TECHNICAL COLLEGE
TCSG
SYSTEM OF GEORGIA

Nathan Deal
Governor

Gretchen Corbin
Commissioner

August 11, 2015

President Ivan Allen
Central Georgia Technical College
3300 Macon Tech Drive
Macon, GA 31206

Dear President Allen:

Thank you for submitting the 2015-2016 Hazard Communication Program Plan for your college. Your HCPP has been approved without need for revisions. Please note that an updated Hazardous Chemical Inventory will need to be submitted for the July 1, 2015 deadline for your college. We appreciate the hard work and dedication you and your staff have shown.

If you have questions or need further information concerning applicable requirements, please contact me at (404) 679-1666 or lbeck@tcsg.edu.

Sincerely,

Lisa Anne Beck
Emergency Manager

(Please forward a copy to your College Hazard Communication Program Plan Coordinator for college distribution)

CENTRAL GEORGIA TECHNICAL COLLEGE

Hazard Communication Program Plan

2015-2016

REVIEWED: _____ **DATE:** 4/15/15

CENTRAL GEORGIA TECHNICAL COLLEGE
Hazard Communication Program Plan Coordinator

APPROVED: _____ **DATE:** 4/21/15

President/Executive

REVIEWED: _____ **DATE:** 7/13/15

Technical College System of Georgia
Hazard Communication Program Plan Officer

APPROVED: _____ **DATE:** 8/7/15

Technical College System of Georgia
Assistant Commissioner
Data, Planning and Research

CENTRAL GEORGIA TECHNICAL COLLEGE

Hazardous Communication Program Plan

INTRODUCTION

The State Board of the Technical College System of Georgia (SBTCSG), along with its work units and technical colleges, is committed to providing a safe and healthful environment for its employees, students, volunteers, visitors, vendors and contractors. SBTCSG Policy II.D. Emergency Preparedness, Health, Safety and Security compels technical colleges and work units to ensure that information about the dangers of all hazardous materials used are known by all affected individuals. This Hazard Communication Program Plan (HCPP) has been established to prevent the potentially injurious exposure to hazardous materials through the improper use, handling, transportation, containment, storage, or disposal of such materials under normal operating conditions or potentially during an emergency situation. This HCPP will provide guidance for training regarding the contents of the Occupational Safety and Health Administration (OSHA) Hazard Communications Standard, 29 CFR 1910.1200 (along with the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1988 O.C.G.A. §45-22-1 to §45-22-12 as well as the Georgia Public Employee Hazardous Chemicals Protection and Right to Know Rules, 300-3-19-01 et seq. All operations and all organizational units will participate in the HCPP.

This Hazard Communication Program Plan includes the following topics:

- program administration
- exposure determination
- implementation of methods of exposure control
    - standard hazardous materials precautions
    - engineering and administrative controls
    - personal protective equipment (PPE)
    - housekeeping
    - laundry
- container labeling
- safety data sheets
- training and information
- hazardous non-routine tasks
- informing other employers/contractors
- hazardous material inventories

- evaluation and follow-up post-exposure to hazardous materials
- evaluation of circumstances surrounding exposure incidents
- chemicals in unlabeled pipes and
- program availability

I. PROGRAM ADMINISTRATION

A. The Hazard Communication Program (HCP)/Right to Know (RTK) Coordinator, has the overall responsibility for the Hazard Communication Program. The HCP/RTK Coordinator will review and update and then subsequently submit the HCPP to the TCSG System Office annually, or more frequently if necessary to reflect any new or modified tasks or activities; new or revised employee classifications or new academic programs with potential injurious exposure to hazardous materials to ensure compliance and protection for all individuals.

Contact Information for HCP/RTK Coordinator

Stephen Hutto
Macon Campus Room 333
Office: (478) 757-3436
Cell: (478) 733-2796
Fax: (478) 757-2567
Email: shutto@centralgatech.edu

B. Those individuals who are determined to be at risk of exposure to hazardous materials must comply with the procedures and practices outlined in this HCPP.

C. The assigned designees listed below are responsible for the implementation, documentation, review, training, and record keeping with respect to the areas of implementation of methods of exposure control, container labeling, safety data sheets, training and information. *(May be presented as an appended document.)*

Program or Work Area	Contact Name	Contact Information

SEE APPENDIX A.

