

HAZARD COMMUNICATION PLAN

Yakima Valley Community College

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General Information

The following Hazard Communication Plan developed by Yakima Valley Community College is designed to help employees understand the hazardous chemicals in their workplace in compliance with Washington State safety and health standards. The written program will be updated periodically and kept with the Material Safety Data Sheets (MSDS) for review by any interested employee or subcontractor.

Common Hazardous Chemical Procedures

Approved type containers must be used for gasoline and other flammable or combustible solvents. Equipment power cords must be disconnected before cleaning with solvents. Proper fire prevention procedures can be found in YVCC's Accident Prevention Plan. Proper ventilation must be used when there is the possibility of fumes or vapors accumulating.

The manufacturer's recommended procedures must always be followed. These procedures can be found on each Material Safety Data Sheet (MSDS). Material Safety Data Sheets are explained below.

Container Labeling

Supervisors are responsible for verifying proper labeling of containers delivered to Yakima Valley Community College. All containers received for use will be clearly legible in English and:

1. Be clearly labeled as to the contents.
2. Have an appropriate hazard warning.
3. List the name and address of the manufacturer on the label.

The original manufacturer's label is sufficient or a copy of the original if a label has become damaged. A hand written label will also be acceptable if it is clearly legible in English and contains the same original information.

Secondary Containers

Secondary containers are smaller workplace containers into which hazardous chemicals are transferred for employee use. All secondary containers must be labeled with a copy of the original manufacturer's label or a generic label identifying the contents, including any hazard warning.

Exceptions: secondary containers that contain fluids and are used on a frequent or occasional basis must be properly labeled. Secondary containers used by one employee and emptied at the end of the shift, are not required to be labeled.

Annual Review and Updating

The campus safety committee will annually review the effectiveness of the campus' labeling program and update it as needed.

Material Safety Data Sheets (MSDS)

Supervisors are responsible to see that MSDS are ordered and received with each chemical purchased in that department. Material Safety Data Sheets (MSDS) provide detailed information about various chemicals. MSDS are divided into eight sections:

1. Product Identification: name and emergency phone number.
2. Hazardous Ingredients: ingredients contained in the chemical.
3. Physical Data: what it looks like, odor, boiling point, etc.
4. Fire & Explosion: if it explodes or burns, how to put it out.
5. Health & Hazard Data:
 - A. Symptoms that develop quickly (acute).
 - B. Symptoms that develop slowly (chronic).
 - C. The three most likely ways it can enter the body (breathing, absorbed through the skin, swallowing).
6. Reactivity Data: how it becomes unstable- high temp., dropping, etc.
7. Spill or Leak Procedures: what to do.
8. Safe Handling and Use: any special protection required.

A master file of MSDS, for hazardous chemicals to which employees of Yakima Valley Community College might potentially be exposed, is kept in the MSDS folder located in each **supervisor's** office and available for viewing.

Reviewing and Updating MSDS

Each **supervisor** will review incoming MSDS sheets for new and significant health or safety information and will see that any new information is passed on to the shop **supervisor** and affected employees. MSDS will be updated annually or as needed.

Hazardous Chemicals List

A list of hazardous chemicals employees are exposed to will be kept in the MSDS folder. This list will be reviewed and updated regularly by **supervisor**.

New Chemical Hazards

Before any new chemical is introduced into the workplace, each employee will be given hazardous chemical information by the **supervisor** in the same manner as during the initial Hazard Communication training.

New Chemical Labeling

Each **supervisor** must verify that new containers of hazardous chemicals are properly labeled before they are brought into the specific work area. Labels must be legible.

New Chemical MSDS Information

Each **supervisor** is responsible for seeing that the MSDS on any chemicals are available in their areas.

Multi-Employer Work Places

The supervisor is responsible for exchanging the following information with other employers whenever independent contractors are on a jobsite with Yakima Valley Community College employees:

1. The nature of chemical hazards being introduced.
2. A list of specific hazardous chemicals to be used.
3. The location of the appropriate MSDS.
4. The Yakima Valley Community College labeling program.

Employee Training and Information

The safety officer is responsible for developing, implementing, and monitoring the employee training and information program. Prior to starting work, each new employee of Yakima Valley Community College will attend a health and safety orientation given by their **immediate supervisor**. A completed form documenting the training and signed by the employee and supervisor must be completed and filed with the safety office. The initial training and subsequent upgrading will emphasize the information listed below.

Initial Training/Orientation

As part of the new employee health and safety orientation the following hazardous chemical information and training will be provided.

1. An overview of the requirements contained in the Hazard Communication Plan.
2. The location and availability of the written Hazard Communication Plan.
3. Chemicals present in their workplace operations.
4. Physical and health effects of the hazardous chemicals.

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 these hazardous chemicals through usage of control/work practices and personal protective equipment.
7. Steps Yakima Valley Community College has taken to lessen or prevent exposure to these chemicals.
8. Emergency procedures to follow if exposed to these chemicals.
9. How to read labels and review MSDS to obtain appropriate hazard information.
10. Location of MSDS file and location of hazardous chemical list.

After participating in the training session or orientation, each employee will verify that they have received the training and understand the Yakima Valley Community College Hazard Communication Plan.

Hazardous Chemical Training

Training Objectives

The following are the training objectives for each employee in the required HAZCOM training program:

1. Develop safe work practices and attitudes.
2. Instruct employees as to chemical hazards.
3. To inform and motivate employees to protect themselves by preventing exposure to hazardous chemicals. Inform employees of personal protective methods.
4. Instruct employees on reading and understanding labels and MSDS Sheets.
5. To inform employees of the Hazard Communication Plan (Worker Right-To-Know).

Training Program Topics

Each of the following topics will be explained in the materials or in the training session:

1. An overview of the requirements contained in the Hazard Communication Plan.
2. Location and availability of the Yakima Valley Community College written Hazard Communication Plan.

3. Chemicals present in their workplace operations.
4. Physical and health effects of the hazardous chemicals.
5. Methods and techniques used to determine the presence or release of hazardous chemicals in the work area.
6. How to lessen or prevent exposure to these hazardous chemicals through proper control/work practices and personal protective equipment.
7. Steps Yakima Valley Community College has taken to lessen or prevent exposure to these chemicals.
8. Emergency procedures to follow if exposed to these chemicals.
9. How to read labels and review MSDS to obtain appropriate hazard information.
10. Location of MSDS file and hazardous chemical list.

Other Safety Training

Periodic review of the campus safety program and materials or presentations of new information will be carried out through the weekly/monthly safety meetings or other means, such as:

1. Yakima Valley Community College handout materials or information.
2. Review of labels or MSDS on new hazardous materials.
3. Demonstrations or discussions of protective equipment, procedures and safety concerns.

Yakima Valley Community College Hazardous Waste Communication and Disposal Administration Procedure

[Administrative Procedure 1.16](#)