



Procedure 122-04 Hazardous Materials

Sponsor: Facilities and Security

Purpose

The purpose of this procedure is to outline details related to the manner that Coconino Community College (CCC) will communicate information of the risks caused by the presence of chemicals in the workplace as well as how CCC will comply with directives outlined by the Department of Occupational Safety and Health Administration (OSHA).

Definitions

None

Procedure

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.

Hazard determination includes:

- a. Categories of physical hazards
- b. Categories of health hazard
- c. Environmental hazards

It is also necessary to become aware that chemicals that may not normally be hazardous themselves may become hazardous if/when mixed with other compounds.

Container labeling is a term applied to the visual notification system utilized to advise whether or not the contents of a container may pose a physical, health or environmental hazard. These include:

- a. Hazard pictograms
- b. Standardized symbols
- c. Signal words such as "Danger", "Warning" or "Toxic"
- d. Labels specific to elements for flammable liquids

CCC employees will not remove or change any container label or warning while the container is present on or in a CCC facility.

Safety Data Sheets (SDS) accompanies delivery of any hazardous materials and is to be maintained by the individual department which receives or stores the materials. SDS will be kept as long as the material is present. In the event of a fire or other such emergency which dictates an evacuation, persons maintaining SDS are to collect them prior to evacuating the building to provide them to responding emergency service personnel, as long as collection can be done safely.

The Executive Director for Facilities is responsible to ensure that employees who handle or come into contact with hazardous material receive training on the new label elements and SDS format.

References

OSHA Hazard Communication Standard – 1910.1200
Flammable Liquids, 29 CFR 1910.106
ANZI Z400.1-2004

Procedure History

07/10/2014 New
09/25/2020 Revised

Legal Review

None