II. EXPOSURE DETERMINATION

Individuals are identified as having a risk of exposure to hazardous materials based on the tasks or activities in which they engage. "Covered" individuals are identified by the work unit or technical college as those employees or students who are at risk or vulnerable in the normal conduct of their tasks or activities for potentially injurious exposure to hazardous materials. A "covered" occupational task or activity is recognized as one in which risk of exposure is reasonably expected. These individuals include part-time, temporary, contract, and per-diem employees.

The following is a list of job and/or student program classifications that present the opportunity for potentially injurious exposure to hazardous materials. *(May be presented as an appended document.)*

Job/Program Title	Occupational/Program Area

**** SEE APPENDIX B**

III. IMPLEMENTATION OF METHODS TO REDUCE EXPOSURE RISK

The individuals identified in APPENDIX A are responsible for implementing and documenting the following methods to reduce exposure risk:

A. Standard Precautions: All covered individuals will use hazardous materials standard precautions as dictated by the task or activity. These standard precautions include adhering to appropriate prescribed engineering and administrative controls, personal protective equipment, housekeeping, and laundry.

B. Personal Protective Equipment:

1. Appropriate personal protective equipment (PPE), including but not limited to: respiratory, gloves, protective clothing, eye, and face protection, is provided to covered employees at no cost and available to covered students at the student's expense.
2. Training/record keeping in the use of PPE for specific tasks is provided and maintained.
3. Adequate supplies of the aforementioned equipment will be available in the appropriate size/fit.
4. All covered employees and covered students using PPE must observe the following precautions:
    a. Wear appropriate PPE when it is reasonably anticipated that there may be contact with hazardous materials; replace gloves or other protective clothing if torn or punctured, or if their ability to function as a barrier is compromised.
    b. Utility gloves or other protective clothing may be reused if their integrity is not compromised. Utility gloves or other protective clothing should be discarded if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
    c. Appropriate face and eye protection should be donned when splashes, sprays, spatters, or droplets of hazardous material pose as risk to the eye, nose, or mouth.
    d. Respiratory protection devices should be donned when the vapors of fumes pose a risk to the respiratory system.
    e. Disposable PPE should be discarded properly after each use.

IV.CONTAINER LABELING

The HCP/RTK Coordinator will review labeling procedures periodically and will update labels as required. Those individuals identified in APPENDIX A will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address.

These same individuals will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see EHSEM Specialist, Stephen Hutto, at (478) 757-3436 or via email at shutto@centralgatech.edu.

Central Georgia Technical College currently operates no individual stationary process containers on any campus.

Central Georgia Technical College is using an in-house labeling system that relies on colors, graphics, and/or numeric values to convey hazard information

A. The individuals identified in APPENDIX A are responsible for implementing and documenting the following container labeling requirements for their respective organizational areas:

1. Verify all containers received for use are clearly labeled as to contents, appropriate hazard warning (both physical and health), and manufacturer's name and address.
2. Defaced or missing labels are replaced quickly with an appropriate secondary label.
3. All secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning(s). For assistance with labeling, contact the HCP/RTK Coordinator.
4. All labels, including secondary container labels can be printed from MSDS online. MSDS online can be access from any college owned computer by clicking the icon on the desktop.

V. SAFETY DATA SHEETS

A. The HCP/RTK Coordinator is responsible for establishing and monitoring the technical college or work unit SDS program.

B. The individuals identified in APPENDIX A are responsible for implementing and documenting the following SDS requirements for their respective organizational areas.

1. Procedures are developed to obtain the necessary SDSs and for the review of incoming SDSs for new or significant health and safety information. Any new information is communicated to affected employees. An alternate procedure will be followed when an SDS is not received at the time of initial shipment The identified individual can look up the SDS information in MSDS online. They can then send a request to the HCP/RTK coordinator requesting the SDS be added to the appropriate folder. The HCP/RTK coordinator can then add the SDS to the appropriate folder.
2. Central Georgia Technical College uses MSDS online for all SDS information. All SDS documents are located online. Access is simply made by double clicking the MSDS icon that is displayed on all college computers on the college server.
3. MSDS online is responsible for keeping the SDS sheets up to date as part of the contract with CGTC.

