

**Alamo Colleges Palo Alto  
College**

**Hazard Communication (HAZCOM) Program**

**EFFECTIVE DATE:**

**Supersedes Previous**

**Editions (Edited**

**January 2020)**

## Hazard Communication Program

- 1. Purpose**
- 2. Scope**
- 3. Applicability**
- 4. Responsibility**
- 5. Hazard Determination**
- 6. Use of Hazardous Substances**
- 7. Workplace Chemical Lists**
- 8. Material Safety Data Sheets (MSDS)**
- 9. Labeling Procedures**
- 10. Employee Notification & Training**
- 11. Reporting Employee Deaths and Injuries**
- 12. Posting Employee Notices**
- 13. Personal Protective Equipment**
- 14. Maintaining Employee Rights**
- 15. Outside Contractors**
- 16. Appendices**
  - A. Definitions**
  - B. Exemptions**
  - C. Workplace Chemical List**
  - D. Consolidated List of HAZCOM Workplaces**
  - E. Employee Training Roster**
  - F. Employee Notices, English & Spanish Versions**
  - G. Workplace Hazard Communication Program**

### 1.0 Purpose

Palo Alto College (PAC) is committed to providing its employees, students and visitors a safe and healthful working and learning environment. This commitment follows the practices delineated in the State of Texas Labor Code (LC), Chapter 411, Workers' Health and Safety, Subchapter H, General Requirements Relating to Occupational Health and Safety, Section § 411.103., Duty of Employer to Provide Safe Workplace. PAC recognizes it has workplaces where employees are involved in processes and other essential procedures that require the use of substances with potentially hazardous properties. Since an informed employee is more likely to be a careful employee, it is important that workers are aware of the identity, toxicity, and other hazardous properties of the substance(s) with which they work. PAC recognizes it has a responsibility to its employees to maintain compliance with federal and state occupational health and safety and environmental protection statutes and requirements. By having facilities and workplaces that are compliant, students will be able to learn by observing the correct regulatory procedures and practices that they will be expected to follow when they enter the regulated workforce. Finally, this program was developed in accordance with the requirements established in the Alamo Colleges District Board Policies.

Palo Alto College recognizes that the aggregate amount of hazardous substances used within each department's workplaces, as defined in Appendix A, exceeds the statutory limits as specified in the Texas Hazard Communication Act (THCA), codified as Chapter 502 of the Health and Safety

Code (HSC) and shall provide information to employees regarding hazardous substances in their workplace. PAC recognizes that it is considered a separate employer under THCA rules, codified in Title 25 of the Texas Administrative Code (TAC) 25 TAC 295.2(11). This Hazard Communication (HAZCOM) Program is written to comply with HSC, Section 502.009(b) of the TI-ICA and TAC Section 295.7(a) and is known as the "worker's right-to-know" program. See Appendix A for definitions of terms used throughout this document. Any reference to a federal law or regulation means a reference to the most current version of that law or regulation.

## **2.0 Scope**

This HAZCOM Program is written with the intent of providing PAC employees with consistent and accurate information about hazardous substances with which they work. This HAZCOM plan applies at all locations where PAC personnel work and hazardous substances are used. Copies of this written program shall be augmented, as needed, in each workplace where hazardous substances are used or stored with a copy being maintained in that workplace. When requested, this written HAZCOM program shall be made available to all interested employees and their authorized representatives.

## **3.0 Applicability**

This program shall apply to all Palo Alto College employees (full-and part-time) who may be exposed, under normal conditions of use or in a foreseeable emergency, to any hazardous substance which may be present in the workplace. PAC employees who work in laboratory operations shall also comply with the PAC Chemical Hygiene Plan (CBP). The following locations along with (name of contact, phone number) are included in this program:

- 3.1** Palo Alto College Main Campus
- 3.2** Veterinary Technology
- 3.3** Other locations such as those included in MOAs and MOUs

This program, except as noted in Paragraph 5, does not apply to contractor personnel working in PAC facilities. Contractor personnel shall follow the HAZCOM program of the entity for which they work. If contractor personnel use a hazardous substance in PAC facilities, they shall inform the PAC HAZCOM point of contact (POC) of the use of the substance or substances. They shall provide a copy of the Safety Data Sheet (SDS) of the substance(s) so that PAC employees will have the opportunity to be informed of the hazards that they may encounter if they are in an area where the substance(s) is/are used or stored.

Once a hazardous substance is used, the potential exists that waste generated may meet the established criteria to be classified as a hazardous waste according to the U.S. Environmental Protection Agency (EPA) or the Texas Commission on Environmental Quality (TCEQ). PAC recognizes that it has the same duty to protect its employees when they handle hazardous waste as it does when use hazardous substances in their workplace. Even though the BAZCOM requirements do not apply to hazardous waste, PAC will establish procedures to protect its employees as it complies with the environmental protection regulatory requirements.

## 4.0 Responsibility

The President of Palo Alto College is responsible for the health and safety of PAC employees and students and for verifying that an effective HAZCOM program is implemented in all departments. The PAC HAZCOM program is a **state mandated requirement** and its implementation shall be considered a condition of employment for employees. Failure to develop, implement and/or enforce the program may be grounds for administrative actions against individuals failing to comply with the written procedures. The President hereby delegates the routine oversight of the program to include verification that the program meets the requirements of the THCA to the Vice President of Academic Affairs who shall maintain the master copy of the HAZCOM program. The Vice President of Academic Affairs designates (insert name) as the Point of Contact (POC) who is responsible for providing the routine oversight of the PAC HAZCOM program.

