

CCS Administrative Procedure

2.30.05-G Hazard Communication Program

Implementing Board Policy [2.30.05](#)

Contact: Environmental Health & Safety, 533-8686

1.0 Purpose

Community Colleges of Spokane is committed to the health and safety of its faculty and staff, and in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified at the unit level. An important part of maintaining a safe work environment is the right for all employees to be notified of potential hazards in the workplace, as well as their obligation to notify CCS of any health hazards or unsafe conditions to supervisory personnel.

2.0 Limitations and Requirements

- 2.1 CCS will furnish to each of its employees a workplace free from recognized hazards that cause or are likely to cause serious injury or death as required in the Washington Industrial Safety and Health Act (WISHA), [RCW Chapter 49.17](#)
- 2.2 To ensure compliance with WISHA's requirements, CCS has developed a Hazard Communication (HAZCOM) program in accordance with [WAC 296-901](#) - Globally Harmonized System for Hazard Communication. Its purpose is to ensure that the hazards of all chemicals present in the workplace are evaluated and the information concerning their hazards is transmitted to all affected employers and employees.
- 2.3 The purpose of this HAZCOM Program is to transmit chemical hazard information to affected employees through a program of container labeling and other forms of warning, Safety Data Sheets (SDS) and employee training.
- 2.4 All employees are to cooperate with the Environmental Health and Safety office to implement and maintain the HAZCOM program. All employees are to actively participate in identifying chemical hazards in their work area and communicate that information to their supervisor or the Environmental Health and Safety office.

3.0 Definitions

- 3.1 Chemicals: any substance or mixtures of substances.
- 3.2 Hazard Communication Standard (HCS): also known as the Right-to-Know Law and more commonly as HAZCOM is a federal regulation that governs the evaluation and communication of hazards associated with chemicals in the workplace.
- 3.3 Hazardous chemical: any chemical which is classified as a physical hazard or health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.
- 3.4 Hazardous material: any chemical, biological, or physical material for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees.
- 3.5 Hazardous waste: the term used by the Environmental Protection Agency to identify those solid wastes with properties that could pose dangers to human health and the environment. This could be a solid, liquid, gas or sludge.

- 3.6 Health hazard: a chemical which is classified as posing one of the following hazardous effects: Acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.
- 3.7 Immediate use: means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.
- 3.8 Label: an appropriate group of written, printed or graphic information elements concerning a Hazardous Material that is affixed to, printed on, or attached to the immediate container of a Hazardous Material, or to the outside packaging.
- 3.9 Personal Protective Equipment (PPE): equipment specifically designed to avoid exposure to contact or inhalation of hazardous chemicals worn by those using or potentially exposed to hazardous materials.
- 3.10 Permissible Exposure Limits (PEL): are employee exposures to toxic substances or harmful physical agents that must not be exceeded. To attain PELs for Hazardous Chemicals, see chapter 296-841 WAC, Airborne Contaminants.
- 3.11 Physical hazard: a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water that emits flammable gas.
- 3.12 Pictogram: a symbol plus other graphic elements intended to convey specific information about hazards.
- 3.13 Safety Data Sheet (SDS): formerly known as Material Safety Data Sheet (MSDS). A standardized document containing information related to a toxic or hazardous material.
- 3.14 Signal word: a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label.

4.0 Responsibilities

- 4.1 All CCS Employees
- 4.1.1 Employees are responsible for cooperation with all aspects of the CCS Environmental Health and Safety Program, including the Hazard Communication Program, in the safe performance of their assigned duties and for compliance with all applicable safety rules and regulations.
- 4.1.2 Employees are expected to comply with environmentally correct hazardous materials management procedures regarding chemical handling, usage, storage, and proper disposal of any hazardous wastes generated, as directed by their supervisors.
- 4.1.3 Employees are required to utilize PPE during hazardous material usage as directed by their supervisors.
- 4.1.4 No employees shall remove or deface existing labels on containers of hazardous chemicals. If the chemical substance is transferred to another container, the new container shall also be properly labeled.

