safety Data Sheet (MSDS) for the new substance must be sent to the Departmental Dean for updating the DCI.

Material Safety Data Sheets

3.01 Material Safety Data Sheets (MSDS's) provide detailed information on a hazardous substance. The sheets include information such as product name (hazardous substance), chemical abstract service number(s), ingredients, physical data, fire and explosion hazard data, environmental and disposal information, health hazard data, first-aid instructions, and handling precautions.

3.02 Departmental Deans must assure that MSDS's for all hazardous substances in the work place are obtained. A copy of the MSDS's must be kept in the department and be readily accessible to employees who work with the hazardous substances. The original copies of MSDS's must be placed in the master file. Copies of the MSDS's should be placed in a filing cabinet and marked with an MSDS label available for employees.

3.03 Purchase orders for any hazardous substance, regardless of the quantity ordered, shall require that a MSDS be obtained. It is the responsibility of the ordering department (Departmental Dean) to make every effort to obtain an MSDS from the manufacturer.

3.04 Shipping and Receiving for distribution to other departments must obtain MSDS's for these substances. When Shipping and Receiving transfers a hazardous substance to another department, the manager of Shipping and Receiving shall assure that the receiving department or individual receives a copy of the MSDS. The Shipping and Receiving manager will assure that the above steps have been completed.

3.05 Should an employee of an area dealing with hazardous substances become aware of any information that is significant in regard to the health hazard of a substance (that does not appear on the MSDS), he/she must add the information to the MSDS within a period not to exceed 30 days. The employee must also report this information to the appropriate department Head. The information will be added to the master file and reported in writing to the appropriate state agency for follow up investigation with the chemical manufacturer.

SIGNS AND LABELS

4.01 All existing labels on containers of hazardous substances must remain intact. The labels must be legible and written in English. Where labels are not present or are not legible, a Hazardous Identification Information System (HMIS) label will be affixed to those containers holding the hazardous substance.

3.02 It is the responsibility of Departmental Deans to assure that each container of a hazardous substance in the workplace is labeled with:

- a. Common/trade name of the substance.
 - b. Appropriate hazard warnings: Health, flammability, reactivity, and personal protective equipment.
 - c. Chemical abstract service number (CAS).
- HMIS labels are available from Environmental Health & safety for this purpose.

3.03 Portable containers filled with hazardous chemicals transferred from a labeled storage container must be labeled if:

- a. The material is not used within the work shift of the employee making the transfer.
- b. The employee that made the transfer leaves the work area.
- c. The container is moved to another work area and is no longer in possession of the employee who filled the container.

3.04 Labels on portable containers are not required if the employee who made the transfer uses all of the contents during the work shift.

3.05 Storage tanks shall be labeled with the identity of the substances that it contains. The label must show the health, flammability, reactivity, and physical hazards associated with the substance. The National Fire Protection Association (NFPA) rating system must be used to show these ratings.

3.06 Containers used by outside service contractors shall be properly labeled with either a manufacturer's label or an HMIS label prior to the use of the hazardous substance on Nashville State Community Colleges' property.

3.07 Employees that work in the storeroom areas, where sealed containers of hazardous substances are received for distribution to employees and students, shall assure that the manufacturer's labels are not defaced or removed. If the labels are removed or defaced, follow the procedure outlined in 3.02 for replacement of the labels. In addition, if a spill or leak occurs in a container of hazardous substance, the employees and students should leave the area, go to a place of safety, and call the Environmental Health and Safety Department and Safety and Security for assistance. MSDS's for all substances in the storeroom must be obtained and be readily accessible to employees.

EXCLUSIONS

4.01 These regulations do not apply to any substances which are foods, drugs, cosmetics, or tobacco products intended for personal consumption by the employees while in the workplace. Additionally, these regulations do not apply to any consumer products and food stuffs packaged for distribution to (and intended for use by) the general public. Consumer products are packaged and used as a normal consumer would use the product as defined in the Consumer Product Safety Act and Federal Hazardous Substances Act.

4.02 The term "laboratory" is intended to mean a workplace where relatively small quantities of hazardous chemicals are used on a nonproduction basis. All research laboratories may be excluded from the standard except for the following requirements:

- a. Complete a DCI and submit a copy Departmental Dean.
- b. Conduct a training and education program that shall be designed to inform employees of appropriate work practices, protective measures, and emergency measures regarding hazardous materials in the workplace.
- c. Supply employees with the chemical name of all hazardous substance.
- d. Maintain MSDS's and make them readily accessible to employees.
- e. Ensure that containers of hazardous substances bear a legible manufacturer's label or an HMIS label.
- f. Develop and implement a written chemical hygiene plan and provide a copy to the Departmental Dean. Use the Nashville State Laboratory Safety Manual as a guide to develop the Chemical Hygiene Plan. 29CFR 1910.1450.

EXPOSURE

5.01 Exposure or exposed means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g. accidental or possible) exposure as referenced by the MSDS. When the employer discovers that an employee has received a potentially hazardous

exposure to any substance or agent, the employer must immediately notify the employee and take such steps that may be necessary to provide medical evaluation, monitoring, or treatment. Likewise, an employee that has received a potentially hazardous exposure to a substance or agent must immediately notify the employer of such exposure.

