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 and employees. The goal of the standard is to reduce the number of chemically related occupational illnesses and injuries.

In order to comply with the Hazard Communication Standard, this written program has been established for Virginia Western Community College (VWCC). All divisions and sections of the College are included within this program. Copies of this written program will be available in the following location for review by any employee:

Virginia Western Community College
Human Resources Department
3093 Colonial Avenue
Fishburn Hall – Ground Floor
Roanoke, VA  24015

The basic components of this program include:

- Hazard Communication Coordinators
- Material Safety Data Sheets
- Hazardous Chemical Inventory List
- Hazard Determination
- Disposal of Hazardous Chemicals
- Labels and Other Forms of Warning
- Employee Information and Training
- Non-Routine Tasks
- Unlabeled Pipes
- Multi-Employer Workplaces
- Hazardous Materials Incident
- Program Review
- Hazard Communication Training Form

**HAZARD COMMUNICATION COORDINATORS**

The following VWCC personnel have been designated as Hazard Communication Coordinators. These employees will be responsible for maintaining the Hazard Communication Program requirements listed hereafter for areas under their assigned responsibility. This responsibility will be part of the individual's position description and performance plan and evaluation. Coordinators will periodically report their maintenance of and compliance with this program to the Human Resources Office.

- Department Head, Horticulture – F0066
- Trades Technician IV - FMS – 00132
- Director, Facilities Management Services – FA051
- Division Dean, Humanities – Photography Lab and Art - FA102
- Instructor – Culinary Arts – F0006
- Printing Technician III - 00047
- Trainer and Instructor I - Chemistry - 00036
- Trainer and Instructor I – Biology - 00075
- Trainer and Instructor I – HVAC, Welding and Electrical – 00086
- Training and Instructor II – Greenfield – 00023
- Trainer and Instructor III – Dental - 00095

**MATERIAL SAFETY DATA SHEETS (MSDS)**

When chemicals are ordered, the Hazard Communication Coordinator shall specify on the purchase order that chemicals are not to be shipped without corresponding Material Safety Data Sheets (MSDS).
When MSDSs arrive with the corresponding chemical, the sheets will be reviewed for completeness by the respective Hazard Communication Coordinator. Should any MSDS be incomplete, a letter will be sent immediately to the manufacturer requesting the additional information.

A complete file of MSDSs for all hazardous chemicals to which employees of this agency may be exposed will be kept in labeled binders in an area that is readily accessible to employees within each Hazard Communication Coordinator's area of assigned responsibility.

MSDS will be available for employees during each work shift. Should MSDSs be unavailable, please contact the Hazard Communication Coordinator for the respective area immediately.

MSDSs will be reviewed annually by the respective Hazard Communication Coordinator. Should there be any MSDS that has not been updated within the past year; a new MSDS will be requested.

### HAZARDOUS CHEMICAL INVENTORY LIST

A list of hazardous chemicals (also known as the “Hazardous Chemical Inventory List”) used by each department will be filed at the front of the Material Safety Data Sheet file binders in the respective department and will serve as an index to the Material Safety Data Sheets that follow. The Hazardous Chemical Inventory List will be updated as needed to accurately reflect additions or deletions of hazardous chemicals present in the workplace.

### HAZARD DETERMINATION

All hazardous chemicals in this facility are purchased materials; there are no manufactured or intermediate hazardous chemicals. Therefore, VWCC shall rely on the hazard determination made by the chemical manufacturer as indicated on the MSDS.

### DISPOSAL OF HAZARDOUS CHEMICALS

Each department at the College is responsible for ensuring that hazardous chemicals generated within their area are safely stored and disposed of in a timely manner. Departments should dispose of chemicals that are spent, out-of-date, discontinued from use in the program, etc., at least annually but more frequently if necessary to avoid instability or storage problems.

