

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Finance and Administration**  
**POLICY/PROCEDURE: Chemical Right-to-Know**  
**DATE: August 24, 1996**  
**REVISION(S):**

**NUMBER: 3.37**

It is the intent of Ouachita Technical College to comply with Act 556 of 1991 (**Public Employees Chemical Right -to-Know**) and to work continually toward providing a safe teaching and learning environment for OTC students and employees. Training and information concerning hazardous chemicals in the workplace are critical factors in the prevention of injuries. This policy is intended to help reduce exposure to, and the mishandling of, such chemicals and protect the health, safety, and welfare of employees and students.

1. The College will post adequate notices informing employees and students about their rights under the Chemical Right-to-Know Act.
2. The College will ensure that proper chemical labeling of containers holding hazardous chemicals is maintained, including labeling of containers when chemicals are transferred to other containers. "Hazardous Chemicals" means any element, chemical compound, or mixture of elements or compounds that is a physical hazard or a health hazard as defined by the Hazard Communication Standard adopted by the United States Occupational Safety and Health Administration.
3. The College will obtain or develop, maintain, and make available Material Safety Data Sheets (**MSDS**) on each hazardous chemical.
4. The College will maintain a workplace hazardous chemicals list (for hazardous chemicals normally used, generated, and/or stored in an amount equal to or greater than 55 gallons or 500 pounds) which includes the following information: chemical or common name of the chemical; Chemical Abstracts Service Number; and the work area in which the hazardous chemical is normally used, generated, and/or stored.
5. The College will maintain records of accidents involving chemicals and hazardous materials, as well as records of training dates.
6. The College will provide employees with information and training in the proper handling, clean-up, and disposal of hazardous chemicals. Employees must understand their responsibility for prevention of injuries and damage of public property.

Information and training will include the following:

- A. Information on interpreting labels and MSDS's.
- B. Location and availability of the workplace chemical list and the MSDS's.
- C. Any operations in an employee's work area where hazardous chemicals are present.

- D. The physical health hazards of the hazardous chemicals in the work area.
  - E. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
  - F. Measures employees can take to protect themselves from these hazards.
  - G. Frequency of training.
  - H. General safety instructions on the handling, clean-up, and disposal of hazardous chemicals.
  - I. Employees rights, including being informed of potential and actual exposure, access to the workplace chemical list and MSDS's, information and training, and protections for requesting information and training or filing a complaint.
7. Faculty will provide students with information and training in the proper handling, cleanup, and disposal of hazardous chemicals and materials used in class and will take appropriate precautions in the handling of hazardous chemicals in and out of the classroom.

The **Safety Committee** will conduct an annual review of any accidents involving hazardous chemicals and other materials, the workplace chemical list, training and information provided to employees and students, and the **Written Hazard Communication Program** brochure.

AUTHENTICATION (Signature):	COPP
<hr style="width: 25%; margin-left: 0;"/> <p style="text-align: center; margin-top: 5px;">President</p>	<p>11/26/96 (Date)</p>
	<b>3.37</b>