



**Tunxis Community College**  
**Hazard Communication Program**  
**2018 - 2019**

## **Tunxis Community College Hazard Communication Program**

The following Hazard Communication Program is based on the requirements of the OSHA Hazard Communications Standard, 29 CFR 1910.1200.

### **1. Tunxis Community College Policy**

To ensure that information about the dangers of all hazardous chemicals used by Tunxis Community College is known by all affected employees, the following hazardous information program has been established. Under this program, you will be informed of the following:

- Contents of the OSHA Hazard Communication Standard;
- The hazardous properties of chemicals with which you work;
- Safe handling procedures;
- Measures to take to protect yourself from these chemicals

This program applies to all work operations in our college where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of this college will participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available in the Office of the Dean of Administration for review by any interested employee.

The Dean of Administration is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

### **2. Container Labeling**

The Director of Facilities will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address.

The Director of Facilities will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see the Director of Facilities.

### **3. Safety Data Sheets (SDSs)**

The Director of Facilities is responsible for establishing and monitoring the college SDS program. The Director will ensure that procedures are developed to obtain the necessary SDSs and review incoming SDSs for new or significant health and safety information. The Director will see that any new information is communicated to affected employees. The procedure below will be followed when an SDS is not received at the time of initial shipment:

The Purchasing Department will contact the vendor to obtain the SDS. The chemical will not be used by employees until the SDS is received. If Purchasing encounters difficulty in obtaining the SDS, they will alert the Director of Facilities

Copies of SDSs for all hazardous chemicals to which employees are exposed or are potentially exposed are kept in the Lead Custodian's Office. Purchasing and the Information Desk also maintain copies.

SDSs will be readily available to all employees during each work shift. If an SDS is not available, contact the Director of Facilities.

SDSs will be readily available to employees in each work area using the following format:

- Paper copies stored in a clearly labeled binder located in the Lead Custodian's office.

When revised SDSs are received, the following procedures will be followed to replace old SDSs:

- Purchasing will alert the Director of Facilities and Lead Custodian. The Director of Facilities will review the new SDS and notify employees of any new safe handling procedures. The Lead Custodian will remove the old SDS and replace it with the new SDS.

#### 4. **Employee Training and Information**

The Dean of Administration is responsible for the Hazard Communication Program and will ensure that all program elements are carried out.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will attend a health and safety orientation that includes the following information and training:

- An overview of the OSHA hazard communication standard
- The hazardous chemicals present at his/her work area
- The physical and health risks of the hazardous chemicals
- Symptoms of an overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent overexposure to hazardous chemical through use of control procedures, work practices and personal protective equipment
- Steps the college has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels and SDSs to obtain hazard information
- Location of the SDS file and written Hazard Communication program

Prior to introducing a new chemical hazard into any section of this college, each employee in that section will be given information and training as outlined above for the new chemical hazard. The training format will be as follows:

- In-person, interactive classroom instruction with the Dean of Administration and/or the Director of Facilities present, allowing for questions & answers

#### 5. **Hazardous Non-routine Tasks**

Periodically, employees are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: confined space entry, tank cleaning and some painting.

Prior to starting work on such projects, each affected employee will be given information by the Director of Facilities about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use, and steps the college is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

## **6. Informing Other Employers/Contractors**

It is the responsibility of the Director of Facilities to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of the Director of Facilities to obtain information about hazardous chemicals used by other employers to which employees of this college may be exposed.

Other employers and contractors will be provided with SDSs for hazardous chemicals generated by this college's operations in the following manner:

- The Director of Facilities will provide hard copies of appropriate SDSs. If necessary and/or appropriate, the Director will meet face-to-face with employers and contractors to ensure precautionary measures are in place and understood.

In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by this college.

Also, other employers will be informed of the hazard labels used by the college. If symbolic or numerical systems are used, the other employees will be provided with information to understand the labels used for hazardous chemicals for which employees may have exposure.

