



# **HAZARDOUS COMMUNICATION PLAN**

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# QUEENSBOROUGH COMMUNITY COLLEGE

## HAZARD COMMUNICATION POLICY

### 1. Statement of Policy

To ensure that information about the dangers of all hazardous chemicals used by Queensborough Community College (“QCC”) is known by all affected employees, the following hazardous chemical information program has been established. Under this program, employees will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals. This program applies to all work operations in our institution where they may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of this College will participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available in the Environmental Health and Safety Office for review by any interested employee. The Environmental Health and Safety Officer (“EHSO”) is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

### 2. Container Labeling

The EHSO will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer’s name and address. The chemical users will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer’s label or with labels marked with the identity and the appropriate hazard warning.

### 3. Material Safety Data Sheets (“MSDSs”)

The EHSO is responsible for establishing and monitoring the company MSDS program. He/she will ensure that procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. He/she will see that any new information is communicated to affected employees. The procedure below will be followed when an MSDS is not received at the time of initial shipment:

- the manufacturer of the chemical will be contacted via phone or email and a request for a copy of the MSDS shall be made
- if the manufacturer is unable to provide an MSDS, and the chemical is a common commercially available product, an MSDS may be obtained using an online search.

Copies of MSDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in binders at department offices or the Environmental Health and Safety Office at A119.

MSDSs will be readily available to all employees during each work shift. If an MSDS is not available, contact the EHSO

MSDS's for certain chemicals may also be accessed online at EHS website located at:

<http://www.qcc.cuny.edu/ehs/msds.asp>

Alternatively, MSDS for most chemicals may also be searched through an online database located at:

<http://www.siri.org/msds/>

#### **4. Employee Training and Information**

The EHSO is responsible for the Hazard Communication Program and will ensure that all program elements are carried out. Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will attend a health and safety orientation that includes the following information and training:

- An overview of the OSHA hazard communication standard
- The hazardous chemicals present at his/her work area
- The physical and health risks of the hazardous chemicals
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels and MSDSs to obtain hazard information

- Location of the MSDS file and written Hazard Communication program. Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard. The training format will include both video training and a slide presentation.

## **5. Hazardous Non-routine Tasks**

Periodically, employees are required to perform non-routine tasks that are hazardous. Prior to starting work on such projects, each affected employee will be given information by their supervisor about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

## **6. Informing Other Employers/Contractors**

It is the responsibility of the EHSO to provide contractor employees with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of the contractor to provide QCC with MSDS's for hazardous materials to which employees of this College may be exposed. Other employers and contractors will be provided with MSDSs for hazardous chemicals used or stored by QCC.

In addition to providing a copy of an MSDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by this company. Also, other employers will be informed of the hazard labels used by the company. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.

## **7. List of Hazardous Chemicals**

Each department that uses hazardous chemicals is responsible for maintaining a list of the hazardous chemicals used in the workplace and a copy of the MSDS.

A partial list of the hazardous chemicals used by our employees is attached to this plan. This list includes the name of the chemical, the manufacturer, the work area in which the chemical is used, dates of use, and quantity used. Note the chemicals listed here are required to be reported to the NYC Department of Environmental Protection ("NYC

DEP”) Community Right to Know (“Tier 2”) program. Further information on each chemical may be obtained from the MSDSs, located here:

<http://www.qcc.cuny.edu/ehs/msds.asp>

This list is reviewed annually. Each department is responsible for maintaining a current chemical inventory. This chemical inventory with accompanying MSDS will then be provided to the EHSO. If the chemical exceeds the threshold limits as set by the NYC DEP, this chemical and its accompanying MSDS will be added to this list.

For more information on the NYC DEP Community Right to Know Program, go here:

<http://www.nyc.gov/html/dep/html/businesses/tier2.shtml>

## **8. Program Availability**

A copy of this program will be made available, upon request, to employees and their representatives.

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## APPENDIX A: Partial List of Hazardous Chemicals

(These chemicals exceed the NYC DEP reportable limits)

<a href="#">Acetone</a> PDF
<a href="#">Activator</a> PDF
<a href="#">Alcohol Reagent</a> PDF
<a href="#">Ammonium Iron Citrate</a> PDF
<a href="#">Calcium Chloride</a> PDF
<a href="#">Chlamyospore Agar</a> PDF
<a href="#">Craftpaint</a> PDF
<a href="#">Fountain Concentrate</a> PDF
<a href="#">Glue</a> PDF
<a href="#">Indigo</a> PDF
<a href="#">Iron Powder</a> PDF
<a href="#">NA Benzoyl DL Arginine Hydrochloride Crystal</a> PDF
<a href="#">Nitric Acid</a> PDF
<a href="#">NN Dimethyl 1 Naphthylamine</a> PDF
<a href="#">Palladium Catalysts</a> PDF
<a href="#">Phosphate</a> PDF
<a href="#">Potassium Bromide</a> PDF
<a href="#">Potassium Ferricyanide</a> PDF
<a href="#">Potassium Ferrocyanide</a> PDF
<a href="#">Sand</a> PDF
<a href="#">Silicone Fluid</a> PDF
<a href="#">Sodium Bicarbonate</a> PDF
<a href="#">Sodium Bicarbonate plus Citric Acid Tablet</a> PDF
<a href="#">Sodium Borohydride</a> PDF
<a href="#">Sodium Borohydride Tablet</a> PDF
<a href="#">Sodium Chromate</a> PDF
<a href="#">Sodium Hydrosulphite</a> PDF
<a href="#">Sodium Sulphate Decahydrate</a> PDF
<a href="#">Stabilizer</a> PDF
<a href="#">Sulfanilic Acid</a> PDF
<a href="#">Xylenol Orange</a> PDF