

The purpose of RCC's hazardous materials communication program is to ensure that RCC employees and students are effectively informed concerning workplace and classroom safety and health hazards, especially chemical hazards.

When a hazardous chemical is received:

1. The MSDS for that chemical will be routed to the facilities coordinator.
2. At this time, the master list will be updated [if it is a new chemical] and the location of the chemical will be noted.
3. A copy of the MSDS will then be forwarded to the supervisor of the department in which the chemical will be located.
4. The supervisor of the department will be responsible for ensuring that a properly completed copy of the ,Training Sheet Form, for that chemical is returned to the facilities coordinator and the Compliance Director within ten [10] days.
5. The original copy of the training sheet form should be retained by the instructor or supervisors to be filed with their records.
6. When new students or new employees come on campus to begin working or taking classes in the area where these chemicals are located, new training sheet forms should be prepared.

Hazardous Chemical List

1. All departments using hazardous chemicals are responsible for identifying and inventorying.
2. A current master list will be maintained in the facilities coordinator office. New chemicals will be added as they are received and chemicals no longer utilized will be removed from the list as they are discarded.
3. A formal inventory and updating of the list will be done annually.
4. Each hazardous chemical must be cross-referenced to the appropriate Material Safety Data Sheet.
5. The master HCL will be maintained in the facilities coordinator office. Partial lists will be maintained in the classroom and/or departments where hazardous chemicals are used.

Hazardous Material Disposal

1. It is the responsibility of the facilities coordinator to coordinate and verify the disposal of any identified hazardous waste material not essential to the operation of the college or its instructional programs.
2. Each area supervisor is responsible to notify the facility coordinator of the existence of such undesired material in his/her department.
3. Disposal cost shall be charged to the area from which the material comes.
4. The facilities coordinator shall work with the Compliance Director to ensure compliance with OSHA and other state or local regulations.

Material Safety Data Sheets (MSDS)

1. The Hazardous Communication Standard requires that MSDS be available to all employees for each hazardous chemical identified and used.
2. If the employer receives a chemical container labeled as a hazard, an MSDS is required.
3. The user department will be responsible for acquiring and maintaining updated versions of all MSDSs.