- 4.1 The POC shall work with the Deans and the Department Chairpersons to identify workplaces to be covered under the PAC HAZCOM program. The POC shall:
  - 4.1.1 Maintain a list of each workplace included in the PAC HAZCOM program. The list shall include the supervisor's name and phone number. (See Appendix C for an example list)
  - 4.1.2 Provide workplace chemical lists to the designated workplaces to complete.
  - 4.1.3 Verify supervisors maintain the workplace chemical lists (see Appendix D for an example) and provide copies as required by the PAC HAZCOM Program.
  - 4.1.4 Identify individuals needing HAZCOM training per Paragraph 10 and coordinate the conducting of the training with Environmental Health & Safety and Enterprise Risk Management who can assist in providing an effective, regulatory compliant HAZCOM training program.
  - 4.1.5 Retain the required documentation for no less than five years.
  - 4.1.6 Retain the required documentation for no less than five years. Make program information and documentation readily available to regulatory agencies, employees, and/or their designated representative when requested.
- 4.2 Each department Chairperson shall:
  - 4.2.1 Be responsible for implementing the program elements of this written HAZCOM program in their department's operations and validating supervisory compliance.
  - 4.2.2 Confirm to the POC and Office of the Vice President for Academic Affairs that each workplace using hazardous substances is **following** the PAC HAZCOM Program.
- 4.3 Each workplace supervisor shall:
  - 4.3.1 Implement the program elements of this written HAZCOM program.
  - 4.3.2 Develop written guidelines supplementing the PAC HAZCOM program for

their workplace to define how the mandated requirements will be implemented in their workplace operations. (See Appendix G for an example supplement.)

- 4.3.3 Maintain the required documentation and provide a copy of their workplace HAZCOM program augmentation document to the Department Chairperson
  - 4.3.4 Confirm to their Department Chairperson that their workplace is following the PAC HAZCOM program.
  - 4.3.5 Contact the Alamo Colleges Office of Environmental Health, Safety and Risk Management for assistance with hazard determination, personal protective equipment and worker training.
- 4.4** Each employee is responsible for the maintenance of their health. By following these written procedures, the employee minimizes the risk to their health from hazardous substances in the workplace. Each employee shall:
- 4.4.1 Comply with the requirements of this HAZCOM program.
  - 4.4.2 Comply with the handling requirements of hazardous substances.
  - 4.4.3 Request information on hazardous substances they use when they are concerned about their health and safety.
  - 4.4.4 Be notified that the PAC HAZCOM program is a state mandated requirement and that failure to comply with the HAZCOM program or the workplace specific HAZCOM augmentation plan shall be considered a failure to comply with a condition of employment and may be grounds for administrative actions.

The ACD Environmental Health & Safety and Enterprise Risk Management is available to respond to questions from a supervisor, employee, or student regarding a hazardous substance in the workplace, can perform a hazard determination, and can provide information on precautions to take to reduce the health risk. They can provide assessment of any environment in which there is a question of exposure to a specific chemical or to a mixture of chemicals. They can assist in obtaining and interpreting copies of Safety Data Sheets (SDSs) when requested. They can assist in the HAZCOM training of employees. Finally, they may audit or have audited the compliance with the program without advanced notice to verify that the District and PAC remain in compliance with the mandated requirements.

## **5.0 Hazard Determination**

- 5.1** A substance is defined as being hazardous if:
- 5.1.1 It poses a physical hazard, i.e. compressed gases, explosives, flammables, oxidizers, or corrosives.
  - 5.1.2 It can cause reversible or irreversible damage to a human, such as irritation or produce a mutagenic, teratogenic, or carcinogenic effect.
  - 5.1.3 A safety Data Sheet (SDS) is provided by the manufacturer.

There are substances that are exempt from inclusion under this program and they are listed in Appendix B.

- 5.2** Exposure or exposed means that an employee is subjected to a hazardous substance or chemical in the course of their employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g. accidental or possible) exposure as referenced by the SDS. If the workplace supervisor has concerns about employee exposure to a hazardous substance, they could contact Environmental Health & Safety and Enterprise Risk Management at 2210-485-0768/0206 and request a workplace evaluation. If employee exposure exceeds regulatory requirements such as a Permissible Exposure Limit (PEL), priorities for control methods are engineering control(s), next administrative controls, and lastly, personal protective equipment (PPE). PPE may be used as an interim measure pending implementation of engineering controls or when engineering controls are not feasible such as in emergency response/repair situations. See Paragraph 13, Personal Protective Equipment, for additional information.
- 5.3** If a supervisor discovers that an employee has been potentially exposed to any hazardous chemical substance or physical agent, the supervisor shall notify Environmental Health & Safety and Enterprise Risk Management to determine what follow up actions need to be taken. If an employee believes that they have been potentially exposed to a hazardous chemical/substance or physical agent, they should immediately notify the supervisor of such exposure. After the appropriate safety and health precautions have been taken, the employee's supervisor shall request the employee complete the Nurse's Accident/Illness Report for District Employees if there are signs and/or symptoms of exposure.
- 5.4** The Palo Alto College adopts the Alamo Community College District fetal protection guidelines. To have an effective program, female employees who may encounter hazardous chemicals/substances or physical agents in their workplace should be made aware that some hazardous chemicals/substances or physical agents may pose an increased health risk to themselves and/or to their fetus if they become pregnant. As such, PAC encourages female employees to report to their immediate supervisor, as early as possible, when they become pregnant so that a workplace assessment may be performed and applicable pre-cautions implemented.
- 5.4.1** An exposure evaluation may be required to address the impact the workplace environment on the pregnant female. The evaluation should consider the type of work performed both during and after pregnancy and may require additional precautions to protect the safety of the employee. This evaluation will depend not only on the type of work and its hazards, but also on the stage of pregnancy and whether any medical complications may be present.
- 5.4.2** When a supervisor is informed that a employee is pregnant, the supervisor should contact the Alamo Colleges District, Human Resources, Environmental Health & Safety, and Enterprise Risk Management to determine if a workplace evaluation is needed.
- 5.4.3** If the employee's medical provider requests additional information about the potential exposure to their patient, the WCL, copies of requested SDS' sand pertinent sections of evaluation results may be shared with the provider to assist the provider in monitoring their patient's medical condition. If the medical provider determines work restrictions are deemed in the best interest of the employee, the

supervisor shall try to comply with those restrictions. The supervisor should contact the Human Resources Department to determine the impact of the restrictions on the employee's work status.

- 5.4.4 Under no circumstances shall a declared pregnant female be excluded from exposure to hazardous substances solely because she is pregnant with protection of the fetus being the main objective for this exclusion. There is the possibility that the female may not be able to perform some job functions because of her changing physiological stature which may pose a safety hazard.

## **6.0 Use of Hazardous Substances**

An additional objective of the PAC HAZCOM program is to reduce the amount and type of hazardous substances ordered, stored and used in the various PAC workplaces. Through such reduction efforts, the risk to the health and safety of PAC employees (per LC § 411.103), students, and visitors will be minimized. There may also be a potential positive financial benefit derived through the lowering of the cost to administer the PAC HAZCOM program and a reduced cost for waste material disposal. To achieve such a cost benefit, the following shall be implemented.

