

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-3005 OSHA Hazard Communication Standard and Chemical Hygiene Standard

The following regulation facilitates compliance by establishing guidelines regarding the administration of OSHA's Hazard Communication Standard and Chemical Hygiene Standard for Laboratories.

- (1) OSHA's Hazard Communication Standard imposes an obligation on NCF to inform all employees of the listed toxic substances to which they are exposed in the work place and to provide training in safe handling practices and emergency procedures.
- (2) The Chemical Hygiene Standard for Laboratories requires all laboratories using hazardous chemicals to develop safety and health plans specific to their operations and the chemicals that they use.
- (3) The role, scope and program responsibilities to comply with the intent of these standards are as follows:
 - (a) Director of Environmental Health and Safety
 1. Coordinate implementation of the-Hazard Communication Standard and the Chemical Hygiene Standard, ensuring that departments comply with the requirements under the law.
 2. Provide guidelines for employee training and assist in training a department trainer.
 3. Provide the local fire department and/or the College's Public Safety Department with a complete list of toxic substances, by location, for the entire campus.
 - (b) Individual Departments
 1. Inventory the workplace for all chemicals, following established inventory procedures and send the completed inventory to the Division of Environmental Health and Safety.
 2. Maintain a file containing Material Safety Data Sheets (MSDS) on all chemicals to serve as a ready source of information for employee inquiries. Select one location within the department to house the MSDS file. Update the MSDS file as new toxic substances are introduced in the workplace and send copies of all sheets to the Division of Environmental Health and Safety.
 3. Upon request, provide a copy of the MSDS to the employee for any toxic substance to which the employee has been, is or may be exposed. This request must be complied with within five working days.
 4. Instruct, within the first thirty (30) days of employment, and at least annually thereafter, on the adverse health effects of each listed toxic substance with which the employee works, how to use each substance safely and what to do in case of emergency. Each training session should be documented and a copy forwarded to the Director of EH&S.
 5. Actively seek out the use of less toxic substitutes that are equivalent in effectiveness. Restrict the use of toxic substances by personnel until properly trained and stop the improper use of any toxic substance.

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6. All laboratories using chemicals must develop a chemical hygiene plan meeting the requirements of OSHA Regulations (29 CFR 1910.1450).
 - (c) Coordinator of Purchasing. Incorporate wording within the College's purchase orders and bid specifications requiring vendors to list any listed toxic substance and to provide a Material Safety Data Sheet (MSDS) for each, at the time of delivery. Providing this information is the vendor's duty under the law. If the vendor does not include an MSDS in the shipment for each substance, notify the vendor of the same or contact the manufacturer of the substance.
 - (d) Director of Human Resources. Include information on employee rights under the Hazard Communication Standard in the new employee orientation program. This may be used to supplement more detailed training to be provided, as necessary, by the new employee's department or division.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001

History: Adopted 04-27-02, as Policy 6-003; Revised and renumbered 09-11-10; Revised 03-11-17 (technical amendment)