

**Palm Beach State College**

*Florida's First Public Community College*



**HAZARD COMMUNICATION  
PROGRAM**

**Revised: 2020**

**PALM BEACH STATE COLLEGE  
HAZARD COMMUNICATION PROGRAM  
TABLE OF CONTENTS**

1. Introduction.....	3
2. Container Labeling.....	4
3. Safety Data Sheets (SDSs).....	5
4. Employee Training and Information.....	7
5. Hazardous Non-Routine Tasks .....	8
6. Informing Other Employers/Contractors .....	9
7. List of Hazardous Chemicals .....	9
8. Program Availability.....	9
APPENDIX A.....	10
APPENDIX B .....	11
APPENDIX C .....	12
APPENDIX D.....	14

# **PALM BEACH STATE COLLEGE HAZARD COMMUNICATION PROGRAM**

## **1. Introduction**

To ensure that information about the dangers of all hazardous chemicals used by Palm Beach State College is known by all affected employees, the following hazardous information program, known as the Hazard Communication Program, has been established. This document fulfills the requirements of Title 29 of the Code of Federal Regulations, Part 1910, Subpart Z, paragraph 1200(e)(1) (abbreviated 29 CFR 1910.1200(e)(1)) for employers to have a written hazard communication program. Under this program, employees are informed of the contents of the OSHA Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. These chemical hazards may be physical or health related.

The categories describing physical hazards include:

- Explosive
- Flammability – gases, aerosols, liquids, solids
- Oxidizers – liquid, solid, gases
- Self-reactive
- Organic peroxides
- Corrosive to metals
- Gases under pressure
- Water-activated flammable gases

The categories describing health hazards include:

- Acute toxicity
- Skin corrosive/irritant
- Serious eye damage/eye irritant
- Respiratory or skin sensitization
- Germ cell mutagenicity
- Carcinogenicity
- Reproductive toxin
- Target organ systemic toxicity – single and repeated dose

The Hazard Communication Program applies to all work operations in the College where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency. Copies of the Hazard Communication Program shall be available in work areas (to include laboratories) or online for review by any interested employee. The Manager of Safety & Risk shall be the program coordinator, with overall responsibility for the program, including reviewing and updating it as necessary.

Program Deans and Department Heads are responsible for compliance with the Hazard Communication Program and for coordination with the Manager of Safety & Risk within their individual programs and departments.

Supervisors and managers are responsible for designating a responsible party for each of their work areas and for ensuring that all requirements the Hazard Communication Program that apply to their individual work areas are properly carried out. With assistance from the Manager of Safety & Risk, they will ensure that all appropriate personal protective equipment is available, review safe work practices with all involved employees and, if necessary, post signage around specific areas to indicate the hazard and limit access.

Each work area will have a responsible party designated by his/her supervisor to:

- Ensure that the Hazard Communication Program is followed in the work area.
- Compile and maintain a list of the hazardous chemicals used or stored in the work area and update it within 30 days of receiving a new chemical or discontinuing use of an existing one.
- Verify that all original chemical containers received for use or storage have the manufacturer's label containing the appropriate information attached. Secondary containers should also be clearly labeled as to the contents with the appropriate hazard warning.
- Obtain Safety Data Sheets (SDSs) for the chemicals used or stored in the work area following first-time purchase and provide a copy to the Manager of Safety & Risk.
- Ensure that all employees have access during their normal work hours to SDSs, either a hard copy or online, for all chemicals used or stored in the work area.

## **2. Container Labeling**

The label on a chemical container is intended to convey information about the hazards posed by the chemical.

Effective no later than June 1, 2016, the labeling system to be used by the College will follow the requirements in the 2012 revision of the OSHA Hazard Communication Standard to be consistent with the United Nations Globally Harmonized System of Classification and Labeling of Chemicals (GHS). The work area responsible party will verify that all original chemical containers received from the chemical manufacturer, importer or distributor for storage or use are clearly labeled, tagged or marked with the following elements of information established by GHS:

- Product identifier (name or number used to identify the chemical)
- Signal word—either “Danger” or “Warning”. “Danger” is to be used for more severe hazards, such as immediate harm, long-term effects, or death. “Warning” is used for less severe hazards.

