Hazard Communication Plan

(Worker Right to Know)

Chapter 296-901 WAC

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CBC HAZARD COMMUNICATION PLAN (WORKER RIGHT TO KNOW)

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COLUMBIA BASIN COLLEGE
HAZARD COMMUNICATION PLAN (WORKER RIGHT TO KNOW)

I. HAZARD COMMUNICATION PLAN OVERVIEW

Columbia Basin College ("CBC" or the "College") is committed to the prevention of exposures that result in injury and/or illness and for compliance with all applicable state health and safety rules. The Hazard Communication Plan ("HCP or the "Plan") is written to conform to the requirements of Chapter 296-901 WAC. The Plan will be on file and available for review.

This Plan explains the Hazard Communication Plan procedures and practices to be used by employees who are in contact with, or use hazardous chemicals. The purpose of the Plan is to make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by the College through a plan of container labeling, and other forms of warning, including safety data sheets and employee training. (See Appendix 1 - Hazard Communication Plan Responsibility Matrix)

II. DEFINITIONS

Chemical: Any substance, or a mixture of substances.
Chemical name: The scientific designation of a chemical [the nomenclature system] developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.
Classification: The means to identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical, and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this plan. In addition, the classification of health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.
Common name: Any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.
Container: Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this plan, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.
Designated representative or Designee: Any individual to whom an employee gives written authorization to exercise such employee's rights under this plan.
Employee: A person, as defined in RCW 49.17.020(5), who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Employees such as office staff who encounter hazardous chemicals only in non-routine, isolated instances are not covered by this plan.
Employer: An entity, as defined in RCW 49.17.020(4), engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.
Exposure or exposed: When an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g., accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g., inhalation, ingestion, skin contact or absorption).

Hazard category: The division of criteria within each hazard class (e.g., oral acute toxicity and flammable liquids include four hazard categories). These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

Hazard class: The nature of the physical or health hazards (e.g., flammable solid, carcinogen, oral acute toxicity).

Hazard not otherwise classified (HNOC): An adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this plan. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this plan, but the effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

Hazard statement: A statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical including, where appropriate, the degree of hazard.

Hazardous chemical: Any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiate, combustible dust, pyrophoric gas, or hazard not otherwise classified.

Health hazard: A chemical which is classified as posing one of the following hazardous effects: Acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.

Immediate use: The hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Label: An appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

Label elements: The specified pictogram, hazard statement, signal word, and precautionary statement for each hazard class and category.

Mixture: A combination or a solution composed of two or more substances in which they do not react.

Physical hazard: A chemical that is classified as posing one of the following hazardous effects: Explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas.

Pictogram: A composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.

Precautionary statement: A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.

Product identifier: The name or number used for a hazardous chemical on a label or in the safety data sheet. It provides a unique means by which the user can identify the chemical. The product identifier used must permit cross-references to be made among the list of hazardous chemicals required in this plan, the label, and the safety data sheet.

Pyrophoric gas: A chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

Responsible party: Someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.
Safety Data Sheet (SDS): Written or printed material concerning a hazardous chemical that is prepared in accordance with WAC 296-901-14014. Formerly known as Material Safety Data Sheet (MSDS).
Signal word: A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this plan are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.
Simple asphyxiate: A substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.
Specific chemical identity: The chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.
Substance: Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.
Use: To package, handle, react, emit, extract, generate as a by-product or transfer.
Work area: A room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.
Workplace: An establishment, job site, or project at one geographical location containing one or more work areas.

III. HAZARDOUS CHEMICALS IN THE WORKPLACE

Chemical substances used by employees of the College need to be entered into the hazard communication process, including:

- Acquisition of Safety Data Sheets (SDS);
- Addition to appropriate chemical inventory list(s) on MSDSonline;
- Training by supervisors or designees for affected employees regarding any hazards a chemical substance introduces into the workplace (prior to exposure); and
- Environmentally safe disposal of any hazardous waste products generated.

