

HAZARD COMMUNICATION

I. Policy Section

14.0 Risk Management

II. Policy Subsection

14.6

III. Date of most recent changes

March 24, 2004

IV. Policy Statement

Pursuant to the Michigan Right-To-Know Law and the Federal Occupational Safety and Administration Standard, the Board of Trustees directs the President to adopt a hazard communication program which will be available throughout the College for review by employees.

V. Reason for Policy

The program has been developed to meet the requirements of the Federal Hazard Communication Standard and the State of Michigan Right-to-Know Law, Act No. 154 of the Public Acts of 1974 as amended and Act No. 368 of the Public Acts of 1978 as amended.

In order to ensure that all employees of Grand Rapids Community College are made aware of any hazard from chemical use in their work environment, Grand Rapids Community College, hereby implements this written program.

This program shall be updated annually by March 1st when the requirements of the Federal Hazard Communication Standard or the Right-to-Know Law of Michigan are amended.

VI. Entities Affected by This Policy

All employees of Grand Rapids Community College, particularly employees who may be exposed to hazardous chemicals in the normal course of employment or who are likely to be exposed to hazardous chemicals in the event of an emergency.

VII. Who Should Read This Policy

All employees of Grand Rapids Community College

VIII. Related Documents

Grand Rapids Community College Right-To-Know Program

Document is available from the GRCC homepage – www.grcc.edu – quick reference drop-down menu, select Material Safety Data Sheets or at <http://www.grcc.edu/?msds>

IX. Contacts

The responsibility for coordinating the implementation of the program and for maintaining the subparts of the program shall be that of the Director of Purchasing, Mansfield Matthewson, mmatthew@grcc.edu, (616)234-3851.

Departmental contacts are listed in the Grand Rapids Community College Right-To-Know Program.

X. Definitions

Carcinogenic – Cancer causing substance or agent

Contractor – Supplier providing services to Grand Rapids Community College

Corrosive – Gradually destructive; steadily harmful

Hazardous Chemical – Substance – A chemical or substance that is possibly a source of danger

MIOSHA – Michigan Occupational Safety and Health Administration

MSDS – Material Safety Data Sheet

OSHA – Occupational Safety & Health Administration

PEL – Permissible Exposure Limit

TLV – Threshold Level Value

TOXIC – Capable of causing injury or death, especially by chemical means; poisonous

UEL – Upper Explosive Limit

XI. Procedures

See Grand Rapids community College Right-To-Know Program

Document is available from the GRCC homepage – www.grcc.edu – quick reference drop-down menu, select Material Safety Data Sheets or at <http://www.grcc.edu/?msds>.

XII. Forms

See Grand Rapids Community College Right-To-Know Program