

**ACCIDENT PREVENTION
PROGRAM (APP)
& CHEMICAL HAZARD
COMMUNICATION
PROGRAM**



June 2014

Introduction

Injuries impact not only the person who is injured but the whole campus community. The College tries very hard to provide a safe and healthy work environment but **safety is everyone's responsibility.** Become familiar with the information included in this document.

This revised document provides information and guidance to achieve this environment. All employees will be given a copy of the Accident Prevention plan and HAZCOM plan during their initial orientation by the Human Resource Department. The plan is also available on the College's web site located at <http://www.lowercolumbia.edu/>.

If you have questions, concerns or comments, please contact the Manager of Environmental Health & Safety at (360) 442-2273. Safety concerns may also be directed to any member of the Safety Committee. For a list of current members visit: <http://facultystaff.lowercolumbia.edu/committees/safety.aspx>.

ACCIDENT PREVENTION PROGRAM (APP)



Accident Prevention Program

Lower Columbia College

Administrative Policy 245 Workplace Safety (Adopted 2/23/09)

Lower Columbia College is committed to the health and safety of its faculty and staff, and in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified at the unit level. Every person in the organization shall be assigned the responsibility for both individual and organizational safety.

Failure to follow safety and health guidelines or any conduct that places the employee, other employees, students or members of the public at risk may be cause for disciplinary action, up to and including termination of employment.

Element 1 - Safety Orientation: Each full time employee will be given a new employee orientation by *Human Resource Services* when first hired. A detailed safety orientation of the specific work site will be given by the immediate supervisor at the beginning of their first shift. (*Use the Employee Safety Orientation Checklist – Appendix A. Be sure to send a copy to EH&S.*)

Where applicable the immediate supervisor will also conduct a hazard assessment to ascertain the required PPE for the new employee. (*Use the hazard assessment form - Appendix D. Be sure to send a copy to EH&S.*) New employees are required to complete a Right to Know/Safety Video Orientation and corresponding assessment available at (...)

1. A description of the accident prevention program:

- In accordance with WISHA regulations (WAC 296-800-140).
- Consists of this safety orientation and the safety committee that is described in Part 2 below.
- Rules that all employees must follow:
 - Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative.
 - Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
 - Never operate a piece of equipment unless you have been trained and are authorized.
 - Use personal protective equipment whenever it is necessary.
 - Obey all safety warning signs.
 - Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
 - Firearms and explosives are prohibited on college property.
 - Smoking is not permitted on campus, unless in personal vehicle.
 - Clean up spills of non-hazardous materials immediately. For hazardous material spills reference HAZCOM plan, section 5.0.
 - Return all tools and supplies after use. Do not allow clutter to accumulate where it will become a hazard. Good housekeeping helps prevent accidents.
- **Employer Responsibilities (WAC 296-800-110)**—in order to provide a safe and healthy workplace free from recognized hazards the College must:
 - Provide a workplace free from recognized hazards.

- Provide and use means to make your workplace safe
- Prohibit employees from entering, or being in, any workplace that is not safe.
- Construct your workplace so it is safe.
- Prohibit alcohol and narcotics from your workplace.
- Prohibit employees from using tools and equipment that are not safe.
- Establish, supervise, and enforce rules that lead to a safe and healthy work environment that are effective in practice.
- Control chemical agents.
- Protect employees from biological agents.

1. Employee Responsibilities (WAC 296-800-120)—in order to play an active role in creating a safe and healthy workplace and comply with all applicable safety and health rules employees must:

- Study and follow all safe practices that apply to their work.
- Coordinate and cooperate with all other employees in the workplace to try to eliminate on-the-job injuries and illnesses.
- Apply the principles of accident prevention in their daily work and use proper safety devices and protective equipment as required by their employment or employer.
- Maintain all personal protective equipment (PPE) properly.
- Not wear torn or loose clothing while working around machinery.
- Report promptly to their supervisor every occupational injury or illness.
- Not remove, displace, damage, or destroy or carry off any safeguard, notice, or warning provided to make the workplace safe.
- Not interfere with the use of any safeguard by anyone in the workplace.
- Not interfere with the use of any work practice designed to protect them from injuries.
- Do everything reasonably necessary to protect the life and safety of employees.