Supervisors or designees have the responsibility to ensure the SDS is available for all hazardous chemicals used by employees. Supervisors or designees must review the incoming SDS for new and significant health/safety information and convey information to affected employees through labels and training. The College utilizes MSDSonline as a computerized/cloud-based management system for SDS cataloging. (See Appendix 2 – MSDSonline Viewer Reference Guide)

A. List of Hazardous Chemicals

The College's chemical inventory list is maintained electronically through MSDSonline, an SDS service provider. Supervisors or designees have the responsibility of maintaining a current inventory list of the potentially hazardous substances and chemicals present within their work area, which includes deleting or adding to the list (using the common name on the SDS) as chemical product use is discontinued or new products enter the workplace. These lists are maintained using MSDSonline in e-Binders for each designated area.

IV. SAFETY DATA SHEETS (SDS)

The College and supervisors are responsible for maintaining SDS for each hazardous chemical being used and/or stored in the workplace. SDS (formerly referred to as Material Safety Data Sheets [MSDS]) is any printed or written document obtained or developed by the chemical manufacturer or importer for use by the end user of the product. The College maintains a current list of SDS for each respective department at www.MSDSonline.com. Departments or divisions to which this plan applies will have an administrator login to access MSDSonline and their e-Binder inventory. Departments shall have a backup system (e.g., flash drive, hardcopies of SDS) in place in the event of failure of the primary SDS retrieval system (MSDSonline). SDS provides detailed information about various chemicals and is divided into sixteen sections. (See Appendix 3 – Safety Data Sheets)

V. CONTAINER LABELING

Supervisors or designees are responsible for verifying proper labeling of containers delivered to the College. All containers received for use will be clearly legible in English and:

- Be clearly labeled as to the contents;
- Have an appropriate hazard warning;
- List the name and address of the manufacturer on the label; and
- Will not be accepted if improperly labeled.

The original manufacturer label is sufficient, or a copy of the original if a label has become damaged. Employees must not remove or deface existing labels on incoming containers of hazardous chemicals unless the container is immediately labeled with the required information. A handwritten label will also be acceptable if it is clearly legible in English and contains the same information as included on the original manufacturer label. Affected employees must be trained so they can demonstrate knowledge of the labeling system. (See Appendix 4 – Hazard Communication Pictograms)

A. Secondary Containers

Secondary containers are smaller workplace containers into which hazardous chemicals are transferred for employee use (e.g., transfer of a cleaning solution into spray bottles from the original container). They must be labeled with a copy of the original manufacturer's label or a generic label identifying the contents, including any hazard warning. Secondary containers used by one employee and emptied at the end of the shift, are not required to be labeled.

Supervisors or designees in each department are to ensure that all secondary containers are labeled, tagged, or marked with:

- Identity of the hazardous chemical(s) contained therein;
- Appropriate hazard warnings (e.g., either an extra copy of the original manufacturer’s label or a generic label containing a block for identity and block for hazard warning).
- If the user pours the contents into a secondary container and the product is widely recognizable, it is permissible to label the container with the commonly used name (i.e., Windex, Lysol, etc.).

VI. COMMON HAZARD COMMUNICATION PROCEDURES

The manufacturer’s recommended procedures as outlined on the SDS must always be followed. These may include use of personal protective equipment, proper ventilation for mitigation of fumes or vapors accumulating, and/or use of approved typed containers for flammable or combustible solvents.

A. Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks (e.g., confined space entry, computer operations, and property maintenance, etc.). Prior to starting work on such projects, each affected employee will be given information by the supervisor or designee about the hazardous chemicals he or she may encounter during these activities. The information will include the following:

- Specific chemical hazards as outlined in the SDS, which includes emergency procedures;
- Protective and safety measures the employees can take; and
- Measures CBC has taken to reduce the hazards, not limited to but including ventilation respirators, the presence of another employee, and on emergency procedures.

B. Multi-Employer Workplaces (Informing Independent Contractors)

The supervisor or designee is responsible for exchanging the following information whenever independent contractors are on a job site with CBC employees:

- The nature of chemical hazards being introduced;
- A list of specific hazardous chemicals;
- The location of the appropriate SDS; and
- The CBC labeling plan.