- 6.1** Each department chairperson shall review their workplace chemical lists and work with their workplace supervisors to reduce the use of hazardous substances.
- 6.2** Each workplace supervisor shall review the need for the hazardous substances they use and shall order only the minimum quantity to meet their needs. Bulk purchases are discouraged because they increase the handling and storage requirements and if the substance is not used by the end of the shelf life date, a hazardous waste disposal issue may arise.
- 6.3** Chemicals and hazardous substances should not be loaned or borrowed from other workplaces because any required health or safety control measures may not be available. If a transfer is to occur or occurs, the gaining supervisor shall obtain a copy of the SDS from the providing supervisor. The gaining supervisor should contact Environmental Health & Safety and Enterprise Risk Management to discuss the chemical/hazardous substance to determine if adequate controls are in place to protect the health and safety of Alamo Colleges District employees. Remember, seemingly simple substitutions could result in disastrous consequences.
- 6.4** The Alamo Colleges Office of Environmental Health & Safety, and Enterprise Risk Management should be consulted prior to ordering a hazardous substance that has not been previously used. Not needed

## **7.0 Workplace Chemical List (WCL) (HSC §502.005 & 25 TAC §295.4)**

- 7.1** Each Palo Alto College department shall develop and maintain a Workplace Chemical List (WCL) for every hazardous chemical/substance known to be used or stored in each of their workplaces. The WCL shall be made available to workers before working with or in a work area containing hazardous substances and shall be readily available for review by employees and their designated representatives. The identity of the substance appearing on the WCL shall be the same name that on the manufacturer's label and the SDS for that substance. See Appendix C for an example of a WCL.

- 7.2** Each workplace supervisor where hazardous substances are used or stored shall be responsible for reviewing and annually updating their WCL. The annual update shall be accomplished by December 15 of each year with a copy of the annual update being provided to the Vice President of Academic Affairs. In accordance with HSC §502.005(d) the annual WCL shall be retained in the workplace HAZCOM files for at least 30 years. Use of electronic media store the SDSs is encouraged to reduce the volume of paper. Copies of the WCL shall be made available to the Local Fire Department and the Local Emergency Planning Committee, upon request.
- 7.3** Each time a department workplace receives a new hazardous substance, the substance shall be added to the workplace WCL within 30 days.

## **8.0 Safety Data Sheets (SDS) (HSC §502.006 & 25 TAC §295.5)**

- 8.1** Safety Data Sheets (SDSs) provide detailed information on a hazardous substance. The sheets include information such as product name, chemical abstract service (CAS) number(s), ingredients, physical data, fire and explosion hazard data, environmental and disposal information, health hazard data, first-aid instructions, and handling precautions.
- 8.2** Each Palo Alto College workplace shall maintain a current and applicable SDS for each hazardous substance procured and brought into a workplace.
- 8.3** The Department Chair or workplace supervisor shall be responsible for the SDS system in each department workplace where hazardous substances are used or stored and shall establish procedures that verify:
- 8.3.1** Incoming SDSs are reviewed for new and significant health/safety information and that each affected employee is made aware of any new information.
  - 8.3.2** The use of a hazardous substance received without a SDS is not permitted until a current SDS is obtained.
  - 8.3.3** Purchase Orders for any hazardous substance, regardless of the quantity ordered, shall require an SDS be obtained. It is the responsibility of the department requesting the substance to make every effort to obtain an SDS from the manufacturer.
  - 8.3.4** Missing SDSs shall be requested within 30 days from receipt of the hazardous substance. The SDS may be obtained by contacting the ALAMO COLLEGES Acquisitions Materiel Management; ALAMO COLLEGES Office of Environmental Health, Safety and Risk Management; or the substance or chemical manufacturer either by internet to obtain an electronic copy or by phone to request a written copy.
  - 8.3.5** The workplace supervisor shall inform each workplace employee where the SDSs for their workplace are located and employees shall be informed of alternate methods of viewing SDSs if different from having a printed copy of an SDS. Use of the PAC intranet system to maintain electronic versions of an SDS is encouraged.



- 8.3.6 The transfer of hazardous chemicals/substances within or to another department is highly discouraged to avoid exposure to employees not informed of the health and safety hazards. If a transfer occurs, it shall only be accomplished with a copy of the SDSs being provided to the receiving workplace.
- 8.3.7 Upon request, emergency responders are to be provided copies of MSDSs as soon as possible.
- 8.4 The SDSs for each department at PAC shall be kept in each workplace within that department and shall be readily available for review by employees or their designated representative upon request. A designated representative may include an employee's medical provider who may be treating the employee for a medical condition that could be impacted by or related to the hazardous substance.
- 8.5 Should a supervisor or employee of an area where hazardous substances are used become aware of significant health hazard information of a substance and that information is not already on the MSDS, he/she should attach that information to the MSDS. The workplace supervisor shall report this information to the ALAMO COLLEGES Office of Environmental Health, Safety, and Risk Management.

## 9.0 Labeling Procedures (HSC §502.007 & 25 TAC §295.6)

- 9.1 All containers of hazardous substances used or stored by Palo Alto College shall be properly labeled. Existing labels on containers of hazardous substances shall remain intact and be legible. Where labels are not present or are not legible, a new label shall be affixed to those containers holding the hazardous substance. Each workplace supervisor shall be responsible for establishing the specific procedures regarding the labeling of hazardous substances within their area of control and shall verify that the labels comply with paragraph 9.3, 9.4, and 9.5.
- 9.2 Storage tanks shall be labeled with the identity of the substances that it contains. The label shall show the health, flammability, reactivity, and physical hazards associated with the substance. The National Fire Protection Association (NFPA) rating system shall be used to show these ratings.
- 9.3 No hazardous substances shall be accepted for use at PAC unless the primary container is clearly labeled with the following information.
  - 9.3.1 Common/trade name of the hazardous chemical/substance along with the Chemical Abstract Service (CAS) number;
  - 9.3.2 The identity of the substance as it appears on the SDS;
  - 9.3.3 Appropriate hazard warnings: health, flammability, reactivity, and personal protective equipment; and
  - 9.3.4 Name and address of the manufacturer, importer, or other responsible manufacturing or distributing entity.

