



**COLBY HAZARDOUS  
COMMUNICATIONS PROGRAM**  
CEHS-PR-S04

## REVISION HISTORY

This program is reviewed annually and revised when necessary by the Hazard Communication (HazCom) Program Administrator or designee to reflect workplace changes related to hazardous chemicals at Colby College.

REVISION	DESCRIPTION OF CHANGE	REVISION EFFECTIVE DATE	REVISION COMPLETED BY: NAME / COMPANY	MANAGER APPROVAL / DATE
A	<ul style="list-style-type: none"> <li>Initial plan under previous EHS Director</li> </ul>	3/2008	Bruce McDougal / Colby College	Mark Crosby
B	<ul style="list-style-type: none"> <li>Added use of online MSDS database</li> <li>Added revision history</li> <li>Reformatted to match existing Safety Policies</li> </ul>	12/2014	Wade Behnke / Colby College	Mark Crosby
C	<ul style="list-style-type: none"> <li>Added AESS responsibilities (Section 3.3)</li> <li>Added MSDSONline backup information</li> <li>Updated chemical list</li> </ul>	03/2016	Wade Behnke / Colby College	Mark Crosby
D	<ul style="list-style-type: none"> <li>Removed MSDS from the document</li> <li>Updated chemical list (digital only)</li> <li>Updated MSDSONline emergency backup data</li> </ul>	10/2017	Wade Behnke / Colby College	Mark Crosby
E	<ul style="list-style-type: none"> <li>Updated chemical list (digital only)</li> <li>Updated MSDSONline emergency backup data</li> <li>Added to CEHSPPP format</li> </ul>	11/2018	Wade Behnke / Colby College	Mark Crosby
F	<ul style="list-style-type: none"> <li>Updated chemical list (digital only)</li> <li>Updated MSDSONline emergency backup data</li> </ul>	2/2021	Wade Behnke / Colby College	Mark Crosby

This Program is maintained by the Environmental, Health and Safety Director. Please direct any concerns or comments to the Director.

## **TABLE OF CONTENTS:**

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 RESPONSIBILITIES
- 4.0 PROCEDURES
- 5.0 TRAINING
- 6.0 RECORD KEEPING
- 7.0 REFERENCE DOCUMENTS
- 8.0 DEFINITIONS

## **APPENDICES:**

Appendix A: Chemical Inventory List

Appendix B: Hazardous Material Acquisition Flow Chart

## 1.0 PURPOSE

- 1.1 Colby College established this Hazard Communication (HazCom) Program in order to comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS), Title 29 of the Code of Federal Regulations (CFR) 1910.1200, and to ensure that information related to hazardous chemicals used at the College is communicated to all affected employees through training and education.
- 1.2 Under this program, employees will be informed of the contents of the OSHA HCS, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. This is achieved by preparing a hazardous materials inventory (chemical list), by compiling safety data sheets or SDS (formerly MSDS), and making them available to employees, ensuring that containers of hazardous materials are properly labeled, and by providing training to all employees that may be exposed to hazardous materials under normal working conditions or during an emergency situation.

## 2.0 SCOPE

- 2.1 All Colby College employees whose work involves potential exposure to hazardous chemicals are included in the HazCom Program. Any hazardous chemical (in any form, e.g. liquids, solid materials or products) at the College which is known to be present and to which employees may be exposed under normal conditions of use or in a foreseeable emergency are included within the scope of this program.

## 3.0 RESPONSIBILITIES

- 3.1 Responsibilities for oversight and implementation of Colby College's HazCom Program are assigned below. Identified personnel may designate tasks assigned to them to a qualified employee, as appropriate.
- 3.2 Environmental, Health, and Safety (EHS) Director
  - 3.2.1 Maintain, review and complete annual updates of the hazardous communications written program.
  - 3.2.2 Annually review the Department specific chemical inventory lists and maintaining the complete list of all hazardous chemicals at Colby College