- Appropriate pictogram showing the chemical's hazard class. Appendix A shows the pictograms that are associated with each hazard class.
- Hazard statement describing the nature of the hazard
- Precautionary statement recommending the steps to be taken to safely use, handle, store and dispose of the chemical
- Name, address and telephone number of the chemical manufacturer, importer, or other responsible party, who can provide more information on the chemical and what to do in the event of an emergency.

An example GHS label with all the required elements of information is shown in Appendix B.

The work area responsible party will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels that include:

- Product identifier
- Words, pictures, symbols, or a combination of these that provide at least general information on the hazards of the chemicals.

Until the GHS labeling system is fully implemented, or until June 1, 2016, the College will follow the labeling system established by the National Fire Protection Association (NFPA). See Appendix C for a description of this labeling system.

For help with labeling, contact the Manager of Safety & Risk.

Small quantities intended for immediate use may be placed in a container without a label, provided that the individual keeps it in their possession at all times and the product is used up during the work shift or properly disposed of at the end of the work day. However, the container should be marked with its contents.

Unmarked containers are not to be used and shall be brought to the attention of the work area supervisor for correction or disposal.

The Manager of Safety & Risk will review the College's labeling procedures annually and will update them as required.

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

No later than June 1, 2015, the manufacturer or importer of a chemical is required by OSHA to develop and utilize a Safety Data Sheet (SDS) that contains specific, detailed information about the chemical's hazards using a specified format. The existing Material Safety Data Sheet format may be used until that date. The information and format specified for the SDS is as follows:

- Section 1: Identification – Includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use

- Section 2: Hazard(s) Identification – Includes all hazards regarding the chemical; required label elements
- Section 3: Composition/Information on Ingredients – Includes information on chemical ingredients; trade secret claims
- Section 4: First Aid Measures – Includes important acute or delayed symptoms/effects; required treatment
- Section 5: Fire-Fighting Measures – Lists suitable extinguishing techniques/equipment; chemical hazards from fire
- Section 6: Accidental Release Measures – Lists emergency procedures; protective equipment; proper methods of containment and cleanup
- Section 7: Handling and Storage – Lists precautions for safe handling and storage, including incompatibilities
- Section 8: Exposure Controls/Personal Protection – Lists OSHA’s Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE)
- Section 9: Physical and Chemical Properties – Lists the chemical’s characteristics
- Section 10: Stability and Reactivity – Lists chemical stability and possibility of hazardous reactions or hazardous decomposition
- Section 11: Toxicological Information – Includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity
- Section 12: Ecological Information – Not enforced by OSHA; may or may not be present
- Section 13: Disposal Considerations – Not enforced by OSHA; may or may not be present
- Section 14: Transport Information– Not enforced by OSHA; may or may not be present
- Section 15: Regulatory Information– Not enforced by OSHA; may or may not be present
- Section 16: Other Information – Includes the date of preparation or last revision

The SDS should indicate if there is no relevant information available within a section.

The distributor or supplier of the chemical is required to provide the SDS for the chemical to the purchaser. Palm Beach State College must have an SDS for each hazardous chemical it purchases, and it must ensure that copies of the SDSs are readily accessible during each work shift to employees when they are in their work area(s). The Manager of Safety & Risk is responsible for establishing and monitoring the College’s SDS program.

Whenever chemicals are ordered, the SDS will be requested on the purchase order. Warehouse personnel, or for incidental purchases the department making the purchase, are responsible for ensuring that SDSs are received from the distributor or supplier, especially for new product purchases. If an SDS is not received for new product purchases, warehouse personnel or the requestor must contact the supplier to obtain it. A copy of the SDS for the new product must be sent to the Manager of Safety & Risk for incorporation into the electronic SDS database. When an SDS known to have been revised is received, it shall replace any hard copy maintained in the

work area, with a copy sent to the Safety & Risk Manager for incorporation into the electronic SDS database.