- 9.4** No hazardous chemical or substance placed in a secondary container shall be used in the work area unless clearly labeled to include:
- 9.4.1 Identity of the hazardous substance as it appears on the SDS; and
  - 9.4.2 Appropriate hazard warning.
- 9.5** Containers used by outside service contractors should be properly labeled with either a manufacturer's label or with the contractors label meeting the requirements of the HSC §502.007 when they are working at PAC or its satellite locations.
- 9.6** All labels shall be legible, in English and Spanish, if possible, and prominently displayed on the container. The identity of the material that appears on the label shall be the same as the chemical/substance name that appears on the manufacturer's MSDS and the workplace's WCL.
- 9.7** If the hazardous chemical/substance is regulated by the federal Occupational Safety and Health Administration in a substance specific health standard, the label used shall also be in accordance with the requirements of that specific standard.
- 9.8** In certain situations involving individual stationary process containers, the label may be replaced by a sign, placard, process sheet, batch ticket, or other means to convey the identity of the hazardous substance and the appropriate hazard warnings. If these other forms of warning are used, they must be readily identifiable to employees in their workplace during each work shift. The affected employees shall be trained in the meaning of these alternate means of warning labels prior to implementation of the alternate warning label method.
- 9.9** One exception to the labeling requirements is for portable containers that contain a hazardous chemical/substance intended for use within the work shift. A label does not need to be affixed as long as the portable container remains under the control of the individual who transferred the chemical or hazardous substance. When the transferring employee leaves the work area or the portable container is moved to another work area and is no longer in possession of the employee who filled the container, the container shall be properly labeled by the individual who made the transfer into the portable container. An "in-house" label can be either hand-made or pre-printed and shall contain the information identified in Section 9.3. Employees with questions concerning the appropriate "in-house" label to use should refer to the manufacturer's SDS or ask their supervisor.
- 9.10** Employees that work in storeroom areas, where sealed containers of hazardous substances are received for distribution to other departments, shall not deface or remove manufacturer's labels. If the labels have been removed or defaced contact District Acquisitions to determine if they have similar substance containers that are properly labeled; the chemical manufacturer (if known); or Environmental Health & Safety and Enterprise Risk Management.
- 9.11** PAC shall rely on the chemical manufacturers or distributors to provide labels that meet the above requirements for primary containers of all hazardous chemicals/substances purchased. PAC shall re-label containers only when the label is illegible or otherwise does not

meet the above requirements. Any container received without adequate labeling, shall not be used until the potential hazards of the contents are known and an adequate label affixed. Contact one of the following to try to obtain the information that should be on the label: District Acquisitions to determine if they have similar substance containers that are properly labeled; the chemical manufacturer (if known); and the Alamo Colleges Office of Environmental Health, Safety, and Risk Management.

- 9.12** No label on a container is to be defaced or removed unless the container is immediately marked with the required information. No employee shall remove any label unless specifically directed to do so by their supervisor. Any container without a label shall be immediately reported to the workplace supervisor.

## **10.0 Employee Notification and Training (HSC §502.009 & 25 TAC §295.7)**

- 10.1** Palo Alto College shall provide an education and training program to all of its employees who routinely use or handle hazardous substances in their workplace.

- 10.2** The workplace supervisor shall be responsible for their employees training program and shall verify that the training provided to their employees includes:

- 10.2.1 The use of information provided on MSDSs and substance container labels.
- 10.2.2 The location of hazardous substances present in the workplace.
- 10.2.3 The acute and chronic physical and health effects of exposure.
- 10.2.4 Correct use of personal protective equipment (PPE).
- 10.2.5 Correct handling of hazardous chemicals or substances.
- 10.2.6 First aid treatment procedures for exposure to hazardous substances.
- 10.2.7 Emergency procedural instructions for the clean-up, when applicable, and correct disposal.

- 10.3** Required training records are maintained and include:

- 10.3.1 The date of the training session.
- 10.3.2 A legibly signed roster, see Appendix E, of all employees attending the training session acknowledging they received and understood the information presented.
- 10.3.3 The subjects covered along with any training plans, copies of handouts, examinations administered, and copies of visual aids.
- 10.3.4 The name of the instructor.
- 10.3.5 The employee's signature on an employee training sheet acknowledging specific items mandated by the THCA.
- 10.3.6 The training records shall be maintained by the workplace and or Department for a period of no less than five years from the date of the training.
- 10.3.7 All covered employees are identified and incorporated into the training program.

- 10.3.8 Employees are provided information concerning the hazardous substances to which they may be exposed during the performance of non-routine tasks.
- 10.3.9 Newly assigned employees are trained prior to being required to use or handle a hazardous substance or in the work area where hazardous substances are used.
- 10.3.10 Biennially, the need and frequency for periodic/refresher training should be evaluated and the level of training adjusted as needed.

**10.4** The training program shall include the following:

- 10.4.1 Overview of the PAC HAZCOM Program with reference to the Texas Health and Safety Code.
- 10.4.2 How to recognize and detect the presence of workplace hazardous substances.
- 10.4.3 How to access and read an SDS.
- 10.4.4 Labeling requirements and procedures.
- 10.4.5 Identification of hazard categories.
- 10.4.6 Protective controls and measures to include personal protective equipment.
- 10.4.7 Any department or workplace specific procedures regarding hazardous chemicals/substances.

**10.5 Initial Training** shall be provided to each employee on the hazardous substances in their workplace at the time of their initial assignment.

**10.6 Refresher Training** shall be provided by the supervisor or designated representative to their workplace employees whenever a new physical or health hazard not previously identified is introduced into their workplace.

**10.7 Non-routine Tasks:** Prior to performing any non-routine task that could involve exposure to hazardous substances, the supervisor shall review with the employee(s) the potential hazards of the task. The supervisor shall prescribe appropriate work practices and protective controls. Environmental Health & Safety and Enterprise Risk Management can provide consulting services for non-routine tasks.

**11.0 Reporting Employee Deaths and Injuries (HSC §502.012 & 25 TAC §295.9)**

**11.1** Palo Alto College shall notify Environmental Health & Safety, and Enterprise Risk Management (EHSRM) of any District employee accident that involves a hazardous chemical exposure or asphyxiation, and that is fatal to one or more District employees or results in the hospitalization of five or more District employees. The EHSRM shall notify the Texas Department of State Health Services, Hazard Communication Branch according to THCA requirements.

