

ANGELINA COLLEGE HAZARD COMMUNICATION PROCEDURE	
NO.	TITLE: Globally Harmonized System
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Purpose:

This Hazard Communication Program is intended to help Angelina College follow the Occupational Health and Safety Administration (OSHA) requirements of the UN Globally Harmonized System (Hazcom 2012/ GHS) and to provide a safe work environment.

Policy:

Angelina College is committed to providing a safe and healthy workplace. This procedure was adopted to prevent illness and injury produced by exposure to liquids, solids, gases, vapors, fumes, and mists and to follow the OSHA Hazard Communication Standard, 29 CFR 1910.1200, as detailed in Hazcom 2012 / GHS regulations.

This document is essential to assist Angelina College in implementing and complying with the Standard and addressing our:

- Use of Safety Data Sheets (SDSs)
- Hazardous chemical inventory
- Communication of hazards by SDSs and labels
- Globally Harmonized System Training
- Procedure for non-routine tasks
- Communications with other employees concerning hazardous materials used on our site

Administration:

The Senior Director of the Physical Plant is responsible for the implementation of this procedure and its review and revisions as necessary.

- Those who may have exposure to hazardous chemicals during normal work or in emergency situations must follow the practices outlined in this procedure.
- Angelina College, through people in supervisory positions, will be responsible for maintaining training records.
- Angelina College, through people in supervisory positions, will be responsible for training, maintaining records, and making this procedure available to all workers when requested.

Container Labeling:

Primary Containers:

The Environmental Manager will ensure all containers of hazardous materials received for use or shipped by Angelina College are clearly labelled according to the regulated requirements of Hazcom 2012 (GHS). This includes the name of the material (Trade Name or Chemical Name), hazard pictogram(s), signal word, hazard statements, precautionary statements, and the manufacturer or distributor's name, address, and emergency contact information.

Secondary Containers:

When the contents of a large container are broken down into smaller or secondary containers for in-house use (such as spray bottles), Angelina College will ensure that the label shows the chemical identity and appropriate warnings as required. The supervisors in each area will ensure that all secondary containers are properly labeled.

Portable Containers and Pipes:

Portable containers are those in which an employee or independent contractor transfers chemicals from a labeled container to a portable one solely for immediate use. Supervisors will ensure all containers of hazardous chemicals are clearly labeled.

Supervisors will post placards, signs, and other written or illustrated materials displaying the same information as labels on stationary containers and processes. Employees shall have the opportunity to review these signs and placards at any time during their workday by contacting the Environmental Manager.

The Environmental Manager will review labeling procedures from time to time and update them as necessary.

Safety Data Sheets (SDSs):

The Environmental Manager will establish an SDS program to manage, monitor, and update SDSs and the SDS library as required.

Supervisors must first obtain approval from the Senior Director of the Physical Plant for all new hazardous chemicals to be ordered.

Supervisors who purchase chemicals will be responsible for obtaining all SDSs for hazardous materials used by faculty, staff, and student workers. Supervisors are thereafter charged with informing employees of any new information, prior to their exposure.

Supervisors will contact the manufacturer or distributor of the hazardous chemical if an SDS was not supplied with an initial shipment. A copy of the email to the manufacturer is to be kept on file. If Angelina College has hazardous materials on site but is unable to contact the distributor, the information will be retrieved online at www.msds.com or www.msdssearch.com

If requested, faculty, staff, and student workers of Angelina College shall have the opportunity to view the master list of SDSs at any time during their workday and are required to notify their supervisor if they discover an SDS is not available.

Supervisors will ensure that the SDSs are conveniently located close to the work area where the hazardous materials are used.

Hazardous Chemical Inventory:

The Environmental Manager is responsible for compiling, maintaining, and updating a list of all known hazardous materials used on site. The inventory shall be kept at each work location with the SDSs.

Angelina College employees shall be allowed to review the inventory and obtain information from the SDS at any time during their workday. Supervisors shall be responsible for ensuring the inventory is available at all times. A sample, blank hazardous chemical inventory is included in Appendix A.

