

**WALLA WALLA COMMUNITY COLLEGE
HAZARD COMMUNICATION PROGRAM
ADMINISTRATIVE POLICY 3620**

I. INTRODUCTION

- A. Walla Walla Community College (WWCC) is committed to the health and safety of its faculty and staff; and, in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns.
- B. An important part of maintaining a safe work environment is the right for all employees to be notified of potential hazards in the workplace, as well their obligation to notify WWCC of any health hazards or unsafe conditions.

II. PLAN, SCOPE AND APPLICATION

- A. WWCC strives to furnish each of its employees a workplace free from recognized hazards that cause or are likely to cause serious injury or death as required in the Washington Industrial Safety and Health Act (WISHA), RCW Chapter 49.17.
- B. To ensure compliance with WISHA's requirements, WWCC has developed a Hazard Communication (HazCom) program in accordance with WAC 800-180 Employer Chemical Hazard Communication. Its purpose is to ensure that the hazards of all chemicals present in the workplace are evaluated and the information concerning their hazards is transmitted to all affected employees.
- C. The purpose of this HazCom Program is to transmit chemical hazard information to affected employees through a program of container labeling and other forms of warning, Material Safety Data Sheets (MSDS) and employee training.
- D. The College Purchasing Office maintains all MSDS documents from the loading dock and is responsible for the distribution of MSDS copies to department heads and other supervisors for their employee safety orientations and training.
- E. All supervisors and employees are to cooperate with the College Purchasing Office to implement and maintain the HazCom program. It is everyone's responsibility to actively participate in identifying chemical hazards in their work area and communicate that information to their supervisor.
- F. Supervisors are responsible for taking all reasonable steps to inform employees of their rights and duties in the workplace, and to train them in the applicable regulations and procedures for protecting their health and safety.

III. RESPONSIBILITIES

- A. All WWCC Employees.
 - 1. Employees are responsible for cooperation with all aspects of the WWCC Accident Prevention Plan, including the Hazard Communication Program, in the safe performance of their assigned duties and for compliance with all applicable safety rules and regulations.
 - 2. Employees are expected to comply with environmentally correct hazardous materials management procedures regarding chemical handling, usage, storage, and proper disposal of any hazardous wastes generated as directed by their supervisors.
 - 3. Employees are required to utilize personal protective equipment during chemical usage as directed by their supervisor.

4. No employees shall remove or deface existing labels or containers of hazardous chemicals. If the chemical substance is transferred to another container, the new container shall also be properly labeled.
 5. Employees should address any concerns or questions they have regarding the chemical materials with which they work to their immediate supervisor.
- B. College Purchasing Office.**
1. The College Purchasing Office is responsible to maintain the master file of Material Safety Data Sheets (MSDS) for the chemical substances used in the workplace at the Walla Walla Community College (WWCC).
 2. Upon request of a department or division supervisor, the College Purchasing Office will provide assistance in the procurement of MSDS.
 3. In conjunction with WWCC Facilities staff, the College Purchasing Office will inform contractor employer(s) hired by WWCC, of the hazardous substances which the contractor's employee(s) might encounter and give suggestions for appropriate protective measures.
 4. The College Purchasing Office will maintain reference materials of authoritative documents applicable to this program.
- C. Vice President of Administrative Services.**
1. The Vice President of Administrative Services will review chemical lists and Material Safety Data Sheets (MSDS) received from contractors and vendors who will be bringing chemical substances on campus; inform and notify affected WWCC employees of potential hazard exposure, as appropriate.
 2. The Vice President of Administrative Services will act as WWCC's contact with external agencies in regard to all safety and health related items, including Hazard Communication standard and Program.
 3. The Vice President of Administrative Services is responsible for verifying compliance with this policy and updating the Hazardous Communication Program as needed to maintain compliance with all applicable federal, state, and local laws and regulations.

IV. PERSONNEL TRAINING

- A.** Department or division supervisors are responsible to provide initial and continuing Hazard Communication Program orientation and training to their employees, and serve as a resource for staff questions pertaining to the Hazard Communications standard and Program.
- B.** The Human Resources Department will maintain documentation of each employee's safety and health training records.

V. AUTHORITY

The authority for this Administrative Policy comes from the Board of Trustees Delegation of Authority Policy approved April 20, 2005.

Policy Contact: Vice President, Student Services

Approved by (Department/Body): Jim Peterson, Vice President of Administrative Services

Date Originally Approved: October 9, 2012

Last Reviewed/Revised on: _____