5.02 After the appropriate safety and health precautions have been taken, it is the responsibility of the employee's supervisor to fill out an Employee Exposure Report (EER). EER forms are available from the public folders. The completed EER should be submitted to the Departmental Dean (original copy), with a copy retained at the department and a copy provided to the employee.

5.03 The Departmental Dean will retain the original EER and send a copy to the Human Resource Services Office. The Human Resource Services Office will place the EER in the employee's permanent personnel file to be retained for the length of employment plus 40 years.

5.04 An affected employee (or designated representative) may make a request to the Departmental Dean or Environmental Health and Safety Office for access to copies of the appropriate DCI and MSDS's. Access to the appropriate DCI and MSDS's shall be granted within a reasonable time, place, and manner, but never later than one working day after the request for access is made. In addition, whenever an affected employee or designated representative requests a copy of the DCI and/or MSDS's, the Departmental Dean shall, within 15 days, assure that either a copy or a mechanical means to copy is provided.

5.05 An employee that has requested information as stated in section 5.04, and has not received the requested information within the specified time period, may refuse to work with the substances or refuse to work at the location for which the request was made. An employer may not discharge or initiate any adverse personnel action against any employee because the employee has exercised his/her right to the requested information. Furthermore, an employer may not request or require an employee to waive any rights under this policy. Any such waiver executed shall be null, void, and unenforceable.

5.06 Employees working in areas where exposure(s) to hazardous substances exist shall be required to perform their jobs in accordance with precautions communicated to them during training and education programs. A supervisor may take the appropriate disciplinary action when an employee does not comply with the precautionary measure this policy indicates.

5.07 The Department Head or designee shall be responsible for providing the following in all departmental areas having contact with hazardous substances:

- a. Chemical name of each hazardous substance.
- b. Correct labeling of each hazardous substance.
- c. Availability of any MSDS for each hazardous substance present in the immediate work area.
- d. Training and education of employees on work practices, protective measures, and emergency measures in the work place.

5.08 Periodic checks for program integrity will be made by means of an audit team comprised of personnel from the Environmental Health and Safety Office.

TRAINING

6.01 The Environmental Health and safety Manager will present Training Programs for department Deans/designated employees of campus departments who will be responsible for the training of their employees on the Hazard Communication Program.

6.02 All employees of Nashville State Community College must receive Hazard Communication training. All employees will include temporary, work-study, part-time, teaching assistants, and full-time personnel. New employees will receive general information on Hazard Communication Program from the Department at the start of employment.

6.03 Departmental Deans shall inform their employees of the requirements of the Hazard Communication Program (cover the four stages of the program), any operations in their department where hazardous substances are used, the location and availability of the MSDS's and DCI, and a review of the department Contingency Checklist. In addition, the training must cover the methods used to detect the presence of a substance released and the steps to take after the release is detected, the physical and health hazards in the department, the measures and equipment used for personal protection, and the details of the written plan. The training must occur within 30 days of employment for new employees. Any time a new hazard is introduced into the workplace, employees must be trained on the hazard; and an annual retraining session is required for all employees.

6.04 Training and education provided to employees and others must be documented with detailed records of training maintained by the department. The training records must be kept for the length of employment plus 40 years. A copy of all training records must be sent to the Departmental Dean.

FIRE SAFETY

7.01 Safety and Security will create a building DCI package consisting of floor maps and rooms DCI. The building DCI packages will be submitted to the Local Fire Department and will be updated annually by Safety and Security.

7.02 In addition to the annual update requirement for the DCI, each department/area on campus is required to complete and submit a Contingency Checklist. The Contingency Checklist should be completed the same time the annual DCI is completed. The Contingency Checklist is needed to prepare and update the Campus/County-wide Contingency Plan. The Contingency Checklist forms are available on public folders.

OUTSIDE CONTRACTOR'S RESPONSIBILITIES

8.01 Any time an outside contractor brings a hazardous substance(s) into the workplace, a MSDS(s) for the substance(s) must be received. Similarly, a DCI and MSDS(s) for all hazardous substances in the area that the contractor will be working must be provided to the contractor. This exchange will be coordinated by whoever is granting the contract.

8.02 Service contractors whose work or materials pose a health hazard to employees shall be responsible for the training and education requirements outlined under the training section of this policy.

8.03 The above cross-training must be documented and the records must be retained in the department where the work is performed. Copies of the cross-training records must also be sent to the Departmental Deans.

8.04 Outside contractors must comply with all of the provisions of the Hazard Communication Program while serving on Nashville State Community College.

ASBESTOS NOTICE AND LABELING

9.01 Pipes, boilers, storage vessels, structural members, or equipment with insulating material that might be removed, penetrated, damaged or otherwise disturbed by repair, remodeling, renovation, maintenance or other activity, shall be labeled with cautionary labels. Such caution labels shall be printed in letters of sufficient size and contrast as to be readily visible and legible. Each room or area where the conditions require that labels exist shall have a minimum of one such label, and additional labels as is necessary, to insure ready visibility and legibility. Equipment with asbestos-containing material shall bear the following label:

DANGER

Contains Asbestos Fibers Avoid Creating Dust Cancer and Lung Disease Hazard

9.02 Areas with asbestos-containing material used as acoustical material on ceilings or walls shall post the following notice:

NOTICE TO EMPLOYEES this facility has been inspected for the presence of Asbestos-containing material. Asbestos-containing material is present in this facility. Asbestos-containing material may cause health problems.