2. How and when to report injuries.

- If you are injured or become ill on the job, report to your *supervisor* immediately and complete the Accident Report (Appendix B). The form is available online and in the Human Resource Department, the Office of Instruction and the Safety & Security Department. Supervisors should then contact Human Resources to report the accident.

3. Where first aid facilities are located.

- First aid kits are marked and located in each building (Appendix C).
- All supervisors are encouraged to have first-aid and CPR training.
- Emergency phone numbers are located in the *Emergency Action Desk Reference* located at: <http://lcc.ctc.edu/info/webresources/SafetySecurity/EmergActionDeskRef.pdf>.
- Employees WILL NOT TRANSPORT victims off campus; Call 911.
- Supervisors are responsible for ensuring that the Accident Report is completed, **including the supervisor comments section of the report**. Then forward the completed report to Human Resources.

4. How to report unsafe conditions and practices.

- If you see something that is unsafe or someone working unsafely, immediately report it to your *supervisor*.
- If assistance is needed contact the Manager of EH&S (442-2273).

4. What to do in an emergency.

- Review the evacuation building map which is posted *next to the entrances/exits* and includes the location of additional exits, fire extinguishers, and first aid kits.
- Refer to the Emergency Action Desk Reference for campus emergency procedures located at: <http://lcc.ctc.edu/info/webresources/SafetySecurity/EmergActionDeskRef.pdf>.

5. Identification of hazardous chemicals.

- Refer to the College's HAZCOM plan.

6. Use and care of required personal protective equipment (PPE).

- Some tasks require an employee to wear PPE to protect against injury.
- Safety rules and PPE requirements based upon a hazard assessment have been established for each task. See department supervisor for PPE requirements.
- Supervisors will instruct employees on using the manufacturer's instructions for use and care of PPE.
- Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

Element 2 - Safety Committee

Purpose: The purpose of the LCC Safety Committee is to coordinate and communicate matters involving employee safety and health arising from the College's physical environment.

- The safety committee will consist of personnel according to the requirements established in WAC 296-800-13020
- Committee's responsibilities:
 - Review safety and health inspection reports to help correct safety hazards.
 - Evaluate the accident investigations conducted since the last meeting to determine if the cause "s" of the unsafe situation was identified and corrected.
 - Evaluate our work place accident prevention program and discuss recommendations for improvement, if needed.
 - Document attendance.
 - Write down subjects discussed.

CHEMICAL HAZARD COMMUNICATION PROGRAM



Table of Contents

LOWER COLUMBIA COMMUNITY COLLEGE

HAZARD COMMUNICATION PROGRAM for CHEMICALS

1.0	HAZARD COMMUNICATION STANDARD	2
2.0	CHEMICAL INVENTORY AND MATERIAL SAFETY DATA SHEETS (MSDS) ..	2
2.1	Departmental Responsibility	2
2.2	Chemical Inventory	2
2.3	Material Safety Data Sheets (MSDS)	3
3.0	CHEMICAL LABELING	7
3.1	Container Labels	7
3.2	Secondary Labels	7
4.0	EMPLOYEE INFORMATION AND TRAINING	4
5.0	CHEMICAL SPILLS	8
6.0	PERSONAL PROTECTIVE EQUIPMENT (PPE)	8
7.0	On-Site Contractors	5
8.0	Hazardous Non-Routine Tasks	5
9.0	Hazardous Substances In Unlabeled Pipes	5
10.0	Chemical Exposure Incident Procedure	5
10.1	Employee Exposure Records	6
11.0	Chemical Hazard Communication Standard Summary	6
12.0	GLOSSARY	7

1.0 HAZARD COMMUNICATION STANDARD

This program has been developed in accordance with Washington Administrative Code (WAC) 296-800-170, the Chemical Hazard Communication Standard. The general purpose of this program is to ensure that each College employee is informed and trained on the Chemical Hazard Communication Standard, the location and hazardous properties of the chemicals used in the workplace, and the protective measures required. The program applies to all locations where employees might be exposed to hazardous chemicals during normal working conditions or an emergency situation. A copy of this program is available upon request from the Environmental Health and Safety (EH&S) Manager, and is available for review in the EH&S Office, Campus Services, room 102.