**11.2** Environmental Health & Safety and Enterprise Risk Management shall report all such accidents to the Texas Department of State Health Services, Hazard Communication Branch, within 48 hours after their occurrence. If the accident

occurs during a District downtime, the Office of Environmental Health & Safety, and Enterprise Risk Management shall be notified as soon as possible so that the State notifications can be made. The notifications can be made either orally or in writing to:

Texas Department of State Health Services  
*Formerly Texas Department of Health*  
Toxic Substances Control Division  
Hazard Communication Branch  
1100 West 49th Street  
Austin, Texas 78756  
800-452-2791 (toll free)

- 11.3** Employees shall be responsible for reporting all accidents involving a hazardous substance to their supervisor or Department Chairperson or designated representative, if appropriate. These procedures are in conjunction with the existing procedures required in filing a Workers Compensation injury report.
- 11.4** Supervisors shall be responsible for reporting all accidents that involve a hazardous chemical/substance exposure or asphyxiation, and that is fatal to one or more District employees or results in the hospitalization of five or more District employees to their department supervisor who in-turn notifies the Vice President of Academic Affairs Office. The Vice President of Academic Affairs Office shall, in turn, notify the President of PAC and the Alamo Colleges Office of Environmental Health, Safety and Risk Management.
- 11.5** The Alamo Colleges shall not report such accidents to the Texas Department of State Health Services for contractor and sub-contractor personnel. Contractors and sub-contractors are responsible for the HAZCOM program for their employees.

## **12.0 Posting Employee Notice (HSC §502.017 & 25 TAC §295.12)**

- 12.1** Palo Alto College shall post and maintain in all workplaces where hazardous substances are used or stored, the most current version of the Texas mandated *Notice to Employees*, informing employees of their rights under the THCA. (See Appendix F, Notice to Employees.)
- 12.2** Workplace supervisors may add the name and telephone number of Environmental Health & Safety, and Enterprise Risk Management (210-485-0768/0206) to the bottom of the workplace notice as an additional contact.
- 12.3** The *Notice* shall be clearly posted and unobstructed at all locations in the workplace where notices are normally posted with at least one being posted in each workplace.
- 12.4** Where necessary, a copy of the *Notice*, printed in Spanish shall be posted together with the English version.
- 12.5** Additional copies of the *Notice*, in both English and Spanish, are available from Human Resources

**13.0 Personal Protective Equipment (HSC §502.017 & 25 T AC §295.2(3) and 25 TAC §295.12(g))**

- 13.1** If there is a potential for an exposure to pose a dermal or inhalation health hazard, the workplace supervisor or an employee may request an evaluation to determine if and the type of personal protective equipment (PPE) needed. Environmental Health & Safety and Enterprise Risk Management shall be contacted to evaluate the health hazards from each workplace's hazardous substances. Engineering controls are the preferred method of controlling hazardous exposures. Only as an interim measure or when engineering controls are not feasible, shall PPE that affords the level of protection required be authorized and worn.
- 13.2** Palo Alto College shall provide to each employee, at no cost to the employee, the required PPE that meets nationally recognized protection standards. Employees shall be provided with the appropriate medical evaluation of their physiological and psychological ability to wear PPE. No employee shall be required to wear an ACD furnished respirator without a prior medical evaluation. If respiratory protective devices are required, the workplace supervisor shall develop a written respiratory protection program for their workplace with assistance from Environmental Health & Safety and Enterprise Risk Management.
- 13.3** PAC workplace supervisors shall establish procedures that verify PPE adequately protects employees. Each PAC employee shall be provided training on the correct use of the PPE. The training shall incorporate the following:
- 13.3.1 Correct selection of PPE based upon:
- Routes of entry
  - Permeability of PPE material
  - Duties being performed by the employee
  - Hazardous substances present
- 13.3.2 Fitness and functionality of the PPE as described by the manufacturer's specifications.
- 13.3.3 Maintenance and storage procedures that reduce the cross contamination of the individuals personal clothing and effects and that prolong the life of the PPE.
- 13.4** Each Department Chairperson shall be responsible for requesting and providing the PPE for the employees working in their department. They shall institute procedures that verify each employee maintains competency in using the required PPE.
- 13.5** Each employee medically capable of wearing PPE shall wear the provided equipment according to the manufacturer's instructions and the training provided by the PAC. The wear of PPE is considered a condition of employment and failure to comply with the instructions may be grounds for administrative actions against the employee and possibly the supervisor for not enforcing the correct wearing of the PPE.

**14.0 Maintaining Employee Rights (HSC §502.017 & 25 TAC §295.2(3) and 25 TAC §295.12(g))**

- 14.1** Palo Alto College has the obligation to inform employees who may be exposed to hazardous chemicals/substances of the exposure. Each Department Chairperson and workplace supervisor is responsible for verifying their employees have been informed of their potential exposure. Employees shall be provided with appropriate PPE as specified in **Paragraph 13. These rights are guaranteed.** Also, pay, position, seniority, or other benefits may not be withheld or taken away as the result of the exercise of any right provided by THCA §502.
- 14.2** Chairpersons through their workplace supervisors shall provide access to the workplace chemical list (Paragraph 7) and SDSs (Paragraph 8) for the hazardous chemicals/substances in the employee's workplace. Employees, upon request, shall be provided with a copy of all specific MSDSs, with any trade secret information deleted. In addition, employees shall receive training (Paragraph 10) concerning the hazards of the substances and measures they can take to protect themselves from those hazards. These rights are guaranteed and shall not be restricted.
- 14.3** PAC shall not discipline, harass, discriminate or discharge, cause to be discharged, otherwise discipline, or in any manner discriminate against an employee because the employee has:
- 14.3.1 Filed a complaint;
  - 14.3.2 Assisted an inspector of the Texas State Department Health Services who may make or is inspecting under THCA, §502.0 11;
  - 14.3.3 Instituted or caused to be instituted any proceeding under or related to THCA §502;
  - 14.3.4 Testified or is about to testify in a proceeding under THCA §502; or
  - 14.3.5 Exercised any rights afforded under THCA §502 on behalf of the employee or on the behalf of others.
- 14.4** Employees cannot waive their rights under the Act. A request or requirement for such a waiver by any representative of PAC violates THCA and puts PAC at risk from additional administrative deficiencies. Any individual making such a request from an employee violates Texas statutes and may be cause for administrative and/or disciplinary action following the policies and procedures of the Alamo Colleges.

