

STOCKTON

RICHARD STOCKTON COLLEGE OF NEW JERSEY

Written

Hazard

Communication

Program

2012

The Richard Stockton College of New Jersey

Written Hazard Communication Program 2012

Policy and Administration

This notice is to inform you that The Richard Stockton College of New Jersey complies with the Public Employees Occupational Safety and Health Program Hazard Communication Standard (PEOSH HCS), N.J.A.C. 12:100-7, which New Jersey adopted with amendments, on May 3, 2004. We provide information about the hazardous chemicals in our workplace, their associated hazards, and the methods for controlling these hazards.

We have put in place the following required elements of the Standard:

- (1) A list of hazardous chemicals;
- (2) Material Safety Data Sheets (MSDSs) and Hazardous Substance Fact Sheets (HSFSs) for hazardous chemicals;
- (3) Labeled containers; and
- (4) A training program for employees who work with or have a potential for exposure to hazardous chemicals.

I. OVERVIEW

This written program applies to all work operations in the College where employees are exposed or may be exposed to hazardous chemicals or conditions under normal working operations or during foreseeable emergency situations.

The program coordinator has overall responsibility for the written program and responsibility for the annual review and update of the written program. The Program Coordinator is Robert Chitren, Director of the Department of Risk Management & Environment/Health/Safety, (RMEHS). He can be contacted at 626-3548. The Regulatory Compliance Specialist, Janet Mazzocca, located in upper N wing at (652-4529), will make available a copy of this written program to employees upon their request within three days of the request.

As required under the PEOSH HCS, Stockton employees will be informed of the contents of this program, the location and availability of health and safety information about hazardous chemicals, the hazardous properties of chemicals with which they work, safe handling procedures for the

hazardous chemicals, and measures they should take to protect themselves from the hazardous chemicals.

This information will be provided during new-employee training sessions and/or safety meetings with their Departmental Supervisors for initial-specific (walk-through) training and when the department introduces a new product containing hazardous chemicals. The RMEHS Department provides the initial-general and refresher-general supplemental online training or face-to-face training on the Hazard Communication Standard and the Right to Know Act.

II. LIST OF HAZARDOUS CHEMICALS

The Right to Know Act requires the College to submit every five years to the State a complete list of all hazardous chemicals located at the College. This list is called the Right to Know Survey (RTK Survey). For years when the complete survey is not required, an updated list of new hazardous chemicals acquired during the year (Survey Updates) must also be submitted to the State. The College's most recent complete RTK Survey was performed in 2008 (2008 RTK Survey). The complete 2008 RTK Survey and the annual Survey Updates together serve as the current list of Hazardous Chemicals for the College. Department supervisors are required to maintain and continuously update an inventory of chemicals in their work areas.

Department supervisors who are using or storing a hazardous chemical(s) that is not listed on the 2008 RTK Survey must: 1) complete a supplemental list of the additional hazardous chemical(s) and attach it to the 2008 RTK Survey and 2) send a copy to Janet Mazzocca for inclusion in the central file. The supplemental list must be kept current. Each March, Janet Mazzocca will request this inventory of new products from each department in order to compile the complete or updated RTK Survey for submission to the State, as the case may be. Once compiled, a copy of those sections of the complete or updated Survey pertaining to each respective work area will be returned to the appropriate supervisor to maintain in their respective work areas. The Complete Survey, Survey Updates and Supplemental Lists for the entire College will be maintained in the RTK Central File located in the Library, Reference Section, E Wing.

III. MATERIAL SAFETY DATA SHEETS (MSDS) AND HAZARDOUS SUBSTANCE FACT SHEETS (HSFS)

MSDSs and HSFSs provide health and safety information on the specific hazardous products or chemicals employees use. In compliance with the PEOSH HCS, the MSDSs are made readily accessible during each work shift to employees when they are in their work area. The Supervisors of

the work areas (see list below), obtain MSDSs on all products containing hazardous chemicals and HSFs on all hazardous chemicals and place copies of the MSDSs in a binder in each work area. A copy of these MSDS also needs to be sent to the Regulatory Compliance Specialist to maintain the master file of all the MSDSs and HSFs in the Central File located in Library, Reference Section, E Wing. If additional information is needed about a hazardous chemical or product, if an MSDS is missing, or if an MSDS has not been supplied with the initial shipment, notify the Regulatory Compliance Specialist, Janet Mazzocca, who will contact the manufacturer or supplier to obtain a copy. The individuals listed below will ensure that the MSDSs kept in each work area are updated as needed, the MSDS binder is kept intact, a copy sent to Janet (interoffice to RMEHS-Parkway or electronically) and that HSFs are updated as needed.