VII. TRAINING

The College's HR ES&H Consultant is responsible for developing, implementing and monitoring the employee training and information plan for occupational safety. Within the first 90 days of employment, each new employee of CBC will complete Hazard Communication online training in Lawroom, the College's online compliance training plan. This training provides an overview of the requirements contained in the Hazard Communications, WAC 296-901-140. Documentation of this completed course is maintained by the HR ES&H Consultant. Employees that have actual contact with hazardous chemicals will be provided additional training to cover the following:

- Chemicals present in their workplace operations;
- Location and availability of the College's written hazard communication plan;
- Physical and health effects of the hazardous chemicals;
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment;
- Location of SDS and hazardous chemical list; and
- Training on reading chemical labels and reviewing SDS to obtain appropriate hazard information. The definitions at the beginning of this plan list some common SDS terms.

This additional training is to be documented using the training record form and given to the HR ES&H Consultant for placement in the employee's file. (See Appendix 5 - Training Record for Hazard Communication Plan)

VIII. PERIODIC REVIEWS

The Hazard Communication Plan is based on a simple concept - that employees have both the need and right to know the identities and hazards of the chemicals they are potentially exposed to when working. They also need

to know what protective measures are required. This knowledge should reduce work-related injuries and illnesses caused by chemical exposure.

The CBC ES&H Committee will conduct an annual review to ensure the plan is up to date with any changes in state or federal law. Case investigations will be used as a tool to monitor the College's written Hazard Communication Plan to ensure that each procedure is being followed and providing adequate protection for employees.

IX. LIST OF APPENDICES

Appendix 1 – Hazard Communication Plan Responsibility Matrix
Appendix 2 – MSDSonline Viewer Reference Guide
Appendix 3 – Safety Data Sheets
Appendix 4 – Hazard Communication Pictograms
Appendix 5 – Training Record for Hazard Communication Plan

COLUMBIA BASIN COLLEGE
HAZARD COMMUNICATION PLAN RESPONSIBILITY MATRIX

Responsibility	Departments	Environmental Safety & Health Committee	HR ES&H Consultant	Employee
Hazard Communication Plan	Comply with the provisions of the plan and WAC requirements.	Develop and implement a Hazard Communication Plan for the impacted college community. Serve as custodian of the written plan.	Advise campus community regarding provisions of the plan. Comply with provisions of the plan and WAC requirements.	Understand and comply with the provisions of the plan and the protection afforded by WAC requirements.
Safety Data Sheets	Ensure SDS is available for all chemicals being used/stored in the department. Review incoming SDS for new and accurate information. Convey applicable information to employees. Ensure SDS is added to MSDSonline and filed in appropriate e-Binder.	Promote practices and procedures to retrieve and effectively utilize a SDS.	Maintain oversight of MSDSonline (SDS cataloging system) to ensure dept. updates are completed. Maintain master files with all current SDS sheets.	Understand how to retrieve and effectively utilize a SDS by using the tools outlined in the plan.
Container Labeling	Verify proper labeling of containers. Ensure that containers are clearly labeled as to contents, have an appropriate hazard warning, and list the name and address of the manufacturer on the label.	Promote practices, procedures, and methods that conform to proper labeling compliance.	Provide secondary labeling for smaller containers.	Do not remove or deface existing labels on incoming containers unless immediately labeled with required information.
Common Hazard Communication Procedures	Ensure compliance with common hazard communication procedures.	Promote practices procedures, and methods that conform to common hazard communication procedures.	Advise campus community on common hazard communication procedures.	Be aware of and observe established procedures as outlined in the plan.

Responsibility	Departments	Environmental Safety & Health Committee	HR ES&H Consultant	Employee
Training	Identify and document employees with risk of occupational exposure and the associated tasks and responsibilities of those positions. Ensure employees receive proper training in hazard communication procedures.	Provide any training recommendations to the HR ES&H Consultant.	Develop, implement and monitor employee training. Maintain training records/ documentation.	Participate in all required training.
Periodic Reviews	Annually review MSDSonline e-Binders and backup to ensure all information is current. Mark products no longer in use.	Conduct an annual review of the plan to ensure it is up to date with any changes in the WAC requirements.	Provide necessary support to departments and ES&H Committee in conducting periodic reviews. Monitor written plan to ensure procedures are being followed and provide adequate protection for employees.	Regularly report hazards and suggest improvements in processes to reduce occupational exposure.