2.0 CHEMICAL INVENTORY AND MATERIAL SAFETY DATA SHEETS (MSDS/ SDSs)

2.1 Departmental Responsibility

Each department is responsible for:

- Appointing a person to be responsible for maintaining the departmental inventory and MSDS/SDS files.
- Maintaining an inventory of hazardous chemicals used in their area. The inventory will be updated upon receipt of any chemical. The inventory is to be reviewed at least annually for accuracy and a copy given to the Environmental Health and Safety (EH&S) Manager.
- Obtaining, and maintaining, a hardcopy notebook of current Material Safety Data Sheets (MSDS/ SDSs), for only the hazardous chemicals currently used/present in their area.
- Maintain a hardcopy of all archival MSDS documents obtained for chemicals previously housed within the department that are no longer used/ present.
- Reviewing, periodically, the location of the inventory and MSDS/ SDSs file with employees.
- It is the employee's responsibility to know the location of the inventory and MSDS/ SDSs file for their department.
- Relay chemical hazard information from MSDS/ SDSs to employees (see training section below).

2.2 Chemical Inventory

Departmental inventory should contain at a minimum chemical or product name, manufacturer, product #, quantity, and whether or not an MSDS is on file. It is recommended to have label warning, and product contents with percentages. The chemical or product name should match the common name on the MSDS and container label.

Example:

Chemical/ Product Name	Manufacturer	Product #	Quantity	MSDS on File	Location	Label Warning
Paint Thinner	Sunnyside	00085	1 gal	Yes	CMS 100	H2-F3-R1
Acetone	JT Baker	77765	1 liter	Yes	PSC 106	Flammable

A list of chemicals on campus can be obtained from the EH&S Manager, or reviewed in the EH&S office, Campus Services 102.

2.3 Material Safety Data Sheets (MSDS/ SDSs)

A Material Safety Data Sheet/ Safety Data Sheet is a written document describing the identification of the common name(s) of the product, chemical substances, physical and health hazards, entry route(s), permissible exposure limit, and any general precautions or controls for safe handling. The document also includes emergency first aid procedures; the date the MSDS/ SDSs was prepared; and the name, address, and telephone number of the chemical manufacturer or importer.

The MSDS/ SDSs file must be available to all employees for review during each work shift. If MSDS/ SDSs are not available, immediately contact your supervisor. The departmental supervisor or designee reviews incoming MSDS/ SDSs for safety and health information and conveys any new information and training to affected employees.

MSDS/ SDSs are required when new chemicals are procured and must be maintained and current for the entire duration a chemical is in stock. If an MSDS/ SDSs doesn't arrive with a chemical:

- Call or email the company and request an MSDS/ SDSs.
- Obtain an electronic MSDS/ SDSs which are available for print out on many company's websites.

Material safety data sheets/ Safety Data Sheets are defined as an employee exposure record and therefore must be retained for 30 years. MSDS/ SDSs for chemicals no longer used by the department will be retained and maintained and filed in notebooks separate from those containing current inventory. Refer to the section entitled "Employee Exposure Records" for additional information

3.0 CHEMICAL LABELING

Departmental supervisors or their designee is responsible to ensure that all primary and secondary containers of hazardous chemicals in their area are properly labeled. Labels are to be legible and in English, although additional labels in other languages can be added to the container. For labeling assistance, contact the EH&S Manager.

3.1 Container Labels

Labels on containers from the manufacturer are to list the following:

- Identity of the hazardous chemical(s);
- Appropriate hazard warnings including target organs; and
- Name and address of the chemical manufacturer, importer, or other responsible party.

3.2 Secondary Labels

Secondary containers are to be labeled. Labels on secondary containers must include the chemical identity (common name) and the hazard information from the manufacturer's label. Secondary containers that serve solely to replace the manufacture's original packaging must meet current GHS requirements.