As a policy of the College, a MSDS and HSFS hard copy will be provided to the requesting employee immediately upon request, or within 3 working days of the request if the MSDS or HSFS is not immediately available. In addition, the HCS/RTK training session will teach employees how to obtain the MSDSs and HSFSs via the Internet.

Department	Title
ARHU	Dean
ARTV Studios	ARTV Program Assistant/Dean
Auto Shop	Auto Shop Supervisor
Carpentry Shop	Carpentry Shop Supervisor
Central Stores	Central Stores Supervisor
Contractors Coordinator	Safety and Health Compliance
Custodial	Custodial Supervisor
Electrical Shop	Electrical Shop Supervisor
Graphics	Graphics Supervisor
Grounds	Grounds Supervisor
HVAC	HVAC Supervisor
Lock Shop	Lock Shop Supervisor

Mailroom	Mailroom Supervisor
Media	Media Supervisor
Paint Shop	Paint Shop Supervisor
Plumbing Shop	Plumbing Shop Supervisor
Police Coordinator	Safety and Health Compliance
Print Shop	Print Shop Supervisor
Repair Shop	Repair Shop Supervisor
Scene Shop	Program Supervisor/Technician
Science Laboratories	Director Academic Laboratories/Dean

Directors and/or Deans are responsible for approving any new procedures or products to be used in their work area and must ensure that MSDSs and HSFs are obtained before chemicals are used.

IV. LABELS AND WARNING SYSTEMS

The supervisors ensure that all containers of hazardous chemicals in their respective work areas are properly labeled as required by the PEOSH HCS. Labels must be updated if they should become illegible, fall off the container, or are obscured in any manner. Containers not bearing a PEOSH HCS and RTK label are not accepted by the College, as described in the official purchase orders. Employees transferring hazardous materials from a labeled container to a portable container intended only for their immediate use during the work shift, do not have to label the portable container. If the portable container is stored beyond the employee's shift, or will be used by other workers, the employee labels the portable container with the PEOSH HCS and Right-to-Know information from the properly labeled larger container. PEOSH and RTK labeling requirements are explained during training. Additional common labeling systems such as the Hazardous Materials Identification Systems (HMIS) and the National Fire Protection Association (NFPA) are also reviewed.

V. EMPLOYEE TRAINING

Every employee who works with or has the potential for exposure to hazardous chemicals under normal conditions of use, or in foreseeable emergencies will receive initial-specific (Supervisor walk-thru), initial-general (RMEHS online or face-to-face) and refresher-general training on the safe use of those hazardous chemicals under the PEOSH Hazard Communication Standard. Training responsibilities are described in detail below. Supervisors have responsibility for conducting initial & specific training and for ensuring their employees are fully trained on the provisions of the PEOSH-HCS and the NJ RTK Act.

The Department of Risk Management & Environment/Health/Safety will provide the general refresher & initial-general training for the Budget Unit Managers, Supervisors and Employees, and additional training sessions as needed. All new employees (faculty, staff, teaching assistants, student workers, seasonal specialists, etc.) must attend an initial-specific (walk-thru) training session conducted by their supervisor and an initial-general training session with the RMEHS Department before they begin to work with any hazardous materials.

- The trainers meet the definition of a technically qualified person.
- Whenever a new hazard is introduced into the work area, an additional training is provided for workers in a scheduled safety meeting conducted by the supervisors, prior to beginning work with the new hazardous material. Supervisors notify employees about this safety training/meeting.
- Refresher training, or an updated general training, must be attended every two years, by all employees exposed or potentially exposed to hazardous substances. The Department Supervisors will contact the RMEHS Department with the names of their employees that need initial-general supplemental training (new employees) or the two year refresher-general training. At the Supervisors request, the RMEHS Department will schedule a HCS/RTK face-to-face training session and contact the Supervisors to notify these employees of the scheduled HCS/RTK training session.

The option of HCS/RTK online training for the initial-general and refresher-general is always available to all employees with registration from the RMEHS website at;

<http://intraweb.stockton.edu/eyos/page.cfm?siteID=177&pageID=17>

- Attendance is mandatory at all general training sessions for those workers identified as exposed or having the potential for exposure to

hazardous chemicals under normal conditions of use or in foreseeable emergencies.