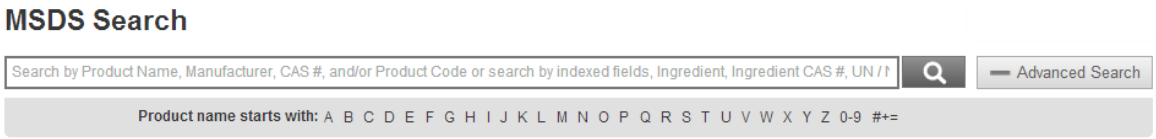
COLUMBIA BASIN COLLEGE
MSDSONLINE VIEWER REFERENCE GUIDE

❖ Accessing your Account:

Go to Columbia Basin College MSDSonline link:
https://msdsmanagement.msdsonline.com/company/D5E6E107-DFE1-4D26-B1E8-B77120440BA1

Please highlight this link, then copy and paste it into your browser's address bar.

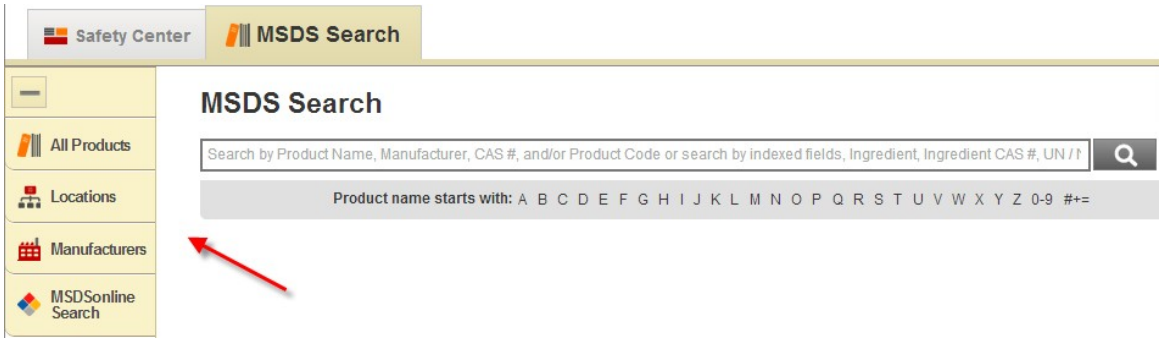
❖ To search for an SDS:



1. Type the product information into the single search field and click Search.

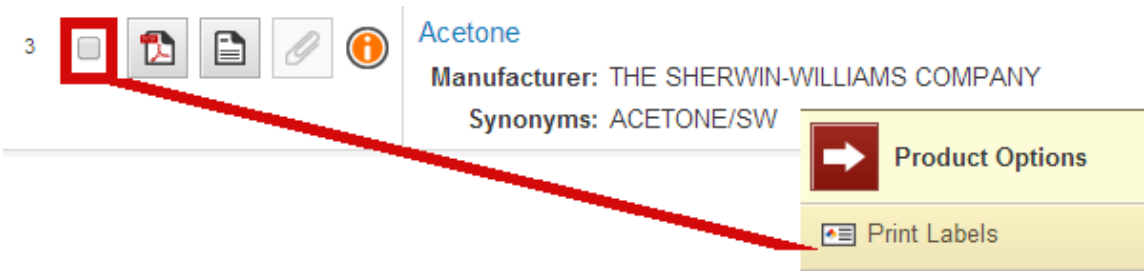
   Hint: You can search for multiple types of data at once. For example, if you are searching for Acetone manufactured by Sigma, you can type in Acetone Sigma in the single search field to search for both product and manufacturer.

2. If you are not able to spell the product name, click on the 1st letter of the product name to search for documents that begin with that letter.



3. To see a full display of documents by Product Name, by Location, or by Manufacturer, click on one of the tabs to the left of the search field.

❖ Once the SDS has been found:



1. View the SDS by selecting the PDF icon to the left of the Product Name. You can print or save the SDS after viewing the PDF.