4.0 EMPLOYEE INFORMATION AND TRAINING

Departmental supervisors are responsible for employee training. During new employee orientation and prior to starting work employees using, or potentially exposed to, hazardous chemicals receive initial training on the Chemical Hazard Communication Standard and the safe use of those chemicals. Additional training will be conducted by their supervisor before a new chemical is used or when a new chemical hazard is introduced into the workplace. Employee training should be documented in writing and kept on file in the department. The training and information provided consists of the following:

- A summary of the standard and the purpose, location and availability of the written program, the list of hazardous chemicals, and associated material safety data sheets/ safety data sheets. A summary of the standard is at the back of this program.
- Informing employees of any operations in their work area where hazardous chemicals are present.
- How to read chemical labels and review MSDS/ SDSs to obtain appropriate hazard information. The glossary at the end of this program lists some common MSDS/ SDSs terms.
- The physical and health hazards of the chemicals in the work area, including the likely symptoms or effects of overexposure. The glossary at the end of this program lists some common physical and health hazard terms.
- The methods and observation techniques used to determine the presence of a hazardous chemical release. Detection methods may include monitoring devices, visual appearances or odor.
- The measures the unit has implemented to minimize employee exposure to hazardous chemicals. These measures may include engineering controls, the use of personal protective equipment, and specific work practices employees must follow to minimize chemical exposure.
- The emergency procedures to initiate in the event an employee is exposed to a hazardous chemical. If an employee has been exposed to a hazardous chemical, refer to the "Chemical Exposure Incident Procedure" of this program for instruction.

5.0 CHEMICAL SPILLS

Departments will manage chemical spills in such a manner as to prevent injury or illness to cleanup workers. Chemical spills are to be reported by calling (360) 442-2911, if the spill is of unmanageable size or toxicity. Only employees who are specifically trained in spill management techniques and who are trained and can wear appropriate PPE may manage spills. Only spills incidental to normal work practices may be cleaned up by departmental workers.

6.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Supervisors or their designees are to perform hazard assessments of each work task to determine if hazards, including chemical hazards, are present, or are likely to be present, which require the use of PPE. Refer to the PPE Section of the Accident Prevention Program. The Personal Protective Equipment Hazard Assessment and Certification Guidelines in the Accident Prevention Program should be used to perform and document hazard assessments.

Supervisors evaluate chemical hazards and select suitable PPE using information from the MSDS/ SDSs, container labeling, vendors, Environmental Health and Safety and other resources as necessary. Employees will be trained to use, and will use properly fitted PPE. Employee PPE training can be documented using the form provided in the Accident Prevention Program.

7.0 ON-SITE CONTRACTORS

Contractors may work within and around LCC. The department requesting service from the contractor(s) will inform contractor(s) of any hazardous materials present in the workplace, the availability of MSDS/ SDSs, and any required protective measures.

Contractors in the course of their work may potentially expose LCC employees to hazardous materials. The department requesting service from the contractors will request MSDS/ SDSs for chemicals used by contractors. Contact EH&S for assistance with MSDS/ SDSs procurement.

8.0 HAZARDOUS NON-ROUTINE TASKS

Periodically, employees may be required to perform non-routine tasks involving hazardous materials. Prior to starting work on any non-routine task, affected employees will be given information and training by their supervisor or designee. This information and training includes:

- The specific hazards related to the non-routine tasks
- Protective measures required
- Steps the unit is taking to reduce chemical hazards
- Emergency procedures

9.0 HAZARDOUS SUBSTANCES IN UNLABELED PIPES

Employees required to work on or near unlabeled pipes will be informed of the substances in the pipes, any potential hazards and protective measures.

10.0 CHEMICAL EXPOSURE INCIDENT PROCEDURE

In the event an employee may have been overexposed (inhalation, ingestion or physical contact) to a hazardous chemical, after the necessary medical care has been provided, the supervisor must complete an "Accident Report." The following information should be included on the form: the specific chemical(s), the duration of the exposure, the type of exposure (inhalation, ingestion, skin contact), and personal protective equipment used. An MSDS/ SDSs for the chemical(s) needs to be attached to the Accident Report. Refer to the Accident Prevention Program for further information. Environmental Health and Safety retains this form for 30 years as an employee exposure record.

