COLUMBUS STATE COMMUNITY COLLEGE
EMPLOYEE SAFETY MANUAL

HAZARDOUS MATERIAL MANAGEMENT
Procedure No. 10 Effective October 15, 1995
Page 1 of 4 Updated August, 2008
Revised August, 2009

A. Columbus State Community College is committed to effective hazardous material management. Hazardous materials include chemical, radioactive, or infectious materials, exposure to which has been determined to be injurious to human health and/or safety.

B. College employees who work with hazardous material shall:

1. Protect the environment and the health of employees, students, contractors, visitors, and the community from hazardous material.

2. Reduce the present and future risks of hazardous material.

3. Comply with applicable federal, state, and local laws pertaining to hazardous material.

C. Supervisors and other employees who are responsible for hazardous materials shall be evaluated annually regarding adherence to the College's Hazardous Materials Management procedures.

D. The Vice President for Business and Administrative Services shall adopt procedures for the establishment of a hazardous materials management system for the safe ordering, delivery, transport, storage, use, and disposal of hazardous material. These procedures shall include procedures for the regular training of college personnel with regard to the safe handling of hazardous materials and their responsibilities to the public for the communication of hazards posed by materials under their control.

E. Laboratories operated by Dental Lab, Veterinary Technology, Med Lab, and Biological and Physical Sciences require that all users of the facilities precisely follow the procedures outlined in the Chemical Hygiene Plan for the specific lab.

F. The Provost for Academic Affairs will adopt procedures to monitor and control student use and safe handling of hazardous materials.

G. Any employee or contractor planning to bring hazardous material onto the campus must obtain prior written permission from the Director of Public Safety or his designee. Appropriate Material Safety Data Sheets (MSDS) or their electronic equivalents must be submitted with the request.

1. Copies of Material Safety Data Sheets or their electronic equivalents for all hazardous chemicals to which employees may be exposed will be maintained in the Public Safety Office and will be available to all employees for review upon request. A list of all hazardous materials used by the College can be obtained from the Director of Public Safety or designee upon request.

2. Applicable Material Safety Data Sheets or their electronic equivalents will also be available during regular work hours in the appropriate department offices for review by employees, Division of Occupational Safety and Health (DOSH), and contractors or employees of other organizations doing work in or around college facilities.
3. The Director of Public Safety or designee will alert all affected managers regarding hazardous materials entering their work area. Managers will train affected employees in accordance with Material Safety Data Sheets (or their electronic equivalents) distributed by the Director of Public Safety.

4. Manufacturers or distributors failing to provide Material Safety Data Sheets or their electronic equivalents will be considered as having failed to meet contractual requirements. This requirement shall appear on purchase orders or offers to bid and shall be monitored by the Purchasing Coordinator.

5. Managers are accountable for accepting all new products, including those of a hazardous nature. Under no circumstances shall a manager accept hazardous materials without there being a Material Safety Data Sheet on file or a new MSDS accompanying the shipment. Electronic MSDS are also acceptable.

6. Before any new hazardous material is introduced to the workplace, each affected employee will be given information and training as described in paragraph (O) of this procedure.

H. Department managers will be held accountable for verifying that all containers of hazardous materials are labeled properly, whether the container is an original container from the manufacturer or an appropriate secondary container. Containers will be labeled, if they do not have appropriate labeling, using the NFPA system. Newly purchased containers that do not have the adequate labeling shall be returned to the distributor. All employees responsible for the handling of hazardous materials will be trained on the use of this system. Labels must:

1. Be legible.

2. Note appropriate hazard warnings.

3. List the name and address of the manufacturer.

4. State target organs.

5. List specific warnings for carcinogens, mutagens, and teratogens.

6. Bear a date of receipt (if purchased) or filling (if filled or produced internally).

I. Managers desiring the routine disposal of hazardous materials and/or empty containers of hazardous materials must send a request for such disposal in writing to the Public Safety Department’s Safety Coordinator. Under normal circumstances, routine disposal occurs during the breaks between quarters. If the manager believes the material or the container poses a more immediate threat and needs immediate attention, he/she should contact the Safety Coordinator. Until such time as the disposal can be arranged, the material should be placed in a secure and safe place, bearing a label which states (i) that it contains "hazardous waste," (ii) the relevant hazard information, and (iii) the date, and may not to be used or removed except by authorized personnel.
J. In the event of a spill of hazardous material, the following general procedures should be followed:

1. Evacuate the area and call others in the area for assistance. If necessary, Public Safety may call the Columbus Fire Department and State Fire Marshal.

2. Call Public Safety or have someone else call Public Safety (extension 2525) immediately.

3. Remove affected clothing and wash or shower affected areas of the skin.

4. Only authorized and trained employees shall clean up a substantial spill (over a cup full) of hazardous materials. Call Public Safety to receive training if you do not feel confident doing this.