- 4.1.5 Employees should address any concerns or questions they have regarding the chemical materials with which they work to their immediate supervisor.
 - 4.1.6 Employees must know which substances they work with are hazardous and check the SDS for those substances.
 - 4.1.7 Employees must follow instructions and warnings listed in the SDS.
 - 4.1.8 Employees will not use or introduce chemicals or materials that are not supplied by CCS. Products purchased with a CCS p-card are considered to be supplied by CCS.
 - 4.1.9 Employees must report all HAZCOM and other safety concerns to their supervisor immediately.
- 4.2 Environmental Health and Safety Office
- 4.2.1 Upon request of a department or division supervisor, the EH&S office will provide assistance in the procurement of labels, assistance in providing Hazard Communication Program training to CCS employees and serve as a resource for staff questions pertaining to the Hazard Communication standard and program.
 - 4.2.2 In conjunction with CCS Facilities staff, the EH&S office will inform contractor employer(s) hired by CCS, of the hazardous substances which the contractor's employee(s) might encounter and give suggestions for appropriate protective measures. CCS Facilities must notify the EH&S office when contractor employers are hired.
 - 4.2.3 The EH&S office will serve as CCS' point of contact with external agencies regarding all safety and health related items, including the Hazard Communication standard and program.
 - 4.2.4 The EH&S office is responsible for verifying compliance with this procedure and updating the Hazardous Communication Program as needed to maintain compliance with all applicable federal, state, and local laws and regulations.

5.0 Labeling

CCS follows the OSHA Hazard Communication Standard for labeling.

- 5.1 Each CCS department is responsible for container labeling procedures, reviewing, and updating the labels. They are required to ensure all primary and secondary containers of hazardous chemicals in their area are properly labeled.
- 5.2 The purchaser (or supervisor) will verify that all incoming containers of chemical substances are clearly labeled with:
 - 5.2.1 The contents;
 - 5.2.2 Note the appropriate hazard warning(s);
 - 5.2.3 List the name and address of the manufacturer.
- 5.3 Existing labels on incoming containers of hazardous chemicals shall not be removed or defaced unless the container is immediately marked with the required information.
- 5.4 All secondary containers are to be labeled, tagged or marked with, at minimum:

- 5.4.1 Identity of the hazardous chemical(s) contents;
- 5.4.2 Have appropriate hazard warnings;
- 5.4.3 Preferably the date

Please refer to the attached sample label for secondary (workplace) labels at the end of this procedure.

If help with labeling is needed, contact the CCS Environmental Health and Safety office.

6.0 Maintaining Safety Data Sheets (SDSs)

CCS maintains a web based MSDS database for employees to access information from everywhere from any computer with internet connectivity or smartphones. This database is located at [MSDSOnline](#). In addition, paper copies of SDSs are kept in a designated area in each building for employee's access. CCS employees who purchase hazardous materials must ensure that the materials are entered in the MSDSOnline system under the correct building and/or location.

For assistance or questions about SDS, please contact the CCS Environmental Health and Safety office.

7.0 Identify hazardous materials

CCS will ensure employees are aware of the hazardous chemicals, gases or materials they are exposed to in the workplace. Employees should refer to the Hazard Communication Program and [Chemical Hygiene for Laboratory Setting](#) administrative procedures, which outline container labeling, using safety data sheets (SDS) and other forms of warning, and employee training.

8.0 Employee Information and Training

- 8.1 CCS will ensure employees are aware of the hazardous chemicals, gases or materials they are exposed to in the workplace.
- 8.2 The supervisor or designated employee will ensure that personnel in their divisions are informed of the location and availability of reference materials on the physical and health hazards of the chemical found in their workplace.
- 8.3 Employees will be made aware that there are potential risks in all activities involving chemicals and will be provided with a copy of this procedure.
- 8.4 All training will be documented with records maintained in the employee's personnel file and copies forwarded to the Human Resources office. CCS Facilities Department keeps their own training records.