10.1 Employee Exposure Records

Washington Administrative Code (WAC) 296-62-052 defines MSDS/ SDSs as an employee exposure record, which must be preserved for 30 years. The MSDS/ SDSs for chemicals no longer used by a department will be retained and maintained separately from current inventory MSDS/ SDSs. In accordance with WAC 296-800-170, departmental supervisor or their designee will provide to their employees, at the time of initial employment and annually thereafter, the following information:

- The existence, location and availability of inactive MSDS/ SDSs.
- The supervisor or their designee is responsible for maintaining and providing access to the MSDS/ SDSs.
- The employee has the right to access the MSDS/ SDSs during their regular working shift.

11.0 CHEMICAL HAZARD COMMUNICATION STANDARD SUMMARY

The Hazard Communication Standard is based on a simple concept that employees have both the need and right to know the identities and hazards of the chemicals they are potentially exposed to when working. They also need to know what protective measures are required. This knowledge should reduce work-related injuries and illnesses caused by chemical exposure.

The Hazard Communication Standard establishes uniform requirements to assure that the hazards of all chemicals imported, produced or used in U.S. workplaces are evaluated. The hazard information and associated protective measures are to be transmitted to affected employers and potentially exposed employees.

Chemical manufacturers and importers must convey the hazard information they learn from the evaluations to employers by labels on containers, and MSDS/ SDSs. Employers must have a hazard communication program to convey this information to their employees through container labeling, MSDS/ SDSs and training.

12.0 GLOSSARY

- Carcinogen: A substance or agent capable of causing or producing cancer.
- Combustible Liquid: A liquid having a flashpoint at or above 100F and below 200F.
- Corrosive: A chemical that causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the site of contact.
- Flammable Liquid: A liquid having a flashpoint below 100 F.
- Flashpoint: The minimum temperature at which a material ignites when exposed to a source such as flame or spark.
- Hazardous Chemical: Any chemical whose presence or use is a physical or a health hazard.
- Health Hazard: A chemical for which there is significant evidence, based on at least one study conducted in accordance with established scientific principles, that acute or chronic health effects may occur in exposed employees.
- Irritant: A chemical, which is not corrosive, that causes a reversible inflammatory effect on living tissue by a chemical action at the site of contact.
- LEL, or LFL: Lower Explosive Limit, or Lower Flammable Limit, of a vapor or gas; the lowest concentration that will produce a flash of fire when an ignition source is present.
- Mutagen: A substance or agent capable of altering the genetic material in a living cell.
- Oxidizer: A chemical that initiates or promotes combustion in other materials, causing fire either by itself or through the release of oxygen or other gases.
- PEL: Permissible Exposure Limit.
- Physical Hazard: A chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas explosive, flammable, an oxidizer, pyrophoric or water-reactive.
- ppm: Parts per million is the concentration of a gas or vapor in air - parts (by volume) of the gas or vapor in a million parts of air.
- Pyrophoric: A chemical that will ignite spontaneously in air at a temperature of 130F or below.

- Sensitizer: A chemical that causes a substantial proportion of exposed people or animals to develop an allergic reaction in normal tissue after repeated exposure to the chemical.
- Specific Gravity: A chemical that is weighed against the weight of an equal volume of water. If a material cannot be dissolved and floats on water it has a specific gravity less than 1.0. If the number is greater than 1.0 it will sink as the specific gravity of water equals 1.0.
- STEL: Short Term Exposure Limit
- Teratogen: A substance or agent which can cause malformations in the fetus.
- TLV: Threshold Limit Value
- TWA: Time Weighted Average
- UEL, or UFL: Upper Explosive Limit, or Upper Flammable Limit of a vapor or gas; the highest concentration that will produce a flash fire when an ignition source is present.
- Vapor Density: The weight of a vapor or gas compared to the weight of an equal volume of air. Materials lighter than air have vapor densities less than 1.0. Materials heavier than air have vapor densities greater than 1.0.
- Water-Reactive: A chemical that will react to water to release a gas that is either flammable or presents a health hazard.



