

College Operating Procedures (COP)



Procedure Title: Hazardous Materials Communication
Procedure Number: 08-0820
Originating Department: Public Safety

Specific Authority:

Board Policy 6Hx6:1.01; 6Hx6:1.02; 6Hx6:7.03
Florida Statute 1001.64; 1001.65; 1013.12
Florida Administrative Code n/a

Procedure Actions: 01/01/04; 07/01/09

Purpose Statement: Florida Governor's Executive Order 00-292 requests state agencies to comply with the operating procedure and provisions of the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) Standards 29 Code of Federal Regulation (CFR), Part 1910 Subpart Z regarding hazardous materials in the workplace and the danger posed to the health of employees as a result of exposure to hazardous materials during the course of employment.

Guidelines:

The Department of Public Safety, through Florida SouthWestern State College Human Resources, shall provide information and training to all employees on the hazards of toxic substances in the workplace.

Definitions:

The following terms will apply for use in this operating procedure:

Material Safety Data Sheet (M.S.D.S.) - A document containing information about the properties and hazards of a toxic substance. The information will include the chemical identity of the substance, the physical and chemical properties, the physical and health hazards, the means by which the chemical may gain access to the body, safety handling and use, emergency and first aid procedures and control measures.

Distinction between "Work Area" and "Workplace." For the purpose of this operating procedure only those employees working in a "work area" that is located within a "workplace" are considered affected employees. For example: If a print shop (work area) containing hazardous materials is located within a multi-story office building (workplace), only those employees within the print shop (work area) are subject to the provisions of this operating procedure.

Procedures:

- I. The law declares that Florida SouthWestern State College employees have an inherent right to know about hazardous materials in the workplace and that employers have a responsibility to give notice to employees of hazardous materials present or introduced into the workplace. The law requires the College, as an employer, to take the following actions concerning hazardous materials that are present in the workplace:
 - A. Identify hazardous materials in the workplace.
 - B. Obtain Material Safety Data Sheets (MSDS) for the hazardous materials identified and ensure that the MSDSs are readily available in the immediate “work areas” where hazardous materials are present.
 - C. Post required notices (posters) in the “work areas” where hazardous materials are present; post notices concerning employee rights.
 - D. Provide required education and training for employees who work in “work areas” where hazardous materials are present.
 - E. Provide requesting employees with copies of MSDSs.
 - F. Provide local fire departments with a list of “work areas” where hazardous materials are present and identify the chemical and common name of each substance regularly present.
 - G. Maintain a record of MSDSs for a period of 30 years.
 - H. The right to protection against discharge, discipline or discrimination for having exercised any of these rights.
- II. Scope. This operating procedure is applicable to all College entities and all “work areas” controlled by the College in which employees work.
- III. Training shall be provided to employees within their first 30 days of employment and at least annually thereafter. The instruction shall be on the adverse health effects of those toxic substances with which they work in their “work area” and how to use each substance safely and what to do in case of emergency (Hazardous Communication). Training will be provided by Human Resources using various formats.