

## **122-04 HAZARDOUS MATERIALS COMMUNICATION-PROCEDURE**

### **1. PURPOSE**

The purpose of this communication program is to ensure employees are adequately informed of the risks of chemicals in the workplace, are able to identify hazards of chemicals, and are trained in proper practices and emergency procedures.

### **2. PROCEDURE**

1. Coconino Community College shall, be in compliance with the most current Occupational Safety and Health Act and required state, local and federal regulations. The College will establish and maintain a comprehensive hazardous materials communication program which shall cover container labeling, safety data sheets and employee training.
2. The Executive Director of Facilities or designated representative will develop Procedural Guidelines in an attempt to assure that material source illnesses and injuries are held to a minimum by providing employees with safety and hazard information to encourage safe and healthful work habits.
3. Copies of the guidelines will be available as needed, with portions, such as safety data sheets and a list of hazardous materials, being available at all locations where hazardous materials are kept or stored.

### **3. BACKGROUND**

1. References: Most-current Occupational Safety and Health Act
2. Revision history: 06/11/2014 (new)
3. Legal review: none
4. Sponsor: Facilities

Adopted by College Council: 06/11/2014

**COCONINO COMMUNITY COLLEGE**