

**THE MINNEAPOLIS COLLEGE OF ART AND DESIGN
HAZARD COMMUNICATION PROGRAM**

I. GENERAL

The following written Hazard Communication Program has been established for the Minneapolis College of Art and Design to ensure that the college is in compliance with the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200.

The Safety Coordinator is the main administrator of the program acting as the representative of the Vice President of Personnel and Administration who has overall responsibility.

In general, college members will be apprised of the substance of the HCS, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals. College members will also be informed of the hazards associated with non-routine tasks.

The written program is available upon request to the Safety Coordinator.

II. LIST OF HAZARDOUS CHEMICALS

The Safety Coordinator will maintain a list of all hazardous chemicals and related work practices used in the facility; he/she will update the list as necessary. A separate list is available for each work area. A master list of these chemicals will be maintained and is available in the Safety Office, room M17B.

III. LIST OF HARMFUL PHYSICAL AGENTS

The Safety Coordinator will make a list of harmful physical agents when present in the workplace and where College members may be exposed to the agent through equipment use or otherwise. Heat and noise sources have been identified for each work area. Each list will also identify the corresponding physical agent fact sheet (PAFS) for each source.

IV. MATERIAL SAFETY DATA SHEETS (MSDS)

The Safety Coordinator will maintain an MSDS library on every substance on the list of hazardous chemicals at the College. The Material Safety Data Sheets (MSDSs) will consist of a fully completed OSHA Form 174 or equivalent.

The Safety Coordinator is responsible for acquiring and updating MSDSs. The Department/Division Head will review each MSDS for accuracy and completeness. All new procurements for the College must be made through standard purchasing procedures. MSDSs that meet the requirements of HCS must be fully completed and received at the College either prior to, or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. It may be necessary to discontinue procurements from vendors failing to provide approved MSDSs in a timely manner. All vendor samples must be accompanied by a MSDS.

V. LABELS AND OTHER FORMS OF WARNING

Each Departmental/Divisional Head is designated to ensure that all hazardous chemicals in his/her facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party. The Departmental/Divisional Head will refer to the corresponding MSDS to verify label information and ensure that all secondary containers into which chemicals are transferred are labeled with the identity and appropriate hazard warning. Immediate use containers, small containers into which materials are drained for use that day by the individual drawing the material, do not require labeling.

VI. TRAINING

The Division Heads and Supervisors are ultimately responsible for ensuring that training requirements are met in their area. He/she will ensure that all elements specified below are carried out. The Safety Coordinator will help with planning or conducting the training and will keep the centralized data base for documentation of the training.

- A summary of the standard and this written program.
- Hazardous chemical properties including visual appearance, odor and methods that can be used to detect the presence or release of hazardous chemicals.
- Physical and health hazards associated with potential exposure to workplace chemicals.
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedure.
- Hazardous chemical spill and leak procedures; and
- Where MSDSs are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

Each College employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals. Additional training will be provided for College employees whenever a new hazard is introduced into their work areas.

The Safety Coordinator will monitor and maintain records of employee training and advise the facility manager on training needs.

Refresher training must be conducted annually.

VII. HAZARDOUS NON-ROUTINE TASKS

When a college employee is required to perform hazardous non-routine tasks, a special training session will be conducted on the hazardous chemical or physical agent to which the individual might be exposed and the proper precautions which must be taken to reduce or avoid exposure. The Department/Division head will forward the training date, the list of individuals trained, and a brief description of the training to the Safety Coordinator.

VIII. CONTRACTOR EMPLOYEES

The Facilities Manager or other appropriate department or division head will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of work on the premises, the labeling system in use, the protective measures to be taken and the safe handling procedures to be used. In addition, they will be notified of the location and availability of MSDSs.

IX. ADDITIONAL INFORMATION

Further information on this Written Program, the Hazard Communication Standard, and applicable MSDSs is available from the Safety Coordinator.