

Schoolcraft College Hazard Communication Program

General

The following hazard communication program has been established for Schoolcraft College. This program will be available for review by all employees.

Hazard Classification

Chemical manufacturers or importers shall evaluate chemicals they produced or import to classify the chemicals in accordance with the revised Hazard Communication Standard.

Effective June 1, 2015 for each chemical, the chemical manufacturer or importer shall determine the hazard classes, and where appropriate, the category of each class that apply to the chemical being classified. This information will be placed in the Material Safety Data Sheet/Safety Data Sheet (MSDS/SDS) and on the product label.

Schoolcraft College will rely on MSDS/SDSs obtained from product suppliers to determine which chemicals are classified as hazardous for employees.

Labeling

- A. **Facilities Management Directors/ the Dock Supervisor and/or Lab Coordinators and/or Individual Purchasing Agents** within Departments will be responsible for seeing that all containers entering the workplace from a manufacturer, importer or distributor are properly labeled.
- B. All labels shall be checked for:

Current requirements:	Requirements effective June 1, 2015:
1. Identity of the material. 2. Appropriate hazard warning for the material 3. Name and address of the responsible party. (Only if the container is received from the manufacturer, distributor, or importer.)	1. Product identifier; 2. Signal word; 3. Hazard statement(s); 4. Pictogram(s); 5. Precautionary statement(s); and, 6. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

- C. Each **employee** shall be responsible for ensuring that all secondary containers used in their work area are labeled with the appropriate product identifier and provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Note: Workplace labeling. The employer shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with **either**:

The information specified for labels on shipped containers; **OR**, product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately

available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Safety Data Sheets

Changes to MSDS/SDS format effective June 1, 2015 - Chemical manufacturers or importers shall ensure that MSDS/SDSs for their products includes the following Sections in order:

- Section 1, Identification;
- Section 2, Hazard(s) identification;
- Section 3, Composition/information on ingredients;
- Section 4, First-aid measures;
- Section 5, Fire-fighting measures;
- Section 6, Accidental release measures;
- Section 7, Handling and storage;
- Section 8, Exposure controls/personal protection;
- Section 9, Physical and chemical properties;
- Section 10, Stability and reactivity;
- Section 11, Toxicological information.
- Section 12, Ecological information;
- Section 13, Disposal considerations;
- Section 14, Transport information;
- Section 15, Regulatory information; and
- Section 16, Other information, including date of preparation or last revision.

A. **Risk Management and the Purchasing Department and** will be responsible for maintaining the MSDS/SDS electronic database. The electronic database will be online using the SafeSchools SDS site <http://schoolcraft.mi.safeschoolssds.com/>

B. MSDS/SDS sheets will be available for review to all employees. Copies may be printed through the SafeSchools website.

C. Posters identifying the person responsible for maintaining MSDS/SDSs and location of MSDS/SDSs are posted at time clocks in the appropriate buildings.

D. Employee have the ability to use a smart phone to access the SafeSchools website by clicking on this link <http://schoolcraft.mi.safeschoolssds.com/printables/poster/3f3aa6a4-96fc-11e2-9b6e-> and using a QR app and scanning the QR code

E. The **Purchasing Department** is responsible for the following:

- Adding New and/or Revised MSDS/SDS sheets to the SafeSchools database.
- Visit the supplier's website to download the MSDS/SDS data sheets if they are not received.

G. The **Director of Risk Management** shall contact the MIOSHA's Construction Safety and Health Division if data sheets are not received by Purchasing Department.

Employee Information and Training

A. The **SafeCollege** website www.schoolcraft-mi.safecolleges.com/login shall be the venue to schedule and maintain records of employee hazard communication training, including attendance rosters. **Director of Business Services and Risk Management** shall have access to such records.

B. Each employee will receive hazard communication training with their supervisor and/or through the SafeCollege website; this will include the following information and training:

Information:

- The requirements of the MIOSHA Hazard Communication Standard
- All operations in their work area where hazardous chemicals are present
- Location and availability of the written hazard communication program, the list of hazardous chemicals, and the MSDS/SDS
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Training:

- Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area;
- The physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;
- Measures the employees should take to protect themselves from these hazards;
- Details of the hazard communication program-- including an explanation of the new label elements [product identifier; signal word; hazard statement(s); pictogram(s); and, precautionary statement(s)] on shipped containers and the workplace labeling system used by their employer; the new SDS format/sections; and,
- How employees can obtain and use hazard information

Multi-Employer Worksites -- Informing Contractors

A. If our company exposes any employee of another employer to any hazardous chemicals that we produce, use, or store, the following information will be supplied to that employer:

1. The hazardous chemicals they may encounter.
2. Measures their employees can take to control or eliminate exposure to the hazardous chemicals.
3. The container and pipe labeling system used on-site.
4. Where applicable MSDS/SDSs can be reviewed or obtained.

- B. It is the responsibility of the **Facilities Management Directors or College Project Managers or Construction Management Company** to ensure that such information is provided and/or obtained prior to any services being performed by the off-site employer. Periodically, our employees may potentially be exposed to hazardous chemicals brought on our site by another employer. When this occurs we will obtain from that employer information pertaining to the types of chemicals brought on-site, and measures that should be taken to control or eliminate exposure to the chemicals.
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Pipes and Piping Systems

Information on the hazardous contents of pipes and piping systems will be identified by: Manufactured Pipe Markers, General: Preprinted, color-coded, with lettering indicating service and showing direction of flow.

1. Colors:
 - (a) Comply with ASME A1 3.1, unless otherwise indicated.
2. Lettering:
 - (b) Use piping system terms indicated and abbreviate only as necessary for each application length.
3. Pipes with OD, including Insulation, Less Than 6 Inches:
 - (a) Full-band pipe markers extending 360 degrees around pipe at each location.
4. Pipes with OD, including Insulation, 6 Inches and Larger:
 - (a) Either full-band or strip-type pipe markers at least three times letter height and of length required for label.
5. Arrows:
 - (a) Integral with piping system service lettering to accommodate both directions; or as separate unit on each pipe marker to indicate direction of flow.

List of Hazardous Chemicals

A list of all hazardous chemicals used by Schoolcraft College may be found on the SafeSchools MSDS/SDS website. Further information regarding any of these chemicals can be obtained by reviewing its respective MSDS/SDS.

Materials which can be purchased by the ordinary household consumer, and which are used for the intended purpose and amount as by the ordinary household consumer, are not required to be included in this list. (It is suggested that you maintain a separate list of all materials you consider to be "consumer use" materials.)

NOTE: This sample program is applicable to most employers in Michigan. The federal OSHA Hazard Communication Standard (29 CFR 1910.1200, effective date May 25, 2012) contains information of particular interest to employers such as retailers, wholesalers, warehouses and employers who work at multiple job sites. All employers are strongly recommended to read the new hazard communication standard to determine its applicability to their workplace. Copies of the standard can be obtained by contacting:

Michigan Department of Licensing and Regulatory Affairs
Michigan Occupational Safety and Health Administration

Management and Technical Services Division
MIOSHA Standards Section (517) 322-1845

Consultation Education and Training Division (517) 322-1809