9.0 List of hazardous chemicals

CCS uses an outside company, [MSDSOnline](#), for maintaining the electronic copies of safety data sheets (SDSs). Please refer to [MSDSOnline](#) for the list of hazardous chemicals and their locations.

10.0 Personal Protective Equipment

Supervisors or designees are to perform hazard assessments for each work task to determine if hazards, including chemical hazards, are present, or are likely to be present, requiring the use of

engineering controls, administrative controls, and/or PPE. Please refer to [CCS PPE Use and Care Procedure](#).

11.0 Hazardous Substances in Unlabeled Pipes and Process Equipment

Employees required to work on or near unlabeled pipes and/or process equipment will be informed of the substances in the pipes and/or process equipment (or substances that can be reasonably expected to be present), any potential hazards and protective measures by their supervisors or designee. Contact your supervisor if you encounter equipment or piping and are not sure of the contents.

12.0 Hazardous Non-Routine Tasks

Periodically, employees may be required to perform non-routine tasks involving hazardous chemicals.

Prior to starting work on such projects, the supervisor or designee will provide affected employees with the following information:

- The specific hazards related to the non-routine tasks
- PPE and other protective measures required
- Steps the department is taking to reduce chemical hazards
- Emergency procedures

13.0 Hazardous Waste Disposal

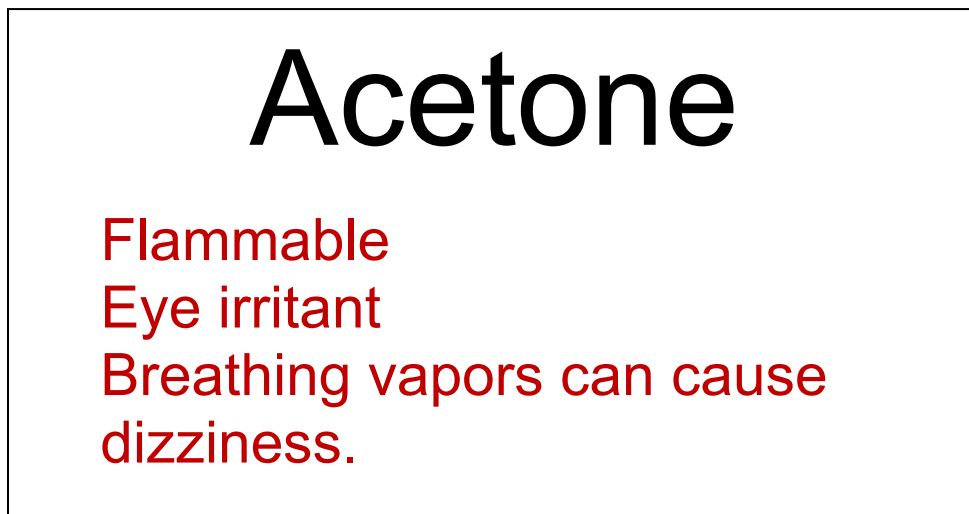
Employees will not move or transport any chemical(s) designated as dangerous or hazardous waste from one CCS EPA location to another (i.e., SCC, SFCC or Felts Field). Supervisors or a designated employee should complete a [Work Order Request](#) to pick up the hazardous waste, and it will be placed in storage at the site it was generated. The Environmental Health and Safety office will monitor the hazardous waste until arrangements are made for it to be disposed of in accordance with state and federal requirements.

14.0 Resources:

- 14.1 [Hazard Communication Pictograms](#)
- 14.2 [OSHA Hazard Communication](#)
- 14.3 [MSDSOnline](#)

Originated: February 2006; December 2008; revised May 2015; August 2019
Cabinet approval: December 2008; June 22, 2015; March 2020

Workplace Label Example



- Identifier and pictograms, or
- Identifier and hazard statement, or
- Both