



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

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| <b>Title: Hazardous Substances / Right to Know Communication Program</b> |   |
| <b>Page 1 of 5</b>   | <b>Implementing Procedure for Policy 3.20</b>                 |
| <b>Effective Date: 1/03/05</b><br><b>Revised: 9/10/24</b>                | <b>Division: Administration &amp; Finance / Public Safety</b> |

**1.1 PURPOSE:**

To establish a Hazardous Substances/Right to Know Communication program for preventing injuries or illnesses to CF employees, students and contractors by informing them of the hazardous substances located/used in their workplaces. To include guidelines on identification of chemical hazards and the preparation and proper use of container labels, placards and other types of warning devices. Consult the CF Safety Management Manual for further information.

**1.2 POLICY:**

Training on the Hazardous Substances/Right to Know Communication program and chemical products is required for maintenance, custodial, lab employees/students as well as Vocational & Technical students. Contractors are responsible for training of their employees, personal protective equipment, and compliance with the Hazardous Substances/Right to Know Communication program.

**CHEMICAL INVENTORY**

Inventories of hazardous chemicals shall be maintained by the supervisor in each work area/laboratory where the materials are being used. The hazardous chemical inventories should be updated upon receipt of hazardous chemicals in that area. Also, the inventories should be reviewed annually to ensure accuracy.

Each facility will retain on file for a period of 30 years, as required by federal law, all material safety data sheets provided by suppliers of hazardous materials used in their workplace. A Chemical Inventory List indicating the name and location of each listed toxic substance regularly present in the workplace will be provided the local fire department upon request.

## **CONTAINER LABELING**

All chemicals will be stored in their original or approved containers with a proper label attached, except small quantities for immediate use. Any container not properly labeled should be given to the Supervisor for labeling or proper disposal.

Workers may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed, must be properly stored or returned to the Supervisor for proper handling.

No unmarked containers of any size are to be left in the work area unattended.

Manufacturer applied labels will be used and maintained. Containers that are not labeled or on which the manufacturer's label has been removed will be relabeled by the Supervisor (or designee) who will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

## **MATERIAL SAFETY DATA SHEETS (Material Safety Data Sheets (MSDS))**

Material Safety Data Sheets (MSDS)'s are written or printed data sheets concerning a hazardous chemical which are prepared and distributed with chemicals by chemical manufacturers and/or distributors.

Employees/Students working with a hazardous chemical may request a copy of the Material Safety Data Sheet (Material Safety Data Sheets (MSDS)). Request for Material Safety Data Sheets (MSDS)'s should be made to the Supervisor.

Material Safety Data Sheets (MSDS)'s should be readily available on the site to provide immediate reference to chemical safety information. In addition MSDS sheets may be located on the CF intranet site under "Important Links" <http://www.msds.com/>

Purchase orders for any hazardous substance, regardless of quantity ordered, shall require that a Material Safety Data Sheet (MSDS) be obtained.

Suppliers are required by law to provide a Material Safety Data Sheet (MSDS) when a hazardous chemical is purchased. Individual departments that purchase their own chemical products shall assure that a Material Safety Data Sheet (MSDS) accompanies the product.

The Material Safety Data Sheets (MSDS) will be in English and include the following:

The specific chemical identity of the hazardous chemical(s) involved and the common names.

Physical and chemical characteristics of the hazardous chemical.

Known acute and chronic health effects and related health information, exposure limits, and identification of carcinogens.

Fire, explosion, and reactivity data.

First aid procedures and the identification of the organization responsible for preparing the sheet.

## **EMPLOYEE / STUDENT TRAINING**

Each employee/student who works with or may be potentially exposed to hazardous chemicals shall receive initial training on the Hazardous Substances/Right to Know Communication program and the safe use of those chemicals. Additional training should be provided for employees whenever a new hazard is introduced into their work area.

Supervisors will ensure that each employee/student receives training as required by 29CFR 1910.1200 upon their initial assignment on the adverse health effects of each listed toxic substance with which they work in the workplace, how to use each of these substances safely, and what to do in case of emergency. Such instructions shall be either in written form or in training programs, as may be appropriate, and shall be in non-technical language, but may be generic to the extent appropriate and related to the job.

Training records will be maintained by the employee's / student's supervisor.

Training will also include:

1. The details of the Hazardous Substances/Right to Know Communication program including an explanation of the:
  - Labeling and warning systems,
  - Material Safety Data Sheets,
  - How to obtain and use the appropriate hazard information
  - The location of the Material Safety Data Sheets
2. A list of each toxic substance to which the employee is, has been, or may be exposed to in the workplace
3. Methods that may be used to detect a release of a hazardous chemical(s) in the work place (such as the visual appearance or odor of hazardous chemicals when being released).
4. Protective measures to be taken.
5. Safe work practices, emergency responses and use of personal protective equipment.

## **EMPLOYEE / STUDENT RIGHT TO KNOW**

The employee/student has the right to:

- Know the characteristics of the listed toxic substances in the workplace
- Obtain a copy of the Material Safety Data Sheet (Material Safety Data Sheets (MSDS)) for each listed toxic substance to which you are, have been, or may be exposed to in the workplace.
- Refuse to work with a listed toxic substance, under specified circumstances, if not provided a copy of the Material Safety Data Sheets (MSDS) for that substance within five (5) working days after making a written request to his/her Supervisor.
- Protection against discharge, discipline or discrimination for having exercised any of these rights.

Further information about the properties and hazards of listed toxic substances from the **Toxic Substances Information Center, 1-800-367-4378.**

## **EMERGENCY RESPONSES**

Any incident of over exposure or spill of a hazardous chemical/substance must be reported to the Supervisor and the Public Safety Department as soon as possible.

The Supervisor will be responsible for ensuring that proper emergency response actions are taken in leak/spill situations including completion of an Incident Report and notification to personnel of possible work related injuries.

A Material Safety Data Sheets (MSDS) or label should be sent with the injured employee when he/she is sent for medical treatment.

## **HAZARDS OF NON-ROUTINE TASKS**

Supervisors will inform employees/students of any special tasks that may arise which would involve possible exposure to hazardous chemicals.

Review of safe work procedures and required personal protective equipment (PPE) will be conducted prior to the start of such tasks. Where necessary, areas will be posted to indicate the nature of the hazard involved.

**NOTIFICATION OF OTHER EMPLOYEES / CONTRACTORS**

When other employers/contractors are working on CF property if requested, they will be allowed access to the Hazard Substances/Right to Know Communication program and copies of the Material Safety Data Sheets (MSDS) for hazardous chemicals which may be encountered in their work area.

It shall be the employer/contractor's responsibility to train his or her employees, provide personal protective equipment, and handle employee emergencies.

The employer/contractor will adhere to the provisions of the Hazardous Substances/Right to Know Communication program.

**RECORDKEEPING**

- 1. Always keep an adequate record of accidents and report it through proper channels in your district.
- 2. An analysis of accidents should be made for the purpose of corrective action.

**1.3 RESPONSIBILITY**

It is the responsibility of each and every employee to become familiar with the possible hazards of the chemicals they are working with.

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Vice President, Administration & Finance

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Date

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Approved by: President

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Date