K. In the event that injuries are sustained as a result of a spill of hazardous material, the responsible manager (or other employee at the scene if the manager is unavailable) should immediately phone the Public Safety Department (extension 2525) to arrange for the transport of the injured person(s) to an emergency treatment facility.

L. No employee will begin work on a non-routine task involving hazardous materials without first receiving a safety briefing from his supervisor. This briefing will include:

1. Notification of specific chemical hazards involved.

2. A description of the protective and safety measures the employee must take.

3. A description of the measures the College has taken to reduce the hazard (e.g., ventilation, respirators, etc.).

4. Any requirements that another employee be present to assist in the performance of the task.

5. Specific emergency procedures to follow in the event of an accident.

M. Chemicals in piping systems are clearly marked in janitorial closets located throughout each building. Employees who have occasion to work on or around such pipes are instructed to check codes and trace the pipes to the work location before commencing.

N. Prior to potential exposure, all employees will receive hazardous materials training (including distribution of relevant handouts) regarding:

1. Requirements of OSHA standards.

2. College policy and procedures regarding the ordering, transport, storage, use, and disposal of hazardous materials, and emergency procedures to follow in the event of spills of hazardous materials.

3. The College's labeling system for hazardous materials.

4. The availability of and terminology used in Material Safety Data Sheets and their electronic...
O. In addition to the above generic training provided to all employees, each manager will provide specific training for each new and existing employee regarding the specific hazardous materials in place or use in the work area. This training will include:

1. A description of the materials (and their specific hazards) in use in that work area.

2. Instruction regarding how the employee can reduce or prevent exposure to these materials through protective and safety measures.

3. A description of the measures the College has taken to reduce or prevent employees' exposure to these materials.

4. Specific emergency procedures to follow in the event they are exposed to these materials.

P. Upon completion of the training described in paragraphs H, J, N, and O of this procedure, each employee will sign a form certifying receipt of Hazardous Communications and Emergency Response Awareness training. Each manager will reinforce the training received by the employees and will ensure their ability to utilize it effectively.

Q. Periodic safety meetings will be held in each department handling hazardous materials to discuss those materials, their hazards, and safe practice regarding their handling. Attendance is mandatory for all affected employees. The department manager shall be responsible for the content of the meeting; the conduct of such meetings may be delegated to others.

R. Notices explaining the container labeling system and reporting the location of the Material Safety Data Sheets or their electronic equivalents and the College's hazardous materials management program shall be appropriately posted.

S. The Purchasing Coordinator or the Director of Physical Plant, as applicable, shall be responsible for coordinating with the Safety Coordinator for the provision of the following information to contractors and their employees prior to their entering the work site:

1. The hazardous materials to which they may be exposed while on campus.

2. Measures they must take to reduce the possibility of exposure to hazardous materials.

3. Measures the College has taken to reduce the risk of exposure to hazardous materials.

4. The availability of Material Safety Data Sheets or their electronic equivalents.

5. Emergency procedures to follow if exposed.

T. The departmental manager shall ensure that the Emergency Preparedness and Prevention Checklist (see Appendix A) is completed monthly and kept on file in the departmental office that is affected. Completed forms are to be submitted to the Public Safety Department quarterly.
# Appendix A

## COLUMBUS STATE COMMUNITY COLLEGE

### EMERGENCY PREPAREDNESS & PREVENTION EQUIPMENT CHECKLIST

#### Form to be completed monthly and submitted quarterly

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Year</th>
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<table>
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<tr>
<th>Checklist Item</th>
<th>Date:</th>
<th>month 1</th>
<th>month 2</th>
<th>month 3</th>
<th>month 4</th>
<th>month 5</th>
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<tbody>
<tr>
<td>Are any containers leaking?</td>
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<td>Are containers closed?</td>
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<td>Are containers properly labelled? (including date?)</td>
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<td>Are spill control kits complete/stocked properly? (Including in properly location)</td>
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<td>Are Emergency Communications Devices Working properly?</td>
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<td>Are emergency alarms working properly?</td>
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<td>Are eye wash and showers working properly? Tagged?</td>
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<td>Is the area clean?</td>
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<td>Are fire extinguishers fully charged and in their proper location? (Class ABC &amp; Class D)</td>
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<td>Are exhaust hood(s) functioning properly? (On?)</td>
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<td>Explained Any Problems and Any Remedial Action Taken? (See below)</td>
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<td>Inspectors Name</td>
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<td>Inspection Time</td>
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Follow-up: Safety Coordinator ______ Manager __________

NOTE: Check all areas that are applicable to your area. Problems that are not corrected immediately should be reported to Public Safety at ext. 2525.

Completed form shall be kept on file in the departmental offices.


Revised 08/2009