Upon receipt of any new or revised SDS, the Safety & Risk Manager will ensure that it is incorporated into the electronic SDS database. The Safety & Risk Manager will also review incoming SDSs for restocked items against the SDS on file for any information change. If there is a change in information, the most current SDS will be incorporated into the electronic SDS database. SDSs that have been replaced by a more current or updated version will be archived by the Manager of Safety & Risk for retention by the College for a period of thirty years in accordance with OSHA guidelines per 29 CFR 1910.1020(d)(1)(ii), as well as the Florida Right to Know Law. Significant changes in health and safety information will be communicated by the Manager of Safety & Risk to affected employees.

Copies of SDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept either as a hard copy in the work areas where the chemicals are stored or used or maintained online. SDSs will be immediately accessible by all employees during each work shift, either by making the hard copy available or accessing the SDS online.

For online access, go to the College home page and click on the Safety link under Administration at the bottom of the page. Click on the Material Safety Data Sheets (or Safety Data Sheets) link on the left-hand side of the Safety and Risk Management web page. Enter your user name and password if requested. Click on the Material Safety Data Sheets (or Safety Data Sheets) link to be taken to the MSDSonline search page. Use one or a combination of the search fields shown, typically Product Name or Manufacturer. Alternatively, from the Faculty & Staff web page, click on the Material Safety Data Sheets (or Safety Data Sheets) link under the Health and Safety heading. Enter your user name and password if requested. Click on the Material Safety Data Sheets (or Safety Data Sheets) link to be taken to the MSDSonline search page. Use one or a combination of the search fields shown, typically Product Name or Manufacturer.

More detailed instructions for searching for an SDS and for managing the College's eBinder (which contains the SDS' that are pertinent to the College) are found in Appendix D. If an SDS is not available, the Manager of Safety & Risk should be advised.

The using department is responsible for advising the Manager of Safety & Risk whenever a product containing hazardous chemicals is no longer used. The SDS for this product must be archived and retained by the College for a period of thirty years in accordance with OSHA guidelines per 29 CFR 1910.1020(d)(1)(ii), as well as the Florida Right to Know Law.

#### **4. Employee Training and Information**

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and the College's Hazard Communication Program before starting work. For new adjunct professors and faculty, the training will be included as part of the course curriculum. The training will include the following information:

- OSHA’s requirements under the Hazard Communication Standard
- The hazardous chemicals known to be present in the work area
- The availability and location of the written Hazard Communication Program, including the required list(s) of hazardous chemicals and the SDSs for the hazardous chemicals in the work area or how to access them online
- Methods or observations to determine the presence or release of hazardous chemicals in the work area
- The physical and health hazards of the chemicals in the work area. Note: This information will cover categories of hazards (e.g., flammability, carcinogenicity). Chemical-specific information shall always be available through labels and SDSs
- Measures that employees can take to protect themselves from the physical and health hazards posed by the chemicals in their work area
- Steps the College has implemented to protect its employees from exposure to hazardous chemicals, such as use of appropriate work practices, emergency and spill response procedures and personal protective equipment. NOTE: Emergency procedures shall follow the measures prescribed in the SDS, and spill response procedures shall follow the measures prescribed in the Emergency Operations Plan
- Methods and observations, such as visual indication or odor, that may be used to detect the presence of a hazardous chemical to which one might be exposed
- How to read labels and SDSs to obtain hazard and other information. This shall include the following:
  - What are pictograms?
  - What are the signal words?
  - What are hazard statements?
  - What are precautionary statements?

Prior to introducing a new chemical hazard into any section of the College, each employee in that section will be given information and training as outlined above for the new chemical hazard.