2. View the summary of the SDS by selecting the Summary icon next to the PDF.

3. Print labels for secondary containers by checking the box to the left of the PDF icon.

   When the Product Options tray appears, select the Print Labels option.

   a) Choose your label by clicking on one of the available options
   b) Select the Label Size, Hazard Symbol and Data Fields you would like to include on your label
   c) Select the desired Print Option and Label Position
   d) Select "Generate Label"

4. View Attached Files by selecting the paper clip icon next to the Label.

If you are not able to find a document in CBC's database, you will be prompted to either search MSDSonline for the document (where you can then view the SDS and/or add it to the company database) or use the request tool to obtain an SDS from your Administrator.

COLUMBIA BASIN COLLEGE
SAFETY DATA SHEETS

Safety data sheets (SDS) must include the information specified under the section number and heading indicated for sections 1-11 and 16. If no relevant information is found for any given subheading within a section, the SDS must clearly indicate that no applicable information is available. Sections 12-15 may be included in the SDS, but are not mandatory.

	Heading	Subheading
1.	**Identification**	(a) Product identifier used on the label; (b) Other means of identification; (c) Recommended use of the chemical and restrictions on use; (d) Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party; (e) Emergency phone number.
2.	**Hazard(s) identification**	(a) Classification of the chemical in accordance with WAC **296-901-14008**; (b) Signal word, hazard statement(s), symbol(s) and precautionary statement(s) in accordance with WAC **296-901-14012**. (Hazard symbols may be provided as graphical reproductions in black and white or the name of the symbol, e.g., flame, skull and crossbones); (c) Describe any hazards not otherwise classified that have been identified during the classification process; (d) Where an ingredient with unknown acute toxicity is used in a mixture at a concentration ≥ 1% and the mixture is not classified based on testing of the mixture as a whole, a statement that X% of the mixture consists of ingredient(s) of unknown acute toxicity is required.
3.	**Composition/information on ingredients**	Except as provided for in WAC **296-901-14018** on trade secrets: **For Substances** (a) Chemical name; (b) Common name and synonyms; (c) CAS number and other unique identifiers; (d) Impurities and stabilizing additives which are themselves classified and which contribute to the classification of the substance. **For Mixtures** In addition to the information required for substances: (a) The chemical name and concentration (exact percentage) or concentration ranges of all ingredients which are classified as health hazards in accordance with WAC **296-901-14008** and (1) are present above their cut-off/concentration limits; or (2) present a health risk below the cut-off/concentration limits. (b) The concentration (exact percentage) must be specified unless a trade secret claim is made in accordance with WAC **296-901-14018**, when there is batch-to-batch variability in the production of a mixture, or for a group of substantially similar mixtures (See WAC **296-901-14022** (A.0.5.1.2)) with similar chemical composition. In these cases, concentration ranges may be used.

		For All Chemicals Where a Trade Secret is Claimed Where a trade secret is claimed in accordance with WAC **296-901-14018**, a statement that the specific chemical identity and/or exact percentage (concentration) of composition has been withheld as a trade secret is required.
4.	**First-aid measures**	(a) Description of necessary measures, subdivided according to the different routes of exposure, i.e., inhalation, skin and eye contact, and ingestion; (b) Most important symptoms/effects, acute and delayed. (c) Indication of immediate medical attention and special treatment needed, if necessary.
5.	**Fire-fighting measures**	(a) Suitable (and unsuitable) extinguishing media. (b) Specific hazards arising from the chemical (e.g., nature of any hazardous combustion products). (c) Special protective equipment and precautions for fire-fighters.
6.	**Accidental release measures**	(a) Personal precautions, protective equipment, and emergency procedures. (b) Methods and materials for containment and cleaning up.
7.	**Handling and storage**	(a) Precautions for safe handling. (b) Conditions for safe storage, including any incompatibilities.
8.	**Exposure controls/personal protection**	(a) DOSH permissible exposure limit (PEL), American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Value (TLV), and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the safety data sheet, where available. (b) Appropriate engineering controls. (c) Individual protection measures, such as personal protective equipment.
9.	**Physical and chemical properties**	(a) Appearance (physical state, color, etc.); (b) Odor; (c) Odor threshold; (d) pH; (e) Melting point/freezing point; (f) Initial boiling point and boiling range; (g) Flash point; (h) Evaporation rate; (i) Flammability (solid, gas); (j) Upper/lower flammability or explosive limits; (k) Vapor pressure; (l) Vapor density; (m) Relative density; (n) Solubility(ies); (o) Partition coefficient: n-octanol/water; (p) Auto-ignition temperature; (q) Decomposition temperature; (r) Viscosity.
10.	**Stability and reactivity**	(a) Reactivity; (b) Chemical stability; (c) Possibility of hazardous reactions; (d) Conditions to avoid (e.g., static discharge, shock, or vibration);