EMPLOYEE SAFETY ORIENTATION CHECKLIST

INSTRUCTIONS:

Each employee (this includes work-study and student help) shall receive a safety orientation **before** beginning work. This checklist documents that each required item was covered in the orientation. The supervisor is to place a check in each box in indication that the item was covered.

Name of Employee

Initial job assignment

1. General Safety Rules Discussion

- Informed about the elements of the written safety plan that outlines LCC safety efforts.
- Told who his/her elected safety committee representative is.
- Told to report all injuries and shown how to do this.
- Told to report all hazards to his/her supervisor and shown how to do this.
- Shown where the first aid supplies are located and who to call for first aid.
- Shown where the exits are located and the evacuation route from their assigned work area.
- Told what to do during an emergency.(Refer to the Emergency Action Desk Reference)

2. Fire Protection and Prevention

- Explained how to report fires and other emergencies.
- Emergency equipment kept clear and not obstructed.
- Shown fire extinguisher locations.
- Shown fire exit and emergency evacuation routes.

3. Hazard Communication Program

- Trained on chemical hazards according to the "Hazard Communication Program" requirements and:
 - Knows the location of the MSDS file and program documents.
 - Knows how to read labels and use MSDSs.
 - Knows generally what kinds of chemicals are used at LCC and their hazards.
 - Knows about the hazards and precautions related to the chemicals he/she will be using.

4. Personal Protective Equipment (PPE) and Training

- Trained on the safe methods to perform the specific job the employee was assigned including any hazards associated with that job.
- Given any personal protective equipment (PPE) required and trained on how to use and care for it. PPR required for this job. _____
- Provided any formal training required for his/her job such as proper lifting, forklift operations, etc. Initial formal training given (date): _____

The signatures below document that the above orientation was completed on the date listed. Both parties accept responsibility for maintaining a safe and healthy work environment.

Supervisor's signature

Department

Date

***** Employee is not to sign this form unless all items have been covered and all questions have been answered.**

Employee's signature

Date

Copy to Safety and Security Department



First Aid Kit Locations

<u>Building</u>	<u>Room #</u>	<u>Type</u>	<u>Building</u>	<u>Room #</u>	<u>Type</u>
<i>Administration Building</i>			<i>Head Start/Home & Family Life Center</i>		
ADM	117	small	HFL	112, 114	medium
ADM	126	small	HFL	116,118,120	medium
ADM	209	medium	<i>Instructional Office Building</i>		
ADM	220	small	IOB	103	large
<i>Admissions Center</i>			IOB	120	medium
ADC	129	sm. & med.	IOB	213	medium
ADC	155	medium	<i>International Center</i>		
ADC	154	small	INC	100	medium
ADC	105	band aids	<i>Main Building</i>		
ADC	144B	small	MAN	102A	medium
<i>Alan Thompson Library</i>			MAN	204	medium
LIB	198C	medium	<i>Physical Science Building</i>		
LIB	117	medium	PSC	110	large
LIB	105	medium	<i>Rose Center for the Arts</i>		
<i>Applied Arts Building</i>			RCA	149	medium
AAR	109	medium	<i>Science Building</i>		
AAR	Office Row	medium	SCI	102	2 medium
AAR	135	medium	SCI	106A	large
<i>Campus Services Building</i>			SCI	107	medium
CMS	108	medium	<i>Student Center</i>		
CMS	100	medium	STC	107	small
CMS	108	medium	STC	128	large
<i>Don Talley Building</i>			STC	146	medium
DTV	113,111,124	large	STC	213	small
DTV	102	small	STC	Lobby	large
DTV	105	medium	<i>Truman Myklebust Gymnasium</i>		
DTV	211A	small	GYM	100B	medium
<i>Head Start East</i>			GYM	116	large
HSE	105,108	medium	<i>Vocational Building</i>		
HSE	110,113	medium	VOC	117	medium
<i>Head Start/Home & Family Life Center</i>			VOC	114	medium
HFL	131,129,127	medium	VOC	161	medium
HFL	125, 123,121	medium			