VI. TRAINING AND INFORMATION

A.The HCP/RTK Coordinator is responsible for the HCCP training and will ensure that all program elements are carried out. The Professional Development Training Coordinator is responsible for maintaining the Master Training Log.

B.The individuals identified in APPENDIX B are responsible for implementing and documenting the following training requirements for their respective organizational areas.

1. All covered individuals will receive an explanation of this HCPP during their initial training or academic experience, as well as a review on an annual basis.

2. Everyone who works with or is potentially exposed to hazardous materials will receive initial training on the hazard communication standard and this HCPP before starting work and refresher training annually. Each new covered individual will attend training that includes the following content:

- an overview of the OSHA Hazard Communication Standard
- the hazardous materials present
- the physical and health risks of the hazardous materials
- symptoms of overexposure
- how to determine the presence or release of hazardous materials
- how to reduce or prevent exposure to hazardous materials through use of control procedures, administrative practices and personal protective equipment
- steps taken to reduce or prevent exposure to hazardous materials

- procedures to follow if covered individuals are overexposed to hazardous materials
- how to read labels and SDSs to obtain hazard information
- location(s) of the SDSs and written Hazard Communication Program Plan

3. Prior to introducing a new hazard into any organizational unit, each employee in that organizational unit will be given information and training as outlined above for the new hazard. The training format will be as follows: All training is done by Power Point presentations.

VII. HAZARDOUS NON-ROUTINE TASKS

Periodically, covered individuals are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: confined space entry, tank cleaning, and painting reactor vessels. Prior to starting such tasks, each affected covered individual will be given information by the individuals identified in APPENDIX B for their respective organizational area about the hazardous materials which may be encountered. This information includes specific chemical hazards, protective/safety measures, and steps being taken to reduce hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

VIII. INFORMING OTHER EMPLOYERS/CONTRACTORS

A.The HCP/RTK Coordinator is responsible for providing other employers and contractors with information about hazardous materials that their employees may be exposed to on a given work unit/technical college site as well as suggested precautions for those employees. The HCP/RTK Coordinator is also responsible for obtaining information about hazardous materials used by other employers to which employees of the work unit or technical college may be exposed.
B. Other employers and contractors will be provided with SDSs for hazardous materials generated by the operations of the work unit or technical college in the following manner: Contact the HCP/RTK for any SDS needed.
C. In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by the work unit or technical college.
D. Other employers will be informed of the hazard labels used by the work unit or technical college. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous materials for which their employees may have exposure.

IX. HAZARDOUS MATERIAL INVENTORIES

A.A biennial inventory of all known hazardous materials used by covered individuals is associated with this HCPP. This inventory includes the name of the chemical, the manufacturer, the work/study area in which the material is used, and quantity if it exceeds the Threshold Planning Quantity (TPQ). The inventory should be arranged to be able to cross-reference it with the SDS file and the labels on containers. Additional useful information, such as the manufacturer's telephone number, and emergency number, scientific name, CAS number, the associated task, tec., can be included. ((See these links for further information on TPQ: http://www.gpo.gov/fdsys/pkg/CFR-2013-title40-vol29/pdf/CFR-2013-title40-vol29-part355-appB.pdf
http://www.gpo.gov/fdsys/pkg/CFR-2013-title40-vol29/pdf/CFR-2013-title40-vol29-part355-appA.pdf))

B. When new materials are received, the inventory is updated (including date the materials were introduced) within 30 business days. To ensure any new material is added in a timely manner, the following procedures shall be followed: When the HCP/RTK is made aware of any new materials the SDS for that material will be added to the chemical inventory and SDS folder.

C.The Hazardous Material Inventory is compiled and maintained and submitted to the TCSG System Office by Stephen Hutto (478) 757-3436

X. EVALUATION AND FOLLOW UP POST-EXPOSURE TO HAZARDOUS MATERIALS

A. Should an exposure incident occur, contact Stephen Hutto at the following telephone number (478) 757-3436 or cell (478) 733-2796.

B. An immediate available confidential medical evaluation and follow-up will be conducted and documented by a licensed health care professional.
   1. Following initial first aid the following activities will be performed:
      A. Appropriate college incident report is the filled out and sent to the HCP/RTK coordinator and a copy sent to HR.

