Hazard Communication Policy

The management staff of Farmingdale State Physical Plant is committed to the prevention of incidence or happenings which result in injury and/or illnesses and to comply with all applicable federal and state health and safety rules. Therefore, management and all supervisors are accountable for the health and safety of those employees under their direction; and through this written hazard communication program share assigned responsibility to ensure performance under that responsibility. In order to comply with CFR 29 1910.1200, Hazard Communication, the following written Hazard Communication Program has been established for Farmingdale State Physical Plant. The written program will be available to all employees and located in the Physical Plant Office for review.

Procedures

Container Labeling:
The department supervisor will verify that all containers received for use will:

1. Clearly and legibly state the name of the chemical,
2. Note the appropriate hazard warning, and
3. List the manufacturer's name and address.

It is the policy of Physical Plant that no container will be released for use until the above information is verified present and adequate.
The supervisor will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer’s label or with the generic labels which identify the chemical and lists appropriate hazard warning. Questions about proper labeling requirements should be addressed to Mark Orlich ext 2215.

Material Safety Data Sheets (MSDS):
Copies of MSDSs for all hazardous chemicals to which Physical Plant employees may be exposed will be kept in the department supervisor’s office. MSDSs will be readily available to all employees in their work area for review during each work shift. A request form which is located in the MSDS book must be filled out. Hazardous chemicals will not be used until an MSDS (or appropriate MSDS information) is available. If an MSDS is missing for a hazardous chemical in use, immediately contact your supervisor.

Employee Information and Training

Prior to starting work, each new College employee will attend safety and health training to include the following:

1. Overview of hazard communication program requirements
2. Hazardous chemicals present in the workplace
3. Location and availability of the written hazard communication program
4. Physical and health effects of hazardous chemicals
5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
6. How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment

7. Steps Physical Plant has taken to reduce or prevent exposure to these chemicals

8. Safety emergency procedures to follow if the employee is exposed to these chemicals

9. How to read labels and review MSDSs to obtain appropriate hazard information

10. If chemical exposure occurs, an incident report must be filed with the Physical Plant office within 24 hours unless employee is incapacitated, at which time the supervisor will file the report

After attending the training class, each employee will certify that they have attended the training, that they understand the information and will comply with appropriate safe work practices, and that they understand that doing so is a condition of employment.