



LAKE FOREST
COLLEGE

HAZARD COMMUNICATION PLAN

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CONTENTS

SECTION 1	INTRODUCTION	3
	INTRODUCTION	4
	Purpose	4
	Scope.....	4
SECTION 2	PLAN	5
	HAZARD EVALUATION PROCEDURES	6
	GLOBALLY HARMONIZED SYSTEM	7
	SAFETY DATA SHEETS (SDSs)	8
	CONTAINER LABELING	9
	Pictograms	10
	TRAINING	11
	NON-ROUTINE TASKS.....	12
	REPORTING	13
	OUTSIDE CONTRACTORS	14
	ADDITIONAL INFORMATION	15



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SECTION 1 INTRODUCTION



INTRODUCTION

Purpose

It is Lake Forest College's purpose to ensure a safe workplace based on the following written procedures regarding working with or around hazardous chemicals. The Safety Coordinator is responsible for the overall implementation of this program however, it is the responsibility of the Director, Manager, Supervisor or the Department Head of each department to ensure that their department complies with the procedures outlined in this program.

Any concerns regarding this program or specific responsibilities outlined in this program should be brought to the attention of the Safety Coordinator. Copies of the written program are available on line at www.lakeforest.edu or by contacting the Safety Coordinator.

Scope

This program applies to all work operations at Lake Forest College where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. Employees whose normal work routine will take them into or around the laboratories shall also comply with the Lake Forest College Chemical Hygiene Plan. Employees who may on occasion be exposed to hazardous chemicals in laboratories, but their normal duties are not in the laboratories shall comply with the Hazard Communication Program.



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SECTION 2 PLAN



HAZARD EVALUATION PROCEDURES

Each department is responsible for maintaining a physical inventory list of all hazardous chemicals used within that department. A copy of each department's hazardous chemical inventory should be kept in that department. Any additions to the lists should be added immediately upon receipt of the new chemical. The hazardous chemical lists shall be made available to all employees of Lake Forest College upon request.

Any questions or concerns about hazardous or possible hazardous chemicals should be directed to the employee's supervisor, manager, department head, or the Safety Coordinator.



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GLOBALLY HARMONIZED SYSTEM

The Globally Harmonized System (GHS) is an international approach to hazard communication, providing agreed criteria for classification of chemical hazards, and a standardized approach to label elements and safety data sheets. It is based on major existing systems around the world, including OSHA's Hazard Communication Standard and the chemical classification and labeling systems of other US agencies. Lake Forest College shall rely on chemical manufacturers to comply with the GHS requirements and provide appropriate information pertaining to the hazards and precautions associated with their products.



SAFETY DATA SHEETS (SDSs)

SDSs are fact sheets for chemicals that pose a physical or health hazard and contain specific information detailing those hazards. Lake Forest College shall rely on chemical manufacturers to abide with current regulations pertaining to content and format of SDS's.

Each department is responsible for maintaining a file of SDSs for all chemicals on their hazardous chemical inventory. Those SDSs shall be made available to employees upon request during normal business hours.










CONTAINER LABELING

All chemical containers must be labeled. Labels shall not be defaced, remain legible and prominently displayed on the container, or readily available in the work area. The labels shall include the product identifier, signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address and telephone number of chemical manufacturer, importer or other responsible party. Manufacturer labels are acceptable if they contain this information. This information is necessary to cross-reference between the chemicals, the hazardous chemical lists, and the SDSs. If a chemical is transferred to a secondary container, the secondary container must be appropriately labeled. If an employee is transferring chemicals from a labeled container to a portable container that is intended for that employee's immediate use, no label is required on the portable container.

Any room that is primarily used for the storage of chemicals shall be labeled with the words "Chemical Storage." Any area that is specifically used for the storage of hazardous chemicals (i.e. shelving units) should be labeled in such a manner to ensure that all persons with access to that area will be aware that it is a chemical storage area. It is also encouraged that NFPA (National Fire Protection Agency) hazard warning diamonds be used where extremely hazardous chemicals are stored.

Pictograms

Pictograms and Hazards

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/Burns • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

TRAINING

Every employee who works with or who may potentially be exposed to hazardous chemicals during their normal work routine shall receive training on the Hazard Communication Standard at the time of their initial assignment and whenever a new chemical hazard is introduced into their work area. The training course will be provided through the Department of Public Safety.

This training program will cover these items:

- An overview of the Hazard Communication standard
- How to identify hazards and any operations in their work area where hazardous chemicals are present
- The location and availability of the written hazard communication program, including the required lists(s) of hazardous chemicals, and safety data sheets
- The physical, health, simple asphyxiation, combustible dust and pyrophorics gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area
- The measures employees can take to protect themselves from these hazards, including specific procedures Lake Forest College has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used
- Labels and labeling

The Director, Manager, Supervisor or the Department Head of each department is responsible for:

- Determining if additional training is necessary for their employees based on the employee's potential exposure.
- Advising their employees of the location of the SDSs for their department.
- Advising their employees of any existing or new extremely hazardous chemicals.
- Advising their employees of the procedures to follow when working with or around specific hazardous chemicals and the appropriate personnel protective equipment to be used.



NON-ROUTINE TASKS

When an employee is required to perform a hazardous non-routine task that may potentially expose that employee to hazardous chemicals, the supervisor should inform the employee of the hazards and any precautionary measures to be taken.



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REPORTING

Any spills, possible health concerns, or accidents, involving hazardous chemicals shall be reported to the Department of Public Safety immediately.



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OUTSIDE CONTRACTORS

All outside contractors or vendors maintain responsibility to comply with all OSHA regulations regarding the Hazardous communication standard.



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ADDITIONAL INFORMATION

Occupational safety and health is of paramount importance to Lake Forest College. Any comments, concerns, questions, or suggestions that may improve the safety policies and or practices at the College are welcome and should be presented to the Safety Coordinator.

Lake Forest College shall abide with all current 29 CFR 1910.1200 rules as administered by the Occupational Safety and Health Administration. This program shall be reviewed annually by the Safety Coordinator and updated as needed to maintain compliance with current regulations or to address new hazards introduced into our workplace.