## **7. List of Hazardous Chemicals**

A list of all known hazardous chemicals used by our employees is attached to this plan. This list includes the following items:

- Name of the chemical
- Manufacturer
- Work area in which the chemical is used
- Dates of Use
- Quantity Used

Further information on each chemical may be obtained from the SDSs located at the following locations:

- Lead Custodian's Office
- Purchasing
- Information Desk

When new chemicals are received, this list is updated (including date the chemicals were introduced) within 30 days. To ensure any new chemical is added in a timely manner, the following procedures shall be followed:

- When a new chemical is ordered, the Purchasing Department will alert the Dean of Administration and Director of Facilities. The Dean will update the list. The Director will ensure that proper precautionary measures are relayed to employees using the chemical in the course of their work.

The hazardous chemical inventory is maintained by the Dean of Administration, phone: 860-773-1302.

#### **8. Chemicals in Unlabeled Pipes**

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact the Director of Facilities for information regarding:

- The chemical in the pipes
- Potential hazards
- Required safety precautions

#### **9. Program Availability**

A copy of this program will be made available, upon request, to employees and their representatives.

**Tunxis Community College**  
**2018-2019 List of Hazardous Chemicals**

Identity	Manufacturer	Emergency Medical Number	MSDS#	CAS Number	Work Area	Dates of Use	Quantity Used Annually
Expo White Board (Care) Cleaner, Expo Whit Board (Care) Cleaning Wipes	Newell-Rubbermaid (Sanford LP) 2707 Butterfield Road Oak Brook, IL 60523 800-323-0749 or 630-481-2000	888-786-0972	81860	Water Propylene glycol n-Butyl ether 5131-66-8	Classrooms	As Needed	20 gallons
Wasing Compressed Detergent Tablets	Tucker Manufacturing Co., Inc. 613 2nd Avenue S.E. Cedar Rapids, IA 52406-0848	800-553-8131 319-363-3591	?	N/A	Building Windows	Once/yr	1 case10 lb. tubs
Big D Deodorant Powder Product 152, 153, 154 & 176	Big D Industries 5620 SW 29th St. Oklahoma City, OK 73179 405-682-2541	800-535-5053	0003	Sodium Sulfate 7757-82-6, Precipitated Silica 112926- 00-8, Fragrance - No CAS	Campus Classrooms	Quarterly	4 cases of 12 1 lb. containers
Dust Mop/Dust Cloth Treatment (Aerosol)	Spartan Chemical Company, Inc. 1110 Spartan Drive Maumee, OH 43537 800-537-8990	888-314-6172	6099	Petroleum Distillate8052-41- 3, Isobutane 75-28-5, Propane 74-98-6	Campus Hardwood Surfaces	Daily	2 cases (12 cans/case)
#120 Peroxide Multi-Surface Cleaner	M.D. Stetson Company, Inc. 92 York Avenue Randolph, MA 02368 781-986-6161	800-535-5053	PC120	Hydrogen Peroxide 7722-84-1	Labs	Twice per week	2 gallons
Product Central #121: Pro-Zyme	M.D. Stetson Company, Inc. 92 York Avenue Randolph, MA 02368 781-986-6161	800-535-5053	PC121	Tetrasodium ethylenediamineteracetate 64-02-8, Alkyl Sulfate 2235-54-3, Alkylbenzenesulfonic acid 68584-22-5, Ethoxylated alcohol 78330- 21-9, Sodium Xylene Sulfonate 1300-72-7	All campus hard surfaces	Daily	32 cases (4 gallons/case)
PURELL Sanitizing Wipes	GOJO Industries, Inc. One GOJO Plaza, Suite 500 Akron, OH 44311 330-255-6000, 330-255-6000x8804	800-424-9300	?	N/A	Campuswide	Daily	6 cases (2 refills/case)
PURELL Advanced Instant Hand Sanitizer Foam	GOJO Industries, Inc. One GOJO Plaza, Suite 500 Akron, OH 44311 330-255-6000, 330-255-6000x8804	800-424-9300	?	Ethyl Alcohol 64-17-5, Isopropanol 67-63-0	Campuswide	Daily	10 cases (2 refills/case)
Foaming Antibacterial Hand Soap	Kutol Products Company 7550 Camargo Road Cincinnati, OH 45243 513-527-5500	800-424-9300	?	N/A	Campuswide	Daily	76 cases (6 refills/case)

