

## **122-04 HAZARDOUS MATERIALS COMMUNICATION** **PROCEDURAL GUIDELINES**

### **1. PURPOSE**

The purpose of this procedural guideline 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).

### **2. PROCEDURE**

1. CCC will comply with the directives of OSHA in terms of any and all standards of hazardous material communication. This includes hazard determination, container labeling, and safety data sheets.
2. 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.

3. 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.

4. 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.

5. 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.

### **3. BACKGROUND**

1. References:
  - a. OSHA Hazard Communication Standard – 1910.1200
  - b. Flammable Liquids, 29 CFR 1910.106
  - c. ANZI Z400.1-2004
2. Revision history: 07/10/2014 (new)
3. Legal review: none
4. Sponsor: Facilities

Guidelines effective: 07/10/2014

**COCONINO COMMUNITY COLLEGE**