**Hazardous Chemical Communication Policy **

**Hazardous Chemicals Record Keeping**

A master list of all known or potentially hazardous chemicals is kept in the following locations:

Office of the SUNY Cortland Environmental Health and Safety Officer

Executive Administrative Assistant Office

A master list for each ASC operation is kept in each dining unit. These lists are updated and maintained by the manager of operations in each facility.

**Material Safety Data Sheets**

A master file of MSDS sheets for all known or potentially hazardous chemicals is kept in the following locations:

Office of the SUNY Cortland Safety Officer

Executive Administrative Assistant Office

Current MSDS sheets are kept in each dining unit as well as in the maintenance office. One notebook is located where it is available at all times for employee use. The notebook should be removed from the building in case of chemical spill or fire emergency for the perusal of emergency personnel. These notebooks are updated and maintained by the operational manager in each location with the assistance of the Executive Administrative Assistant.

**Container Labeling**

The operational manager in each location will verify that all stationary tanks, drums, vessels, and portable containers will be clearly labeled as to contents, appropriate hazard warnings, and that the container information from the MSDS sheets present at that location.

The operational manager in each ASC facility will insure that all secondary containers are properly labeled as to content and appropriate hazard warnings.

**Employee Training and Information**

All ASC employees will receive the comprehensive training.

Training of all ASC employees will be given in the following areas:

What chemicals are present in their work sites

Physical and health effects of the hazardous chemicals

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\*How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and the use of Personal Protective Equipment.

\*Steps the employer has taken to lessen or prevent exposure to these chemicals

\*Emergency procedures to follow if exposure to these chemicals occurs

\*How to read labels and review MSDS sheets to obtain current and appropriate hazard information

\*How to detect the release or presence of hazardous chemicals

\*How to label secondary containers

In addition, whenever a new chemical is introduced into the work site or whenever an employee is assigned to a non-routine task involving potentially hazardous chemicals, each employee will receive task specific training by the operational manager prior to the commencement of work activities. New employees will be trained in all pertinent areas as they come into the organization.

**Outside Contractors**

Before the commencement of work in any facility, contractors will be informed of this hazard communication policy, be given a list of all known or potentially hazardous chemicals used the that facility, shown the location of current MSDS sheets, and updated on the emergency response procedures in effect for that facility.

Contractors are required to provide a list of all potentially hazardous chemicals and corresponding MSDS sheets prior to commencement of work in any ASC facility. The contractor must inform the building administrator of any possible chemical exposure to ASC facility. The contractor must inform the ASC Director of Facilities, Equipment and Planning of any hazards to ASC personnel or the public originating from the contractor’s work.

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