When new chemicals are received, the Dean, Associate Dean, or Director will update the inventory as required, including the date when the chemical was introduced.

Chemical Used in Unlabeled Pipes:

All employees working in areas where chemicals are transferred through unlabeled pipes shall contact their immediate supervisor prior to starting work, and obtain information on:

- The chemical(s) in the pipe(s)
- The potential hazards of those chemical(s)
- Details of the safety precautions to be taken

Employee Training- Hazardous Chemicals:

Angelina College will provide or arrange to provide, by competent and qualified people, training to all employees who are exposed or may be exposed to hazardous chemicals. Retraining will also be provided when a new hazard is introduced into the workplace, or new hazard information becomes available for chemicals already in use on-site. Supervisors will receive special training on chemical hazards and protective measures so they can monitor staff and provide appropriate safety advice. As a minimum, such training will include:

- An overview of the Hazard Communication Standard,
- An overview of the hazard communication procedure at Angelina College, and the location of the written procedure.
- A description of the physical risks of the chemicals used
- A description of the health risks, including the signs and symptoms of exposure and any medical conditions that might be aggravated by exposure,
- Procedures to follow if overexposure is suspected,
- Information on how to detect the presence of a hazardous chemical release, such as the odor or visual appearance, a description of the emergency procedures,
- Steps the company has taken to eliminate or reduce exposure,
- A description of the emergency procedures,
- A description of protective measures against chemical exposure, such as control or work practices and the use and maintenance of PPE,
- A description of the procedures and equipment to be used when cleaning hazardous spills and leaks,

- Details of where to find the SDS files, the order of information in a Hazcom / GHS compliant SDS, and how to read and interpret the information,
- Details of how to read and interpret information on Hazcom 2012 / GHS labels,
- Details on the location of written hazard evaluation procedures, this written program, and the hazardous chemical inventory.

The Environmental Manager will make all training materials available to all employees and will ensure each employee signs a form to verify attendance and receipt of training materials.

New Task Instruction:

The supervisor will ensure that all staff performing a critical task for the first time receive instruction by a competent person prior to commencing the work. This instruction must include the use and care of any safety equipment and PPE.

Hazardous Non-routine Task:

Angelina College will provide, or will arrange to provide by qualified persons, special training before they start work on non-routine tasks. At a minimum, such training will include:

- The hazardous chemicals that may be present in such work
- Details of the safety precautions to be taken
- Details if the measures Angelina College is taking to reduce or eliminate the hazard
- Details of emergency procedures.

Record Keeping:

Angelina College will maintain its hazardous chemicals inventory for chemicals used at or shipped from the Facility for at least 30 years. Such list will be maintained in accordance with 29 CFR 1910.1020 “Access to Employee Exposure and Medical Records”.

Records will also be kept of employee safety orientations and hazardous chemical training.

Procedure Availability:

Employees of Angelina College can obtain copies of this procedure upon request from their immediate supervisor.

APPENDIX B. Employee Safety Rules

Employees:

Angelina College is committed to the safety of its staff. Employees are expected to observe the following rules for their own safety and that of their colleagues.

1. Do not bring illicit drugs or alcohol on the campus. Since drugs or alcohol can affect work performance and job safety, employees should avoid their use prior to the workday. Angelina College has zero tolerance for ignoring this rule. Violations will result in immediate disciplinary action up to and including termination.
2. Work safely. Follow written safety rules and spoken safety instructions.
3. If unsure about the safety of any task or how to perform a task correctly, ask your supervisor for help and advice.
4. Do not remove or bypass machine safety guards.
5. Report all job accidents the same day.
6. Keep your work area neat and clean at all times.
7. Lift by bending your legs, not your back. Ask your supervisor for a demonstration of proper lifting technique. Get assistance with loads over 50LBS (23Kg).
8. Wear seat belts at all times in company vehicles or private vehicles used for company business.

Signature Page

The Angelina College Hazard Communication Procedure is approved and implemented. This plan supersedes all previous procedures concerning the UN Globally Harmonized System (Hazcom 2012/ GHS).

Chris Sullivan

Date

Steve Capps

Date