

TITLE: HAZARD COMMUNICATION PROGRAM

POLICY NO: 4-7

EFFECTIVE DATE: 03/26/13

VCCS POLICY NO: N/A

REVISED DATE: 03/26/13

I. Purpose:

To provide employees with their right-to-know the hazards and identities of the chemicals they are exposed to in the workplace, as required by the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard; to ensure that all chemicals purchased, used, and destroyed by the college are evaluated, and that information regarding the hazards are communicated to employees; and to reduce the number of chemically-related occupational illnesses and injuries.

II. Definitions:

Hazard Waste Manifest Information System (HWMIS): a procedure in which hazardous materials are identified and followed as they are received, used, and disposed of by the college using a series of permanent, linkable, descriptive documents (e.g. manifests), commonly referred to as the cradle-to-grave system.

Hazardous chemical inventory list: an inventory list of the hazardous materials stored and used in any school, division, or department in the college, and which is maintained by the school, division, and department with a copy provided to the Department of Police.

Hazardous materials: a substance for which there is statistically significant evidence, based on at least one scientific study, showing that acute or chronic harm may result from exposure to that chemical or product, and for which a Safety Data Sheet (SDS) or Material Safety Data Sheet (MSDS) provides details on the hazards.

Safety Data Sheet (SDS) [formerly called Material Safety Data Sheet (MSDS)]: a written document that accompanies hazardous chemicals and substances and outlines the dangers, composition, safe handling, and disposal of said chemicals and substances.

III. Policy:

In order to comply with the OSHA Hazard Communication Standard, a written Hazard Communication Program has been established for J. Sargeant Reynolds Community College. All schools, divisions, and departments of the college are included within this program. The program includes proper procedures for the purchase, inventory, use, and disposal of hazardous materials. Compliance requirements pertaining to hazard communications shall be established as addenda to contracts and/or purchase orders for outside contractors.

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IV. Procedures:

Procedures will be maintained in a separate but companion document, titled Hazard Communication Program. Specific operational steps, responsibilities, and guidelines, where applicable, are specified in the document.

V. Other Information:

Questions regarding the application of this policy and the procedures in the Hazard Communication Program should be directed to the vice president of finance and administration and/or to the JSRCC Safety Committee.

[JSRCC Hazard Communication Program](#)

[OSHA Hazard Communication Standard](#)