**Tunxis Community College**  
**2018-2019 List of Hazardous Chemicals**

Identity	Manufacturer	Emergency Medical Number	MSDS#	CAS Number	Work Area	Dates of Use	Quantity Used Annually
Aerosol Furniture Polish	Simoniz USA Inc. 201 Boston Turnpike Bolton, CT 06043 860 646 0172	1-800-255-3924	S3339XXX	Polydimethylsiloxane Emulsion 7732-18-5, Liquefied Petroleum Gas 68476-85-7	Campuswide	Daily	2 cases (12 cans/case)
WASH SAFE Rust Off	WASH SAFE INDUSTRIES, Inc. 400 Tubman Road Brewster, MA 02631 508-896-3383	508-896-3383	?	Ammonium Bifluoride 1341-49-7, Oxalic Acid 144-62-7	Outdoor sidewalks & walking areas	Once per yr.	1 gallon
Scotch Brite Easy Erasing Pad	3M 3M Center St. Paul, MN 55144-1000	800-364-3577	?	Mixture	Campuswide	As Needed	12 cases (12 packs of 3/case)
Elite Professional Bleach	James Austin Company 115 Downieville Road Mars, PA 16046 724-625-1535	866-359-5662	?	Sodium hypochlorite 7681-52-9, Sodium hydroxide 1310-73-2	Campus Bathrooms	Daily	56 cases (6 gallons/case)
NABC Non-Acid Disinfectant Bathroom Cleaner	Spartan Chemical Company, Inc. 1110 Spartan Drive Maumee, OH 43537 800-537-8990	888-314-6171	7116; 7496	Alcohol ethoxylate 68439-46-3, Dialkyl dimethyl ammonium chloride 68424-95-3, Alkyl dimethyl benzyl ammonium chloride 68424-85-1	Campuswide	Daily	36 cases (12 quarts/case)
Green Scene ZF-25	Simoniz USA Inc. 201 Boston Turnpike Bolton, CT 06043	860-646-0172	G1389XXX	Water 7732-18-5, Acrylate Copolymer Trade Secret, 1-(2 methoxyisopropoxy)-2-propanol 34590-94-8	Cafeteria	Twice per year	32 cases (4 gallons/case)
GS-10 Floor Stripper	Simoniz USA Inc. 201 Boston Turnpike Bolton, CT 06043	860-646-0172	G1388XXX	2-Phenoxy Ethanol 122-99-6, 1-Butoxy2-Propanol 5131-66-8	Cafeteria	Twice per year	4 cases (4 gallons/case)
Green Scene MSD-32 Multi-Surface Degreaser	Simoniz USA Inc. 201 Boston Turnpike Bolton, CT 06043	860-646-0172	G1391XXX	N/A	Cafeteria	Twice per year	18 cases (4 gallons/case)
Green Scene GC-20 Glass Cleaner	Simoniz USA Inc. 201 Boston Turnpike Bolton, CT 06043	860-646-0172	G1383XXX	N/A	Campuswide	Daily	6 cases (4 gallons/case)

**Tunxis Community College**  
**2018-2019 List of Hazardous Chemicals**

Identity	Manufacturer	Emergency Medical Number	MSDS#	CAS Number	Work Area	Dates of Use	Quantity Used Annually
Lysol Brand III Disinfectant Spray, All Scents (Aerosol) - USA	Reckitt Benckiser Morris Corporate Center IV 399 Interpace Parkway P.O. Box 225 Parsippany, NJ 07054-0225	800-228-4722	?	Mixture Ethanol 64-17-5, Petroleum gases, liquefied, sweetened 68476-86-8, Quaternary ammonium compounds, benzyl-C12-18- alkyldimethyl, salts with 1,2- benzothiazol-3 (2H)-one 1,1-dioxide (1:1) 6989-01-5	Campus Restrooms	Daily	16 cases (12 cans/case)
EDGE PLUS Encapsulating Carpet Extraction Cleaner	National Chemical Laboratories of PA, Inc. 401 N. 10th Street Philadelphia, PA 19123	800-255-3924	0660	N/A	Campus carpets	Quarterly	20 cases (4 gallons/case) ordered 6/11
TANNIN OUT Coffee/Tea/Browning Carpet Spot Remover	National Chemical Laboratories of PA, Inc. 401 N. 10th Street Philadelphia, PA 19123	800-255-3924	0685	Citric Acid 77-92-9	Campuswide	Monthly/ As needed	8 cases (4 gallons/case)