**15.0 Outside Contractors**

- 15.1** The Palo Alto College is not directly responsible for the health and safety of contractor personnel who perform work on PAC. Outside contractors shall be made aware that they must comply with all provisions of the Texas Hazard Communication Standard while working on PAC property and that they have a responsibility to protect PAC employees from exposure to their hazardous chemical(s)/substance(s). As required by

federal and/or state statutes, the contractor shall have a written HAZCOM program for their employees whom will be using contractor provided hazardous substances.

- 15.2** Each contractor who brings a hazardous substance(s) onto PAC shall notify the PAC HAZCOM POC, or delegated representative, of the substance(s). Prior to entry into a PAC workplace where PAC employees may be working, the contractor shall provide, or have readily available for review, a copy of the SDS for the substance(s). Similarly, a contractor's employees working in a PAC workplace where a PAC hazardous substance (s) is/are being used, shall be informed of the location of the SDS(s) for the workplace and provided a copy, if requested. This exchange will be coordinated by the contracting representative.
- 15.3** Service contractors whose work or substances may pose a health hazard to PAC employee's working in the workplace where the substance(s) are being used shall inform the PAC employees of the health and physical hazards and shall provide, or have readily available for review, an SDS for the substance(s).
- 15.4** PAC shall provide, upon request, a copy of the PAC Hazard Communication Program and shall inform the contractor and their employees, prior to the start of work, the location and potential hazards of all known hazardous substances that may be present in the contractor's work area.

## **16.0 Appendices**

- 16.1 Appendix A—Definitions**
- 16.2 Appendix B—Exemptions**
- 16.3 Appendix C—Workplace Chemical List**
- 16.4 Appendix D—Consolidated List of PAC HAZCOM Workplaces**
- 16.5 Appendix E—Employee Training Roster**
- 16.6 Appendix F—Employee Notices, English & Spanish Versions**
- 16.7 Appendix G—Workplace Hazard Communication Program**



**Appendix A--Definitions**

1. Chemical means any element, chemical compound, or mixture of elements.
2. Chemical name means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemistry Abstracts Service (CAS) rules of nomenclature, or a name which will clearly identify the chemical for the purpose of conducting a hazard evaluation.
3. Combustible liquid means any liquid having a flashpoint at or above 100 of (37.8 0c) but below 200 of (93.3 0c), except any mixture having components with flashpoints of 200 of (93.3 °C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.
4. Common name means 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.
5. Compressed gas means:
  - a. a gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70° F (21.1° C); or
  - b. a gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130° F (54.4° C) regardless of the pressure at 70 F (21.1° C); or
  - c. liquid having a vapor pressure exceeding 40 psi at 100° F (37.8° C) as determined by ASTM D-323-72.
6. Container means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.
7. Employee means a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers who encounter hazardous chemicals only in non-routine, isolated instances are not included.
8. Explosive means a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.
9. Exposure or exposed means that 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 include any route of entry (e.g. inhalation ingestion, skin contact or absorption).
10. Flammable means a chemical that falls into one of the following categories:
  - a. "Aerosol, flammable" means an aerosol that, when tested by the method described in 16 CFR 1500.45 yields a flame projection exceeding 18 inches at full valve opening, or a flashback(a flame extending back to the valve) at any degree of valve opening;

- b. "Gas, flammable" means:
    - 1) A gas that, at ambient temperature and pressure, forms a flammable mixture with air a concentration of thirteen (13) percent by volume or less; or
    - 2) A gas that, at ambient temperature and pressure, forms a range of flammable mixtures with air wider than twelve (12) percent by volume, regardless of the lower limit.
  - c. "Liquid, flammable" means any liquid having a flashpoint below 100° F (37.8° C), except any mixture having components with flashpoints of 100° F (37.8° C) or higher, the total of which make up 99 percent or more of the total volume of the mixture.
  - d. "Solid, flammable" means a solid, other than a blasting agent or explosive as defined in 29 CFR 1910.109 (a), that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. A chemical shall be considered to be a flammable solid if, when tested by the method described in 16 CFR 1500.44, it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.
- 11. Flashpoint means the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite.
  - 12. Foreseeable emergency means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.
  - 13. Hazardous chemical means any chemical which is a physical or a health hazard.
  - 14. Hazardous substance means any chemical or item which is a physical or a health hazard.
  - 15. Hazard warning means any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the specific physical and health(s), including target organ effects, of the chemical(s) in the container(s).
  - 16. Health hazard means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term includes chemicals which are carcinogens, toxic/ highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents acting on the hematopoietic system, and agents damaging the lungs, skin, eyes, or mucous membranes.
  - 17. Identity means any chemical or common name which is indicated on the material safety data sheet (MSDS) for the chemical. The identity used shall permit cross-references to be made among the required list of hazardous chemicals, the label and the MSDS.

18. Immediate use means that 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.
19. Label means any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.
20. Material Safety Data Sheets (MSDS) means a written or printed material concerning a hazardous chemical which is prepared in accordance with OSHA requirements.
21. Mixture means any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.
22. Organic peroxide means an organic compound that contains the bivalent -O-O-structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.
23. Oxidizer means a chemical other than a blasting agent or explosive as defined in 29 CFR 1910.109 (a), that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.
24. Permissible Exposure Limit (PEL) means the federal regulatory established airborne exposure limit for a substance an employee may be exposed either as an equivalent 8-hours-time weighted average in an equivalent 40 hours work week or the maximum airborne concentration referred to a ceiling limit.
25. Physical hazard -means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.
26. Point of Contact -an individual appointed to provide oversight, information, guidance, or other administrative duties.
27. Pyrophoric means a chemical that will ignite spontaneously in air at a temperature of 130° F (54.4° C) or below.
28. Responsible party means someone who can provide additional information on the hazardous substance and appropriate emergency procedures, if necessary.
29. Specific chemical identity means the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any information revealing the precise substance chemical designation.
30. TLV means the Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment published by the American Conference of Governmental Industrial Hygienists (ACGIH) (latest edition).