In all instances, the SDS will be referenced as the source for chemical-specific information. The training may be offered in a classroom or conference room setting, using electronic means (e.g., PowerPoint or video) or hard copy, or it may be available as interactive computer program, depending on the specific group or employee receiving training.

### **5. Hazardous Non-Routine Tasks**

Hazardous non-routine tasks shall not be performed by College faculty, staff or students, but shall be conducted by outside contractors with appropriate expertise and equipment. Examples of these tasks include work in an underground vault or other confined space and asbestos abatement.



## **6. Informing Other Employers/Contractors**

College organizations or departments that utilize the services of other employers or outside contractors are responsible for providing them with access to the SDSs for the College's hazardous chemicals their employees (i.e., workers, service representatives, repairmen, subcontractors) may be exposed to while working on College property. In addition to providing access to SDSs, other employers will be informed of necessary precautionary measures to protect their employees during the College's normal operations and foreseeable emergencies. Also, other employers will be informed of the labeling system used by the College for its hazardous chemicals in the workplace.

College organizations or departments that utilize the services of other employers or outside contractors are responsible for obtaining information from those service providers about any hazardous chemicals that will be used by them on College property, i.e., an inventory and the associated SDSs. Upon completion of the work, the service provider is responsible for removal of any hazardous chemicals brought on College property. This requirement will be a part of all contracts and Purchase Orders.

## **7. List of Hazardous Chemicals**

A list of all known hazardous chemicals used by our employees shall be compiled and maintained in each work area by the responsible party designated by that area's supervisor. This list will include the name of the chemical and the manufacturer. Further information on each chemical may be obtained from the SDSs located in the work area or online.

When new chemicals are received or use of an existing chemical is discontinued, this list is to be updated by the work area's responsible party within 30 days.

## **8. Program Availability**

A copy of this program is available to employees and their representatives in each work area or online.

