



Hazard Communication Program

Table of Contents

Purpose.....	3
Program Responsibilities.....	3
Departments.....	3
Employees.....	4
Chemical Inventories.....	4
Safety Data Sheets (SDSs).....	4
Labeling.....	5
Non-Routine Tasks.....	6
Working with Contractors.....	6
Training.....	6
Chemical Emergencies: Reporting & Responding.....	7
Additional Information and Resources.....	10
Links to other relevant websites.....	10

PURPOSE

The [Occupational Health and Safety Administration \(OSHA\) Hazard Communication Standard \(HCS\) \(29 CFR 1910.1200\)](#), provides both the employers and employees the right to know and right to understand the hazards and identities of chemicals that are used in the workplace. In accordance with OSHA Hazard Communication Standard (HCS), Skidmore College has developed a Hazard Communication Program (HCP) to ensure the transmittal of information regarding chemical hazards is established by means of proper container labeling, employee training and safety data sheets. This program is designed to assist College departments and other working groups to meet the requirements of the OSHA HCS.

"This HCP applies to all Skidmore College departments and employees at risk of occupational exposure to hazardous chemicals present in the workplace. Skidmore College's Hazard Communication Program complies with all applicable federal and state health and safety rules. Under this program employees are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals.

PROGRAM RESPONSIBILITIES

DEPARTMENTS

- Ensure compliance with the College's Hazard Communication Program.
- Provide
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- Retain all hazard communication training and program review records for ten years and Chemical Inventories and SDSs are to be archived and retained indefinitely.

EMPLOYEES

- Conduct themselves in accordance with this program and take necessary precautions when handling hazardous chemicals.
- Attend hazard communication training as required and apply the knowledge and skills acquired to all work activities.
- Understand how to read chemical label's, including pictograms.
- Understand how to access and read SDS.
- Use appropriate PPE for the chemicals and tasks being performed.

CHEMICAL INVENTORY

The College's Chemical Inventory is a list of hazardous chemicals known to be present at our workplace. Any worker who comes in contact with a hazardous chemical needs to know what those hazards are and how to protect themselves. That is why it is important that hazardous chemicals are identified, whether they are found in a container or generated in work operations (for example, welding fumes, dusts, and exhaust fumes). Hazardous chemicals on the chemical inventory can cover a variety of physical forms including liquids, solids, gases, vapors, fumes, and mists.

Each department maintains their hazardous chemical inventories. Chemical inventories will be kept current by each department that maintains and utilizes hazardous chemicals and submitted annually to either the Environmental Health & Safety Office for Academic Affairs or the Risk Management Office.

SAFETY DATA SHEETS (SDS)

Safety Data Sheets (SDSs) are an essential component of Globally Harmonized System of Classification and Labelling of Chemicals (GHS) and are intended to provide comprehensive information about chemicals that may pose a physical or health hazard in the workplace. SDSs provide employees with specific information on the chemicals in their work areas.

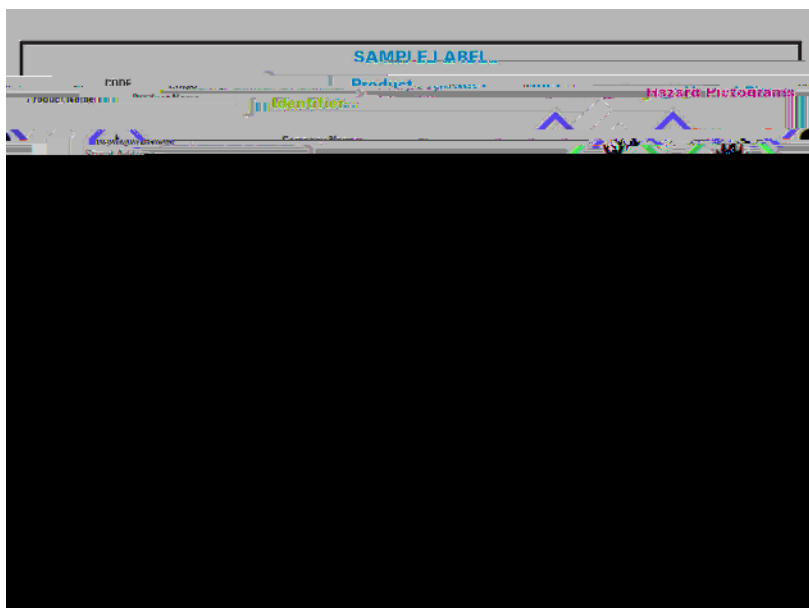
SDSs are kept readily accessible to all employees during each work shift at each department that use them. You may obtain access to the SDS's by contacting your supervisor. SDS files relevant to employees traveling between multiple workplaces shall be maintained at their primary SDS location.

Each department that utilizes or stores hazardous chemicals is responsible for obtaining and maintaining the SDSs in their respective departments and will contact the chemical manufacturer or vendor if additional chemical information is needed and supply a copy of the SDS at all appropriate locations.

LABELING

College departments are responsible for ensuring that all hazardous chemicals in the workplace have proper labeling. The identity of the chemical and appropriate hazard warnings must be shown on the label. The hazard warning must provide users with an immediate understanding of the primary health and/or physical hazard(s) of the hazardous chemical through the use of words, [pictograms](#), symbols, or any combination of these elements. The name, address and phone number of the manufacturer, importer or other responsible party must be included on the label.

The hazard label message must be legible, permanently displayed and written in English.



Chemicals that are transferred from the primary chemical container into a secondary container, must also be labeled with the product identifier, words, pictograms, symbols, or combination thereof which provide at least general information about the specific physical and health hazards of the chemical (1910.1200 f(6)).

However, labeling is not required for portable containers into which hazardous chemicals are transferred from labeled containers, if intended for the immediate use of the employee who performs the transfer.

- If fire cannot be extinguished easily, evacuate to a safe location closing doors as you leave and call Campus Safety at 518-580-5566. Remain accessible to emergency responders to provide information about the fire.

Large Fire

- Alert people in area to evacuate.
- Close door and windows (if safe to do so) before leaving lab or room.
- Activate the nearest fire alarm pull box and call Campus Safety (518-580-5566).
- Evacuate to a safe location or exit building through the stairwell (never take the elevator).
- Remain accessible to emergency responders to provide information about the fire.

ADDITIONAL INFORMATION AND RESOURCES

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