31. Trade secret means any confidential formula, pattern, process, device, information or compilation of information used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it.
32. Unstable (reactive) means a chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.
33. Water-reactive means a chemical that reacts with water to release a gas that is either flammable or presents a health hazard.
34. Workplace means an area or defined space, a room or a series of rooms with the same specific work function in a department where hazardous chemicals or substances are produced or used, and where employees are present. It also can mean a job site, or project location at a geographical location.

**Appendix B—Exemptions**

Per Section 502.004(e), the following chemicals are exempt from the labeling requirements of THCA and are outside of the scope of this written program:

- 1.0** Any pesticide, as that term is defined in the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. Section 136 et seq.), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency.
- 2.0** Any food, food additive, color additive, drug, cosmetic, or medical or veterinary device, including materials intended for use as ingredients in those products such as flavors and fragrances, as those terms are defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. Section 301 et seq.) and in regulations issued under that Act, when they are subject to the labeling requirements under that Act by the Food and Drug Administration.
- 3.0** Any distilled spirits that are beverage alcohols, wine, or malt beverages intended for non- industrial use, as those terms are defined in the Federal Alcohol Administration Act (27 U.S.C. Section 201 et seq.) and regulations issued under that Act, when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Bureau of Alcohol, Tobacco, and Firearms.
- 4.0** Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. Section 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. Section 1261 et seq.), respectively, when subject to a consumer product safety standard or labeling requirement of those Acts or regulations issued under those Acts by the Consumer Product Safety Commission.

Per Section 502.004(f), the following substances are exempt from the requirements of the THCA and are outside of the scope of this written program:

- 1.0** Hazardous waste, as that term is defined by the federal Solid Waste Disposal Act (SWDA), as amended by the Resource Conservation and Recovery Act (RCRA) of 1976, as amended (42 U.S.C. Section 6901 et. seq.). When subject to regulations issued under that Act by the U.S. Environmental Protection Agency (EPA) and/or under regulation issued by the Texas Commission on Environmental Quality (TCEQ).
- 2.0** A chemical in a laboratory (a workplace where relatively small quantities of hazardous chemicals are used on a non-production basis) under the direct supervision or guidance of a "technically qualified individual" if:
  - 2.1** Labels on incoming containers of chemicals are not removed or defaced;
  - 2.2** PAC complies with THCA Sections 502.006, (SDS) and 502.009, (Employee Education Program) with respect to laboratory employees;
  - 2.3** The laboratory is not used primarily to produce chemicals in bulk for commercial purposes;
  - 2.4** A complete Workplace Chemical List is maintained;

- 2.5** Employees are supplied with the chemical names of all hazardous substances along with the SDS for each chemical; and
- 2.6** A written chemical hygiene plan, as required in CFR 29 1910.1450, is written and implemented (an ACD requirement).
  
- 3.0** Tobacco or tobacco products.
  
- 4.0** Wood or wood products.
  
- 5.0** Articles formed to a specific shape or design during manufacture and do not release or otherwise result in exposure to a hazardous chemical under normal conditions of use.
  
- 6.0** Food, drugs, cosmetics or alcoholic beverages in a retail sale establishment that are packaged for sale to consumers.
  
- 7.0** Food, drugs, or cosmetics intended for personal consumption by an employee while in the workplace.
  
- 8.0** Consumer products or hazardous substances used in the workplace in the same manner as normal consumer use and if the use results in a duration and frequency of exposure that is not greater than exposures experienced by a consumer.
  
- 9.0** Any drug, as that term is defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. Section 301et seq.).
  
- 10.0** Radioactive waste.

**Consolidated List of PAC HAZCOM Workplaces**

Department	Workplace location	Supervisor	Phone

Palo Alto College Hazard Communication  
**Workplace Chemical List**

Name of Workplace, Work Area, or Temporary Workplace: \_\_\_\_\_

Name, Manufacturer, CAS number or Other ID number, and Expiration Date from MSDS or Container Label	Physical State (S/L/G)	Date placed in inventory	Quantity	Unit Size

Workplace Chemical List Prepared by: \_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
 Signature (required)  
*This form must be revised at least annually.*

Date of Preparation: \_\_\_\_\_





Per Sections 502.009(c) and (g) of the Texas Hazard Communication Act (THCA), the following subject(s) were covered in this training:

- Reading and interpreting chemical container labels.
- Reading and interpreting alternative labeling systems, if such labeling systems are being used by the employer.
- Reading and interpreting Safety Data Sheets (SDSs). • Location of hazardous substances in the workplace.
- Physical and health effects of exposure to the hazardous substances. • Proper use of personal protective equipment.
- First aid treatment for exposure.
- Safety instruction on handling, cleanup and disposal procedures for spills

Per Section 502.009(g) of the THCA, training was conducted based on: •

Categories of hazardous substances

- Individual hazardous substances

**Notice to Employees**

## Workplace Hazard Communication Program

for \_\_\_\_\_ (Workplace Title) \_\_\_\_\_

The \_\_\_\_\_ (name of the workplace) \_\_\_\_\_ of the \_\_\_\_\_ (name of the department) \_\_\_\_\_ Department supplements the PAC HAZCOM Program. The purpose of this supplemental guidance is to provide information to our employees about hazardous chemicals/substances and on how the PAC HAZCOM program will be implemented in this workplace. The supervisor is the responsible person for the implementation and compliance with the PAC HAZCOM program in this workplace with the following individual \_\_\_\_\_ (insert individual's name) \_\_\_\_\_ acting as a point of contact (POC) to provide oversight. A HAZCOM binder which contains the necessary information is found in \_\_\_\_\_ (describe location) \_\_\_\_\_ and is available for review by employees. Employees with questions about the HAZCOM program can contact \_\_\_\_\_ (insert individual's name and telephone number) \_\_\_\_\_.