		(e) Incompatible materials; (f) Hazardous decomposition products.
11.	**Toxicological information**	Description of the various toxicological (health) effects and the available data used to identify those effects, including: (a) Information on the likely routes of exposure (inhalation, ingestion, skin and eye contact); (b) Symptoms related to the physical, chemical and toxicological characteristics; (c) Delayed and immediate effects and also chronic effects from short-and long-term exposure; (d) Numerical measures of toxicity (such as acute toxicity estimates). (e) Whether the hazardous chemical is listed in the National Toxicology Program (NTP) Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest edition), or by DOSH.
12.	**Ecological information (Non-mandatory)**	(a) Ecotoxicity (aquatic and terrestrial, where available); (b) Persistence and degradability; (c) Bioaccumulative potential; (d) Mobility in soil; (e) Other adverse effects (such as hazardous to the ozone layer).
13.	**Disposal considerations (Non-mandatory)**	Description of waste residues and information on their safe handling and methods of disposal, including the disposal of any contaminated packaging.
14.	**Transport information (Non-mandatory)**	(a) UN number; (b) UN proper shipping name; (c) Transport hazard class(es); (d) Packing group, if applicable; (e) Environmental hazards (e.g., Marine pollutant (Yes/No)); (f) Transport in bulk (according to Annex II of MARPOL 73/78 and the IBC Code); (g) Special precautions which a user needs to be aware of, or needs to comply with, in connection with transport or conveyance either within or outside their premises.
15.	**Regulatory information (Non-mandatory)**	Safety, health and environmental regulations specific for the product in question.
16.	**Other information, including date of preparation or last revision**	The date of preparation of the SDS or the last change to it.

Source: http://apps.leg.wa.gov/WAC/default.aspx?cite=296-901-14028

COLUMBIA BASIN COLLEGE
HAZARD COMMUNICATION PICTOGRAMS

As of June 1, 2015, the Hazard Communication Standard requires pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards		
Health Hazard	**Flame**	**Exclamation Mark**
 • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	 • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	 • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder	**Corrosion**	**Exploding Bomb**
 • Gases Under Pressure	 • Skin Corrosion/Burns • Eye Damage • Corrosive to Metals	 • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle	**Environment** (Non-Mandatory)	**Skull and Crossbones**
 • Oxidizers	 • Aquatic Toxicity	 • Acute Toxicity (fatal or toxic)

Source: [OSHA QuickCard 3491]

COLUMBIA BASIN COLLEGE
TRAINING RECORD FOR HAZARD COMMUNICATION PLAN

Note: Training offered by CBC through Lawroom provides an overview of the requirements contained in the Hazard Communication Standard, WAC 296-901-140. An electronic record to document course completion is maintained by the College's HR Training Manager. Employees that have actual contact with hazardous chemicals will be provided additional training as outlined below and a copy of this record must be given to the HR ES&H Consultant to be placed in the employee's file.

ADDITIONAL TRAINING FOR EMPLOYEES IN CONTACT WITH HAZARDOUS MATERIAL

Name: Department:

Campus Ext./Number: Supervisor:

Training Conducted By: Date:

TRAINING ITEMS	MARK "X" IF COMPLETED
Information on the location of the Washington Administrative Code (WAC 296-901-140) Hazard Communication Standards.	☐
Chemicals present in the employee's workplace operations.	☐
Location and availability of the written Hazard Communication Plan.	☐
Physical and health effects of hazardous chemicals being used/stored.	☐
Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.	☐
How to lessen or prevent exposure through use of control/work practices and personal protective equipment.	☐
Location of SDS (See Appendix 3) and hazardous chemical list.	☐
Training on reading chemical labels and reviewing SDS to obtain appropriate hazard communication information.	☐

Employee Signature: **Date:**