



Hazard Communication Program

1. Policy: To ensure that information about the dangers of all hazardous chemicals used by Monmouth College is known by all affected employees, the following hazardous information program has been established. Under this program, you 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 at Monmouth College where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All office and departments will participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available online at www.monmouthcollege.edu, posted electronically at the Outlook Message Center – Personnel/Employment or from the Monmouth College Personnel Office (Poling Hall, Rm. #108 -- tel. no 309-457-2122).

The Hazard Communication Program Committee (HCPC) is the program coordinator with overall responsibility for the program including reviewing and updating this plan as necessary. The HCPC will typically be comprised of the following positions: Chemical Hygiene Office, Director of Facilities Management, Director of Personnel and Custodial Services Manager. The composition of the HCPC membership may change (additions or deletions) as appropriate.

2. Container Labeling: The HCPC will take appropriate steps to reasonably ensure 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. Such steps will include working with Area Supervisors.

The area supervisor in each department or office 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. For help with labeling, contact a member of the HCPC.

3. Safety Data Sheet (SDS) or Material Safety Data Sheets (MSDS): The HCPC is responsible for establishing and monitoring the Monmouth College MSDS program. To the extent reasonable, the HCPC will ensure that procedures are developed to obtain the necessary SDS/MSDS and will review incoming SDS/MSDS for new or significant health and safety information. The HCPC will make reasonable efforts to see that any new information is communicated to affected employees.

Copies of SDS/MSDS for all hazardous chemicals to which employees are exposed or are potentially exposed will be maintained and readily available online at [www](http://www.monmouthcollege.edu).

MSDSs will be readily available to all employees during each work shift. If an MSDS is not available, contact the Monmouth College Personnel Office (tel. no. 309-457-2122).

When revised SDS/MSDS are received or new products used, the online database will be updated by the MSDSonline administrators.

4. Employee Training and Information: The HCPC 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. 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 department or office, each employee in that department of office will be given information and training as outlined above for the new chemical hazard.

5. List of Hazardous Chemicals: A list of all known hazardous chemicals used by our employees will be maintained on **MSDSonline**. This list includes the name of the chemical or product, the manufacturer, the work area in which the chemical or product is used. Further information on each chemical or product may be obtained online via the Monmouth College website at <http://www.monmouthcollege.edu/life/health-safety/emergency-procedures> or <http://www.monmouthcollege.edu/life/health-safety/emergency-procedures/hazardous-material.aspx> (click on link to "**Chemical/Hazardous Material Inventory & Safety Data Sheets**").

6. Program Availability: A copy of this program will be made available, upon request, to employees and their representatives from the Monmouth College Personnel Office (Poling Hall, Rm. #108 -- tel. no 309-457-2122).