### A. WORKPLACE CHEMICAL LIST

1. A workplace chemical list (WCL) for the hazardous chemicals/substances used in our operations is maintained in the HAZCOM binder in \_\_\_\_\_ (insert location) \_\_\_\_\_ and is available for review when concerns or questions arise.
2. \_\_\_\_\_ (Insert individual's name) \_\_\_\_\_ shall compile and update the WCL as necessary, but at least by December 15 of each year. He/she shall date and sign the WCL. When new chemicals/substances arrive in the workplace, the chemical/substance shall not be used until the MSDS is on file and the WCL updated.
3. The employees in this workplace shall be made aware of the WCL before working with or in an area containing hazardous chemicals/substances.
4. If an employee requests to see the WCL prior to working in the workplace with a hazardous substance, they shall not be disciplined, discharged, or otherwise discriminated against as they exercise their rights as noted in the PAC HAZCOM program.
5. The workplace chemical list shall be maintained for at least 30 years in the workplace or files storage area with the record of where the WCL files are stored.

### B. SAFETY DATA SHEETS (SDS's)

1. \_\_\_\_\_ (Insert individual's name) \_\_\_\_\_ shall verify that when a chemical or hazardous substance is received in the workplace, a legible copy of a current SDS is provided with the item or a current SDS is already on hand. If an SDS is not received or on hand, contact Acquisitions, the chemical manufacture or distributor, to obtain a copy. Until an SDS is on file, the hazardous chemical/substance shall not be used.
2. The workplace supervisor or designated representative shall review the incoming SDSs for new and significant health/safety information and that information shall be provided to the affected employees.

Appendix G (page 1 of 4)

3. The MSDs are located in the \_\_\_\_\_ binder/file cabinet/drawer/etc. \_\_\_\_\_ in \_\_\_\_\_ (provide location, such as room number) \_\_\_\_\_ or an electronic copy can be viewed at (provide web address) \_\_\_\_\_.
4. If an employee has a question or concern about the information on the SDS, the employee should discuss it with the supervisor or can obtain assistance from the ACD Environmental Health & Safety, and Enterprise Risk Management by calling 210-485- 0768/0206.
5. If an employee requests an SDS before working with a hazardous substance, they shall not be disciplined, discharged, or in any manner discriminated against as they exercise their rights as noted in the PAC HAZCOM program.

### C. CONTAINER LABELING

1. No received container of a hazardous chemical/substance shall be released for use until the label is checked for the following:
  - a. Labels are legible in English and Spanish, if possible, and clearly identify the contents to include common/trade name and chemical abstract number (CAS).
  - b. The identity of the chemical or substance is provided as it appears on the SDS.
  - c. Appropriate hazard warnings: health, flammability, reactivity, and personal protective equipment are clearly indicated.
  - d. The name and address of the manufacture or distributor is listed.
2. Labels on existing containers of a hazardous chemical shall not be removed or defaced unless it the label is illegible, inaccurate, or does not conform to labeling requirements. Where labels are unintentionally damaged, a new label shall have affixed immediately to properly identify the contents and the hazards.
3. Any secondary container shall be labeled with at least the identity appearing on the SDS, GHS pictograms and appropriate hazard warning. Only approved storage containers may be used.
4. An employee shall not be required to work with a hazardous chemical or substance from an unlabeled container except for a portable container intended for the immediate use of the employee who performed the chemical/substance transfer. The employee who makes the transfer shall mark on the outside of the portable container the date the transfer was made, their name, and the identity of the hazardous substance/chemical in the portable container.

5. For the       (identify the process)       process container, the label may be replaced by a sign, placard, process sheet, or other means to convey the identity of the hazardous chemical or substance and the appropriate hazard warning. The supervisor shall verify that each employee in the workplace has been trained and understands the meaning of these other forms of warning labels.

#### **D. EMPLOYEE INFORMATION AND TRAINING**

1. Each ACD employee shall be provided with the required information and training, as identified in paragraph 10, in the PAC HAZCOM program. Documentation of this training shall be maintained in the workplace files for at least five years.
2. A new employee shall be scheduled for the initial training prior to assignment in the workplace. Coordination with ACD Human Resources may be needed.
3. If an employee requests the required training be provided prior to working with a hazardous substance, they shall not be disciplined, discharged, or in any manner discriminated against as they exercise their rights under the PAC HAZCOM program.

#### **E. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

1. The supervisor shall order the required PPE for an employee.
2. An employee shall not be required to work with a hazardous chemical/substance without the appropriate PPE and having received training in its correct wear. The employee may at times be questioned by the Department Chairperson, workplace supervisor or designated POC, from Environmental Health, Safety, and Enterprise Risk Management on the correct wear and limitations of the PPE to verify that the employee continues to receive the maximum health protection from the PPE.
3. The supervisor should request assistance from the ACD Environmental Health & Safety, and Enterprise Risk Management, 210-485-0768/0206, in evaluating the workplace exposures to determine the type of PPE that needs to be worn.
4. If respiratory protection is required, the employee shall be medically evaluated to determine if he/she is medically capable of wearing a respirator. The supervisor shall arrangements for the employee to receive the appropriate respiratory medical evaluation.
5. As a condition of employment, the employee shall wear, maintain, and store their assigned PPE per manufacturer's specifications and the training received. Failing to use, maintain, and/or store the PPE correctly may be grounds for the employee to be administratively disciplined following the ACD Policies and Procedures.

6. If an employee is noted as not wearing or improperly wearing the required PPE, the supervisor shall advise the employee that they are not adequately protecting their health. If this practice continues, administrative actions may be taken against the employee following ACD Policies and Procedures.

**F. REPORTING EMPLOYEE DEATHS AND INJURIES**

1. If an incident occurs to a workplace employee(s) and the employee(s) is/are injured or is/are fatally injured, the supervisor shall initiate procedures to obtain medical assistance for the injured employee(s).
2. The supervisor shall take appropriate actions to secure the area and preclude entry by non-authorized personnel.
3. If an incident occurs involving a hazardous chemical/substance exposure or asphyxiation, and if one or more workplace employees are fatally injured or the incident results in the hospitalization of five or more PAC or District employees, the supervisor shall report the incident as soon as possible to their Department Chairperson and/or designated Poe.
4. The Vice President of Academic Affairs and President shall be notified by the Department Chairperson and/or designated representative.
5. After the Department Chairperson has been notified, the supervisor shall also notify the Alamo Colleges Office of Environmental Health & Safety, and Enterprise Risk Management (2210-485-0065, 0069, 0768, 0206).

**Printed Name of Supervisor:** \_\_\_\_\_

**Signature of Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approved by:

**Printed Name of Department Chairperson:** \_\_\_\_\_

**Signature of Department Chairperson:** \_\_\_\_\_

**Date:** \_\_\_\_\_