## APPENDIX A

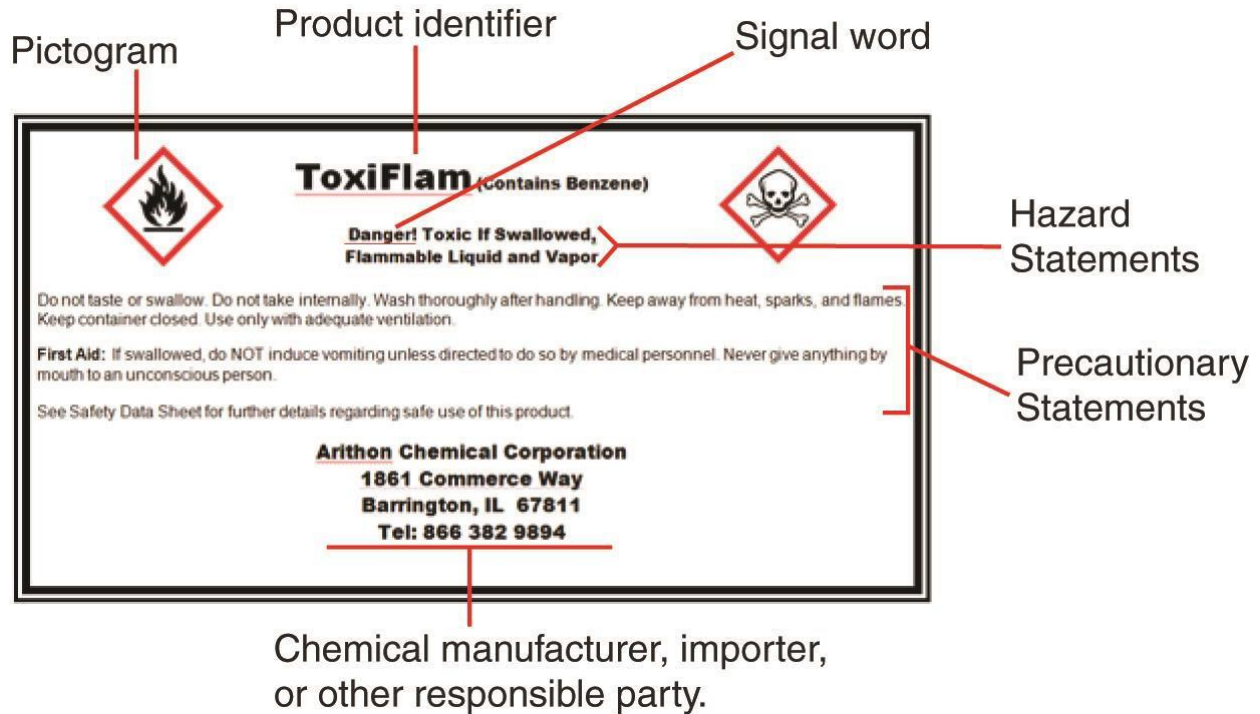
### GHS Hazard Pictograms

#### GHS Pictograms

Explosive Self-Reactive Organic Peroxides		Flammables Self-Reactive Pyrophorics Self-Heating Emits Flammable Gas		Oxidizers Organic Peroxides	
Corrosives		Carcinogen Respiratory Sensitizer Reproductive Toxicity Target Organ Toxicity Mutagenicity Aspiration hazard		Environmental Toxicity	
Gases under Pressure		Acute Toxicity (severe)		Irritant Dermal/Skin Sensitizers Acute Toxicity(harmful) Transient target organ effects (narcotic or respiratory)	

## APPENDIX B

### Example GHS Label

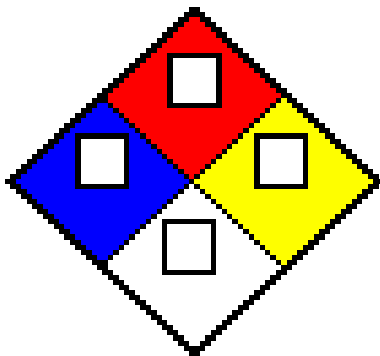


## APPENDIX C

### NFPA 704 Hazard Rating System

The National Fire Protection Association (NFPA 704) system uses a diamond-shaped diagram of symbols and numbers which are placed on containers of chemicals or materials to indicate the degree of hazard associated with a particular chemical or material.

The diagram identifies three color-coded categories of hazard for each material:



- **Health hazard (blue sections),**
- **Flammability (red sections),**
- **Reactivity (yellow sections), and**
- **Other hazard information (white section).**

Each category is divided in five levels of hazard potential with

- **Zero (0)** used to indicate no special hazards and
- **Four (4)** for severe or extreme hazard potential.

The degrees of hazard in each of these categories are given as follows:

**Health** – The degree of health hazard of a chemical or material is based on the form or condition of the material, as well as its inherent properties. The degree of health hazard of a material should indicate the degree of personal protective equipment required for working safety with the material:

- **A rating of 1** is for **slightly hazardous (toxic) material** which requires only minimal protection (for example, safety glasses and gloves) in addition to normal work clothing to work with safely.
- **A rating of 2** is for **moderately toxic or hazardous material** which requires additional PPE or equipment (e.g., chemical goggles, lab/work smock, local ventilation) in addition to that required for less toxic material. Consult the MSDS for specific health hazard and proper PPE to use with this material.
- **A rating of 3 or 4** is for **highly to extremely toxic (deadly) material (and any carcinogen, mutagen, or teratogen)**. These materials will require specialized equipment (e.g. respirator (or exhaust hood), full face shield, rubber apron, specialized glove, handling tongs, etc.) beyond that required for moderately toxic material. You must consult the MSDS and/or other safety information to determine the hazard (acute or chronic) and the proper PPE and engineering controls to safely use of this material.

