

HAZARD COMMUNICATION PROGRAM

Claremont McKenna College (hereinafter referred to as CMC) has developed a Hazard Communication Program to enhance our employees' health and safety.

As a college we intend to provide information about chemical hazards and other hazardous substances, and the control of hazards via our comprehensive Hazard Communication Program which includes container labeling and disposal, Material Data Safety Sheets (MSDS) and training.

The following program outlines how we will accomplish this objective.

Container Labeling

It is the policy of this college that no container of hazardous substances will be released for use until the supervisor verifies the following information:

- Containers are clearly labeled as to the contents;
- Appropriate hazard warnings are noted;
- The name and address of the manufacturer are listed on the container.

All labels must be legible and, if any of the information is missing, a new label must be made. Labels must be written in English. Supervisors will provide assistance, when requested, if the employee is encountering language or general reading difficulties. All containers must be labeled.

Material Safety Data Sheets (MSDS)

Copies of MSDS for all hazardous substances to which employees of this company may be exposed will be kept in the Human Resources Department. Supervisors are responsible for providing Human Resources with their MSDS. MSDS which are applicable to specific departments are kept at Collins Hall, Ducey Gym, Faculty Support Centers, Keck Science Center, the Psychology Research Labs, and Story House. CMC provides a copy of the MSDS to each employee who may be exposed to that hazardous substance. It is up to the employee to read the information and either keep the copy at their work site or take it home.

Each supervisor will review incoming MSDS for new and significant health and safety information. Supervisors will see that any new information is distributed to the affected employees.

MSDS will be reviewed for completeness once per year, if not more often, by each supervisor and a date of review will be noted. If a MSDS is missing or incomplete, a new MSDS will be requested within seven days, in writing, from the manufacturer. Cal/OSHA must be notified if the manufacturer does not respond.

MSDS must be available for employees to review.

Employee Information and Training

Employees are to attend a health and safety orientation by their department supervisor, prior to beginning a new position, for information and training on:

- An overview of the requirements contained in the Hazard Communication Regulation, including their rights under the regulation.
- Inform employees of any operations in their work area where hazardous substances are present and identify those substances.
- Location and availability of the written hazard communication program.
- Physical and health effects of the hazardous substances to which they may be exposed.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work place.
- How to lessen or prevent exposure to these hazardous substances through use of proper work practices and personal protective equipment.
- Emergency and first aid procedures to follow if employees are exposed to a hazardous substance.
- How to read labels and review MSDS to obtain appropriate hazard information.

When new hazardous substances are introduced the supervisor will review these items with all employees affected.

List of Hazardous Substances

Each department is responsible for compiling a list of all hazardous materials used by their employees. A material is considered hazardous if the label states its hazardous quality. This list must be updated every time a new hazardous material is introduced into the workplace or any chemical currently in use is discovered to be hazardous. Specific information on each substance on the list can be found on the MSDS.

Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous, non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by his/her supervisor about hazards to which he/she may be exposed.

This information will include:

- Specific hazards;
- Protective equipment and safety measures which must be utilized;
- Measures CMC has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

Outside Contractors

To ensure that outside contractors work safely on campus, it is the responsibility of the person who established the relationship to provide the following information: *

- Hazardous substances to which they may be exposed on the jobsite.
- Precautions their employees may take to lessen the possibility of exposure by usage of proper protective measures.
- A copy of CMC's hazardous communication program and IIPP.

The person who established this relationship with an outside contractor must obtain a copy of the

contractor's hazardous communication program and IIPP.

*** All requirements must be met prior to commencement of project.**

Disposal of Hazardous Material

To dispose of any hazardous materials each department must take the following steps:

1. The using department shall collect excess hazardous waste in containers no larger than 5 gallons. Containers must be suitable for the materials placed in them.
2. The using department will identify by chemical name the amount, concentration and hazard class of the hazardous materials in each container.
3. The materials shall be collected in a centralized location and properly stored pending deposition.
4. At least once each quarter the CUC Physical Plant will pick up the materials and transport them to a Hazardous Materials/Waste Collection yard.
5. This material will be separated by a licensed contractor for appropriate disposition.
6. All materials classified as hazardous waste will be disposed of by this contractor according to all applicable rules and regulations. All labeling, packing and other preparation for transport will be done by this contractor.
7. The designated vendor will meet all applicable rules and regulations and provide emergency response for spills.
8. A kit for cleaning up small spills (less than 5 gallons) shall be maintained in each department's storage area with appropriate personal protective equipment. Large spills will be handled by the designated vendor noted above.