



#### ADMINISTRATIVE POLICY

Policy Type:	Hazard Communication
Policy Number:	1905
Date Adopted:	03/30/2022
Version:	1.0
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Office Responsible:	Facilities
Reviewing Committee:	Process Management
Related Policies:	N/A
Related Laws:	General Industry Safety Standard Part 92. Hazard Communication

**Purpose:** Jackson College is required to develop, implement, and maintain at each workplace a written Hazard Communication Program (HCP) that describes how labels and other forms of warning, safety data sheets, and employee information and training are being met.

**Scope:** All new and existing Jackson College employees.

#### **Definitions:**

**Chemical Hygiene Plan (CHP):** A written plan developed and implemented by the employer which sets forth procedures, equipment, personal protective equipment, and work practices in laboratory settings.

**Hazard Communication Program (HCP):** A written program that describes how labels and other forms of warning, safety data sheets, and employee information and training are being met.

**Michigan's Right to Know Law:** A law that made it possible for any resident of an employer's county to request a listing of safety data sheets for all hazardous chemicals present at the employer's workplace. All workers who may be exposed to hazardous chemicals during the course of routine work or in a foreseeable emergency are included under the Right to Know Law.

**MSDSOnline:** A online safety data sheet management system.

**Safety Data Sheet(s) (SDS)** – Written or printed material concerning a hazardous chemical that serves as an informational tool developed by chemical manufacturers. They contain 16 sections and can be obtained from chemical suppliers and many internet sites.

**Policy Statement:** All employees shall follow the Hazard Communication Program as set forth by Jackson College. In accordance with the Right to Know Law, Jackson College shall make available all safety data sheets and shall notify employees via the facilities webpage when there are changes to safety data sheets or when new safety data sheets are added.



Initial training on the Hazard Communication Standard and the Hazard Communication Program shall be conducted by Human Resources. Any other training shall be the responsibility of individual departments.

Safety Data Sheets shall be stored on MSDSOnline. Employees shall have unobstructed access to the safety data sheets through this online storage system. Management of the online storage system shall be the responsibility of individuals identified in the Hazard Communication Program.

Laboratories shall be covered under the Chemical Hygiene Plan, an extension of the Hazard Communication Program. Satellite campuses and offsite locations shall follow the Chemical Hygiene Plan.

**References:**

[https://www.jccmi.edu/facilities\\_department/material-safety-data-sheets/](https://www.jccmi.edu/facilities_department/material-safety-data-sheets/)

[https://www.michigan.gov/documents/CIS\\_WSH\\_part\\_42\\_47164\\_7.pdf](https://www.michigan.gov/documents/CIS_WSH_part_42_47164_7.pdf)

**Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Version</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
07/30/2021	1.0	Initial Release	M. Phillips