- (Appendix B). Due to the size of the library, the chemical list is available in a digital format only.
- 3.2.3 Maintain the MSDSonline contract and act as the primary administrator overseeing the database.
  - 3.2.4 Ensure that all applicable employees have access to the electronic SDS online database and are trained on how to use it.
  - 3.2.5 Ensure that all applicable employees are trained on the chemical hazards in their workplace.
  - 3.2.6 Approve the addition of new product to the SDS database prior to being brought onto campus.
  - 3.2.7 Maintain a backup database of the SDS sheets in MSDSonline available in the event of loss or power or internet.
- 3.3 Academic Environmental Safety Specialist**
- 3.3.1 Maintain and update the MSDSonline data for hazardous materials used in Colby's academic departments.
- 3.4 Office of the Provost and Dean of Faculty**
- 3.4.1 Support the EHS Director in regards to faculty compliance with the requirements of this plan and the OSHA regulation.
- 3.5 Department Chairs and Directors**
- 3.5.1 Determine applicability of this plan to their department.
  - 3.5.2 Provide department specific chemical inventories to the EHS Director.
  - 3.5.3 Ensure department compliance with the requirements of this plan and the OSHA regulation.
- 3.6 Hazardous Materials Purchasers/Users**
- 3.6.1 Verify that the hazardous material is in Colby's SDS database before ordering the material.
  - 3.6.2 Submit a SDS approval request via MSDSonline for before ordering materials not in the database.
  - 3.6.3 Comply with the requirements of this plan and the OSHA standard.

## 4.0 PROCEDURES

- 4.1 To complete hazard identification Colby College relies upon hazard information provided by chemical manufacturers and distributors on SDSs and container labels; and does not independently evaluate chemical hazards.
- 4.2 Chemical Datasheet Inventory
  - 4.2.1 A SDS for each non-exempt hazardous chemical at Colby College is kept in an electronic SDS inventory via MSDSonline. The SDS database is the primary source for information concerning a hazardous chemical's physical and health hazards, worker precautions, first aid measures, spill response measures, and other important information.

- 4.2.2 Colby College's chemical List and SDS inventory will be updated as new materials are brought onto the campus with the procedures outlined in Appendix B, Hazardous Material acquisition flow chart and Section 4.3.
- 4.2.3 All hazardous chemicals (by definition) known to be present at Colby College are included on Hazardous Chemical List (included as Appendix A). Colby College uses the product name, as indicated on the SDS, as the product identifier.
- 4.3 New Chemicals**
- 4.3.1 Before a chemical can be brought into Colby College, it must be added to the online database and the department's specific chemical library.
- 4.3.2 To have the product added to the database locate the product in the MSDSonline database and submit an approval request to have the administrator add the product to the library
- 4.3.3 The EHS Director or designee will review the data sheet and approve the request on MSDSonline.
- 4.3.4 No further action is required by the hazardous material user once the hazardous materials SDS has been added to the department's library. MSDSonline will update the datasheets as needed and ensure that only the most current is available.
- 4.3.5 No hazardous materials/chemicals may be ordered through Colby or brought onto campus by Colby employees for private activities not directly related to Colby business.
- 4.4 Container Labeling**
- 4.4.1 The HCS requires manufacturers and distributors to properly label shipped containers of hazardous chemicals with the following minimum information:
- Name and address of manufacturer or distributor.
  - Name of the material, product or chemical.
  - Appropriate hazard warning(s) required by OSHA under the 1994 HCS or equivalent under HazCom 2012 (Signal word, Hazard statement(s), Pictograms, Precautionary statements and Responsible party).
  - *Note, containers used in a laboratory setting may be labeled per the requirements of the Laboratory Safety Plan (LSP).*
- 4.4.2 Any container that is found not to be appropriately labeled or marked must be labeled with hazard warning information listed in 4.4.1 which may be printed using MSDSonline.
- 4.4.3 Labels must be in English and maintained in a legible, undamaged condition.
- 4.4.4 If hazardous chemicals are transferred from the manufacturer's/distributor's original container into another container

(“secondary” or “portable” container), outside of the laboratory setting, the employee conducting the transfer is responsible for the labeling of each secondary container using the label making function in MSDSonline.

- Note: Secondary containers are not required to be labeled when the hazardous chemical in the secondary container will be immediately and completely used by the employee who transferred the chemical from the labeled container into the secondary container.

4.4.5 Any material in an unidentified (non-labeled) chemical container must be treated as hazardous until identified as non-hazardous by the responsible employee.

## 5.0 TRAINING

5.1.1 All Colby College employees that work with or may potentially be exposed to hazardous chemicals will receive initial training on the OSHA HCS, the safe use of those hazardous chemicals, and procedures to avoid other safety hazards associated with processes which may involve hazardous chemicals.

5.1.2 Required Training Frequency

- Prior to first working with a hazardous chemical.
- Whenever an employee will be exposed to new health or physical hazards due to changes in the hazardous chemicals composition or information, or changes in job tasks or products used.
- If incidents or accidents indicate that personnel lack appropriate knowledge of the hazards, HazCom training will be repeated.

