

HAZARD COMMUNICATION PLAN

Endicott College
376 Hale Street
Beverly, MA 01915

Regulation: 29 CFR 1910.1200 Hazard Communication Standard

The Hazard Communication Standard requires employers to establish hazard communication programs to transmit information on the hazards of chemicals to their employees by means of labels on containers, material safety data sheets, and training programs. Implementation of these hazard communication programs will ensure all employees have the "right to know" the hazards and identities of the chemicals they work with, and will reduce the incidence of chemically-related occupational illnesses and injuries.

Scope: This program covers all work operations at Endicott College where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation.

Policy Statement

It is the policy of Endicott College to reduce employee exposure to hazardous chemicals and the overall incidence of chemical-related injuries and illnesses. All employees who are potentially exposed to hazardous chemicals in their assigned jobs must be fully informed of both the hazardous properties of the chemicals and the protective measures that are available to minimize exposure to these chemicals. This type of information will be made available to employees by means of labels on chemical containers, SDSs, and mandatory training. Employees will be informed of any known hazards associated with chemicals to which they may be exposed before their initial assignment, whenever the hazards change, or when new hazardous chemicals are introduced into their respective work areas. An online database of Endicott College SDS information is available at [SDS](#)

Plan Administration

<u>Task</u>	<u>Contact Person</u>	<u>Contact Information</u>
Safety Data Sheet (SDS) Inventory	Environmental Health and Safety Manager	Work: 978-232-2125
	Bio Lab Coordinator	Work: 978-232-2235
Employee Training	Director of Dining Services (Sodexo)	Work: 978-232-2125
	General Manager of Wylie Inn and	Work: 978-232-2110
	Director of Human Resources	978-867-1959 Work: 978-232-2041

Chemical Labeling: Warehouse Receiver, Bio Lab Coordinator and Nursing Lab Coordinator are responsible for properly labeling all containers of hazardous chemicals and for maintaining and updating the labels.

SDS Inventory: Warehouse Receiver, Bio Lab Coordinator and Nursing Lab Coordinator are responsible for maintaining up-to-date SDSs and ensuring that they are readily accessible in all work areas.

Employee Training: Human Resources is responsible for training employees concerning hazardous chemicals in their work areas.

Plan Review and Update

This Plan will be periodically reviewed by the Health and Safety Committee and updated when necessary.

Plan Availability

Copies of the Plan, including the written training program, are available upon request of employees, their designated representatives, the state or federal safety regulatory agency, and to the National Institute of Occupational Safety and Health.

Copies of the Plan are available on the College's intranet at as well as Public Safety, Human Resources, and Physical Plant.

Definitions

Chemical: any element, chemical compound or mixture of elements and/or compounds

Hazardous chemical: any chemical which is a physical hazard or a health hazard

Safety data sheet (SDS): a written description of a hazardous chemical or chemical product which contains comprehensive technical information about a particular substance and explains the risks, precautions, and remedies to exposure related to hazardous ch

On Endicott's website

Recognize hazardous chemicals

Understand the risks they pose

Interpret the information on chemical labels