**Flammability** – The flammability hazards deal with the degree of susceptibility of the material to ignite and burn. The form or condition of the materials, as well as their properties, affects the extent of the hazard. Many hazardous materials, such as acetone and gasoline, have a flash point (ignition temperature) far below freezing and will readily ignite with a spark if the vapor concentration is sufficient. A low rating of **1** is for material with a flash point **above 200F** while more hazardous ratings of **2, 3, and 4** are for materials with **respective flash point below 200, 100 and 73 F**.

**Reactivity** – The reactivity hazards deal with the potential of a material or chemical to release energy. Some materials are capable of rapid release of energy without any catalyst, while others can undergo violent eruptive or explosive reactions if they come in contact with water or other materials. Generally this rating is used to indicate the potential to reactive if the material is heated, jarred, or shocked. A low rating of **1** indicates a **material that is normally stable but may be reactive if heated**. The more hazardous ratings of **2, 3, and 4** indicate a **material is capable of violent reaction, shock/rapid heating and detonation respectively**.

**Other Hazard Information** – An open space at the bottom of the NFPA diagram can be used to indicate additional information about the chemical or material. This information may include the chemical or material's radioactivity, proper fire extinguishing agent, skin hazard, its use in pressurized containers, protective equipment required or unusual reactivity with water. For example, the usual signal to indicate unusual reactivity with water is the letter "**W**" with a long line through the center. Similarly, the words **ACID, COR** (corrosive), **RAD** (radiation), **OXY** or **OX** (oxidizer), **Rad** (radioactive), **CARC** (carcinogen) or other abbreviations may be used.

## APPENDIX D

### MSDSonline Instructions

#### To search for a product's MSDS:

1. Go to *http://www.msdsonline.com/* and enter your username and password.
2. Click the tab *MSDSonline Search* found next to *Dashboard* and *eBinder*.
3. In the search bar type the product/trade name. Include the CAS number, manufacturer's name, synonyms or the product's code to narrow search results.
4. Find the product's MSDS; if there are multiple copies choose the one with the most recent revision date or last date verified.
5. Click the box labeled *select product* located on the left of the correct MSDS. A pop-up will appear on the right side of the screen labeled *Product Options*. Assign the product to the *eBinder*.
6. A green notification should appear reading: product successfully added.
7. To view the MSDS you added, click the tab *eBinder* and sort the product list by last added.

#### If the product's MSDS cannot be found by searching:

1. If the paper copy of the MSDS is available, scan the document and convert it to PDF form.
2. Go to *eBinder* and on the left click *Add New* found under *Queue* and above *Backup*. Click the icon *Upload*; you will be brought to a new screen.
3. Browse for the document and click open. Fill in the Product's name, Manufacturer and Revision Date. Click done and the MSDS will appear in the queue until approved by MSDS Online.
4. If no paper copy is available, click the tab *eBinder*; on the left, click *Add New* found under *Queue* and above *Backup*. Click the icon *Request*; you will be brought to a new screen.
5. Enter all information known about the product; if the manufacturer is unknown put N/A.
6. Click Request; the MSDS will temporarily appear in the queue until approved by MSDSonline.
7. NOTE: If the MSDS is considered incomplete or illegible, email MSDSonline.

#### If the product is no longer used:

1. Do not delete the product's MSDS since the document may be needed in the future. Also, under the Hazard Communication Standard, OSHA requires that MSDS' be retained for a specified period of time.

2. All MSDS' are automatically archived in the *eBinder*. As newer versions of the product's MSDS become available, you will be able to decide whether to add them to the *eBinder* or not.

Keep record of the *eBinder*:

1. Click the eBinder tab, to the left under *Backup* click on *Reports*. A new screen will appear; click Product Summary Report to obtain an Excel report of the *eBinder*'s contents.
2. MSDSONline suggests running a backup report biannually. To do this, click on the *eBinder* tab. To the left, click *Backup* found under *Add New* and above *Reports*; a new screen will appear. Click the Request Backup File button to create a backup of the *eBinder*.