### LABELS AND OTHER FORMS OF WARNING

The Hazard Communication Standard requires that hazardous chemicals be labeled by manufacturers. Labels on incoming containers of hazardous chemicals are not to be removed or defaced. Please ensure the label contains the following information:

- Identity of the hazardous chemical
- Appropriate hazard warnings
- Name & address of chemical manufacturer, importer, or other responsible party
When chemicals are ordered by the Hazard Communication Coordinator, the purchase order will indicate the need for the above stated information to be included on the labels, or VWCC will refuse acceptance of the shipment.

Upon delivery of chemicals, the Hazard Communication Coordinator will ensure that chemicals are labeled properly. Any chemicals without proper labeling will not be accepted.

When chemicals are transferred from the manufacturer's containers to secondary containers, the Hazard Communication Coordinator of each section will ensure that the containers are labeled with the identity of the chemicals and appropriate hazard warnings.

The entire labeling procedure will be reviewed annually by the Hazard Communication Coordinator and changed as necessary.

**EMPLOYEE INFORMATION AND TRAINING**

Prior to starting work, new employees of VWCC will attend a departmental health and safety orientation program. The respective Hazard Communication Coordinator and/or Supervisor is responsible for organizing and conducting the initial training.

The following topics will be covered:
- An overview of the requirements of the Hazard Communication Standard
- The labeling system and how to use it
- How to review MSDSs and where they are kept
- Chemicals present in work operations
- Physical and health effects of hazardous chemicals
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the area
- Personal protective equipment and work practices to lessen or prevent exposure to chemicals
- Steps the company has taken to lessen or prevent exposure to chemicals
- Safety/emergency procedures to follow if exposure occurs
- Location and availability of the written hazard communication program.

Following each training session, the employee is required to sign and date the training record verifying attendance. Training records will be kept in the same labeled binders as the Material Safety Data Sheets in each respective department.

Before any new employee can begin work which requires the use of or potential exposure to hazardous chemicals, training as indicated above must be completed.

Additional training will be provided with the introduction of each new hazard. Records of the additional training will be maintained.

**NON-ROUTINE TASKS**

Prior to an employee beginning a hazardous non-routine task, he/she must report to the Hazard Communication Coordinator to determine the hazards involved and the protective equipment required.
UNLABELED PIPES

Work activities are often performed in areas where chemicals are transferred through pipes. These pipes are not required to be labeled; however, the employees need to be aware of potential hazards. Prior to starting work in areas having unlabeled pipes, the employee shall contact the Hazard Communication Officer to determine:

- The identity of the chemical in the pipes
- Potential hazards
- Safety Precautions

MULTI-EMPLOYER WORKPLACES

Often one (1) or more contractors on site at VWCC or employees of VWCC work at a site with employees of other employers. When employees of other employers are exposed to chemicals used or stored by VWCC, and these other employers will be provided with:

- Copies of all relevant the MSDSs
- Information on any precautionary measures that need to be taken to protect employees
- The chemical labeling system used

The Hazard Communication Coordinator is responsible for providing other employers with an MSDS or ensuring that the MSDS is available in the respective department.

The Hazard Communication Coordinator is responsible for providing other employers with information on precautionary measures that need to be taken to protect employees. This information will be provided (verbally, in writing, or other methods).

The Hazard Communication Coordinator is responsible for informing other employers of the labeling system used. This information will be provided (verbally, in writing, or other methods). If a number or pictograph system is used, then the legend explaining the numbers and pictograph should be given to the employees or posted in the work area.

HAZARDOUS MATERIALS INCIDENT

For information about hazardous material spills or releases, please refer to the “VWCC Crisis Management Plan”; section 14 “Hazardous Materials Incidents”.

PROGRAM REVIEW

This written Hazard Communication Program for Virginia Western Community College will be reviewed by Human Resources annually and updated as necessary.

Reviewed: June 2009

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HAZARD COMMUNICATION EMPLOYEE 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 Name (printed) ____________________________ Date ____________________________

Employee’s Signature ____________________________ Department ____________________________

Training Conducted By ____________________________ Signature ____________________________