- All training is provided at no cost to the employee and is provided during working hours. The training is appropriate in content and vocabulary to the educational level, literacy and language of the employees.
- According to the PEOSH HCS, training must be documented by signing an Attendance Sheet and by summarizing topics discussed during training. Documentation of initial-specific, and initial-general and refresher-general training is maintained by each supervisor in their respective work areas. Refresher training documentation is also maintained by the Department of Risk Management, Environment/Health/Safety.

A. PEOSH HCS and RTK Initial & Specific Safety Training from Supervisor

Initial-specific (walk-thru) training on the proper use, storage and disposal of hazardous materials is given by the supervisor. Supervisors are responsible for reviewing the following items with their employees:

1. Chemical and physical properties of the hazardous materials (e.g., flash point, reactivity) and methods used in the work area to detect the presence or release of hazardous chemicals (including the chemicals in piping systems);
2. All sections of relevant MSDS's and HSFS's;
3. Container labels and hazards;
4. Any relevant Standard Operation Procedures to assure protection when cleaning hazardous chemical spills and leaks;
5. Provide and demonstrate proper use of relevant Personal Protective Equipment;
6. Explain the use of control measures and procedures to prevent exposure;
7. Show the location(s) of hazardous materials, explain use, storage and disposal procedures;
8. Show the location of MSDS's, HSFS's, list of hazardous chemicals (RTK Survey with Updates) and any other related information on their areas;

9. Supervisors must also ensure the training is documented via signature on the training sheet and with a summary of topics covered. Proof of training must be provided to an inspector upon request. Documentation of training must be maintained for the duration of employment.

B. PEOSH HCS/RTK Initial-General & Refresher-General Training from RMEHS

The initial and refresher-general training programs for employees are reviewed annually by the trainers. As part of the assessment of the training program, input from employees regarding the training they have received and suggestions for improving the training, are considered. Employee initial-general and refresher-general training includes a discussion of the following information:

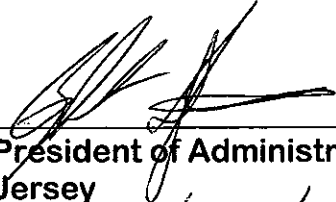
1. An explanation of the PEOSH HCS, NJ RTK Act and the Written Hazard Communication Program with any recent changes;
2. Physical hazards of chemicals such as potential for fire and explosion;
3. Health hazards (acute and chronic) associated with exposure to hazardous chemicals, signs and symptoms of exposure, and any medical condition that may be aggravated by exposure to the chemical;
4. Methods to protect against exposure to the hazard such as engineering and administrative controls, proper work practices, use of personal protective equipment (PPE), and procedures for emergency response to spills and leaks;
5. Information of the Central File containing MSDSs, HSFs, RTK Survey, RTK Hazardous Substance List (RTK HSL) for the College and its location in the Library, Reference Section E Wing. Contact person for Central File, Janet Mazzocca can be reached at (652-4529) and Stockton email.
6. How to read and interpret the information on PEOSH HCS and RTK labels, HSFs and MSDSs and how employees may obtain additional hazard information using the RTK Survey and RTK HSL;
7. A copy of the RTK brochure gets distributed.
8. Trainers must also ensure the training is documented via signature on a training sheet and with a summary of topics covered. Proof of training must be provided to an inspector upon request. Documentation of training must be maintained for the duration of employment.

VI. OUTSIDE CONTRACTOR EMPLOYEES

Outside contractors' employees do not use chemicals belonging to the College. The Director of Facilities Planning and Construction and the College Safety and Health Compliance Coordinator (652-4751), Dennis Lepore, advises outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on site and coordinate with the College Senior Management staff access to all facilities, as needed.

It is the policy of the College that each outside contractor who brings hazardous chemicals on the site will provide the College Safety and Health Compliance Coordinator (652-4751), Dennis Lepore, with copies of appropriate MSDSs for the hazardous chemicals, information on any special labels used, and precautionary measures to be taken while working with or around their hazardous chemicals or products. Dennis will provide the Contractor's Chemical Inventory for the RTK Survey.

All employees, or their designated representative, can obtain additional information on this written program, the PEOSH HCS, applicable MSDSs and HSFs, and other chemical information from the Regulatory Compliance Specialist, Janet Mazzocca located in the Upper N wing.



Robert D. Augustine, Interim Vice
President of Administration and Finance Richard Stockton College of New
Jersey

1/25/12 Date