5.1.3 Required Training Program Elements

- The location and availability of the written HazCom Program, Hazardous Chemical List, and SDSs.
- Hazardous chemicals used in the workplace.
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
- How to access data sheets on MSDSonline.
- Physical and health hazards of categories of hazardous chemicals in the work area (chemical-specific information must always be available through container labels and SDSs), including symptoms of overexposure.
- How to read SDSs and container labels to obtain hazards information.

- Measures employees can take to protect themselves from hazards including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and PPE to be used).
- Employees will be trained as needed on hazards related to non-routine tasks with hazardous materials that they are not familiar with.

## 6.0 RECORDKEEPING

- 6.1 This written program will be available for review upon request by any employee during work hours. It is located in the EHS Directors' office or online at the Colby EHS webpage.
- 6.2 SDSs, or in their absence, a chemical inventory list or other record which indicates the hazardous chemical identity, where and when the chemical was used will be maintained indefinitely.
- 6.3 In the event of a loss of internet connection, the EHS Director maintains a backup copy of Colby's SDS library on a thumb drive in Roberts office 123.

## 7.0 REFERENCE DOCUMENTS

- 7.1 Laboratory Safety Plan (LSP): primary guidance document to manage the labeling of hazardous materials used in laboratories at Colby College.

## 8.0 DEFINITIONS

- 8.1 **Article:** A manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical (as determined under paragraph (d) of this section), and does not pose a physical hazard or health risk to employees and is exempt from the requirements of this plan.
- 8.2 **Chemical:** Any substance, or mixture of substances.
- 8.3 **Chemical name:** The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of

nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.

- 8.4 Common name:** Any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.
- 8.5 Container:** Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.
- 8.6 Employee:** A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or administrators who encounter hazardous chemicals only in non-routine, isolated instances are not covered.
- 8.7 Exposure or exposed:** An employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption).
- 8.8 Exempt Materials:** the following materials are exempt from the requirements of this plan and the OSHA hazardous communication standard:
- Articles/finished products with no exposure possibility;
  - Household consumer products when the products are used in the workplace in the same manner that a consumer would use them (i.e., where the duration and frequency of use is not greater than what the typical consumer would experience);
  - United States Environmental Protection Agency (EPA) Resource Conservation and Recovery Act (RCRA) - designated hazardous wastes when subject to regulations issued under that Act;
  - EPA Comprehensive Environmental Response Compensation and Liability Act (CERCLA) - designated hazardous substances when the focus of a CERCLA remedial action;
  - Food, drugs, cosmetics, tobacco and tobacco products;
  - Ionizing and non-ionizing radiation;
  - Biological hazards;
  - Wood and wood products as long as they will not be processed and the only potential hazards are flammability or combustibility; and
  - Nuisance particles which pose no physical or health hazard.
- 8.9 Hazard statement:** A statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

- 8.10 Hazardous chemical:** Any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.
- 8.11 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.
- 8.12 Immediate use:** 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.
- 8.13 Label:** An appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.
- 8.14 Label elements:** The specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.
- 8.15 Mixture:** A combination or a solution composed of two or more substances in which they do not react.
- 8.16 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 emits flammable gas.
- 8.17 Pictogram:** A symbol plus that is used to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.
- 8.18 Precautionary statement:** A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.
- 8.19 Primary Administrator:** The EHS Director acts as the Primary Administrator overseeing this program and the MSDSONline database.
- 8.20 Product identifier:** The name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.
- 8.21 Responsible party:** Someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.
- 8.22 Safety data sheet (SDS):** A written or printed material concerning a hazardous chemical that is prepared in accordance with GHS regulations.

- 8.23 Secondary Container:** Any chemical container being used beyond the original manufacturer's bottle/container that was labeled by the manufacturer and original shipped in and. This may include, but is not limited to portable or day containers, flasks, sprayers, or smaller storage bottles.
- 8.24 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. The signal words used in this section are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe hazards.
- 8.25 Simple asphyxiant:** A substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.
- 8.26 Specific chemical:** The specific chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

## **Appendix A: Chemical Inventory List**

Contact the EHS Directly to be provided with a digital copy of the list. As of this revision there are 7526 products in the library and the formatted list is 462 pages long.

## **Appendix B: Hazardous Material Acquisition Flow Chart**

Colby College new hazardous materials (HazMat) acquisition flow chart