XI. EVALUATION OF CIRCUMSTANCES SURROUNDING EXPOSURE INCIDENTS

A. Stephen Hutto will review the circumstances of all exposure incidents to determine:
   1. engineering controls in use at the time
   2. administrative practices followed
   3. a description of the material being used (including type and brand)
   4. protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
   5. location of the incident
   6. task being performed when the incident occurred
   7. training records of covered employee or student

B. If revisions to this HCPP are necessary Stephen Hutto will ensure that appropriate changes are made. (Changes may include an evaluation of safer practices, review of training etc.)

XII. CHEMICALS IN UNLABELED PIPES

Prior to starting work in areas where chemicals are transferred through unlabeled pipes, covered individuals should contact the individuals identified in APPENDIX B for their respective organizational area for information regarding the identity of the material in the pipes; potential hazards; and required safety precautions.

XIII. PROGRAM AVAILABILTY

Any person(s) wanting a copy of the HCP can request a copy by contacting:

Michelle Siniard VPA

80 Cohen Walker Dr.

Warner Robins, Ga. 31088

(478) 218-3330

CENTRAL GEORGIA TECHNICAL COLLEGE

Hazardous Communications Control Plan

APPENDIX A
Responsible person for plan administration per program area/job area

Program/Job Area	Contact Name	Contact Number
Maintenance/Custodian	Robert Dominy	(478) 757-3597
Police/Public Safety/Security	Steve Anderson	(478)757-3453
Biotechnology	Eric Wessinger	(478) 757-2521
Automotive Technology	Danny Lyles	(478) 757-3477
Air Conditioning Technology	Danny Lyles	(478) 757-3477
Aircraft Structural Technology	Shane Walden	(478) 218-3276
Aviation Maintenance Technology	Shane Walden	(478) 218-3276
Welding Technology	Danny Lyles	(478) 757-3477
Industrial Systems Technology	Randy Rynders	(478 218-3264
Gas Metal Arc Welding	Danny Lyles	(478) 757-3477
Auto Collision Technology	Danny Lyles	(478) 757-3477
Cabinet Making/Carpentry Technology	Otis Lucas	(478) 757-3472
Shielded Metal Arc Welding Technology	Leonard Partain	(478) 757-3479
Cardiovascular Technology	Tiffini Strickland	(478) 757-3667
Clinical Laboratory Technology	Tony Dugan	(478) 757-3571
Dental Hygiene Macon	April Catlett	(478) 757-3487

CENTRAL GEORGIA TECHNICAL COLLEGE

Hazardous Communications Control Plan

APPENDIX A

Responsible person for plan administration per program area/job area

Dental Hygiene Warner Robins	Barbara Jansen	(478) 218-3244
Gerontology	Terry Wilkins	(478) 757-3585
Hemodialysis	Terry Wilkins	(478) 757-3585
Radiologic Technology	Terry Wilkins	(478) 757-3585
Barbering	Terrance Shinholster	(478) 757-3486
Cosmetology	Jody Martin	(478) 218-3251
Early Childhood Care and Ed.	Anita Dailey	(478) 757-3491
Childcare Center Macon	Mitzi Love	(478) 757-3492
Childcare Center Warner Robins	Michelle Cutler-Irvin	(478) 218-3346

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TECHNICAL COLLEGE

Hazardous Communication Program Plan

APPENDIX B

Job/program area where exposure to Hazardous Materials could occur

Job/Program Title	Occupational/Program Area
Maintenance/Custodial	Facilities Department
Police/Public Safety/Security	Facilities Department
Biotechnology	Health Sciences
Automotive Technology	Aero Space, Trade and Industry
Air Conditioning Technology	Aero Space, Trade and Industry
Aircraft Structural Technology	Aero Space, Trade and Industry
Aviation Maintenance Technology	Aero Space, Trade and Industry
Welding Technology	Aero Space, Trade and Industry
Industrial Systems Technology	Aero Space, Trade and Industry
Gas Metal Arc Welding	Aero Space, Trade and Industry
Auto Collision Technology	Aero Space, Trade and Industry
Cabinet Making/Carpentry Technology	Aero Space, Trade and Industry
Shielded Metal Arc Welding Technology	Aero Space, Trade and Industry
Cardiovascular Technology	Health Sciences
Clinical Laboratory Technology	Health Science
Dental Hygiene	Health Sciences
Gerontology	Health Sciences
Hemodialysis	Health Sciences
Radiologic Technology	Health Sciences