

# Hazardous Chemical Communication Plan

*Yakima  
Valley  
College*

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# Hazardous Chemical Communication Plan

## Purpose

The purpose of this plan is to ensure that all Yakima Valley College (YVC) employees, faculty, students, and personnel working with hazardous materials are informed about the potential dangers and know how to work safely. This plan covers all hazardous materials used in classrooms, laboratories, art studios, and any other facilities where such materials are present, in accordance with WAC 296-901.

## Scope

This Hazard Communication Plan applies to all YVC employees and faculty who may come into contact with hazardous chemicals, including instructional areas such as classrooms, labs, and studios. The plan outlines procedures to reduce risks and ensure compliance with Washington State regulations.

## Responsibilities

- **Director of Occupational Health and Safety:** Oversees the implementation of the Hazard Communication Plan.
- **Supervisors and Instructors:** Ensure employees and students receive appropriate hazard training.
- **Employees and Students:** Adhere to safety protocols when handling hazardous materials.

## Hazard Communication Requirements

### 1. Chemical Inventory

Each department must maintain and regularly update an inventory of all hazardous chemicals used in their areas. The chemical inventory must be easily accessible to all

personnel. New chemicals must be added immediately to this list, and removed when no longer in use.

## **2. Safety Data Sheets (SDS)**

SDS for each hazardous chemical must be readily available to employees and students through YVC's online system, provided by M3V. If any SDS is missing or unavailable, employees must inform their supervisor immediately.

- **Departmental Responsibilities**

Each department or program at YVC must designate a responsible person to ensure that the SDS for all chemicals used in their area are kept up to date in the M3V system. Typically, this responsibility falls to the individual who requests the purchase of the chemical.

The designated person must contact the Director of Occupational Health and Safety (OHS) promptly to request administrative access to the M3V system in order to log in and update or edit SDS entries as needed. This ensures that all necessary information is current and accessible for employees and students working with hazardous materials.

## **3. Labeling**

All hazardous chemicals must be properly labeled with the following:

- Product identifier
- Signal word (Danger or Warning)
- Hazard statement(s) and precautionary statement(s)
- Pictograms
- Manufacturer's or distributor's contact details

## **Personal Protective Equipment (PPE)**

All employees and students working with or around hazardous materials are required to wear appropriate PPE. This includes, but is not limited to:

- **Safety Goggles or Glasses:** Must be worn when handling chemicals that pose a risk of eye injury.
- **Gloves:** Must be worn to protect against skin contact with hazardous chemicals.
- **Lab Coats or Aprons:** To protect clothing and skin from splashes and spills.
- **Respiratory Protection:** Required if working in areas where there is a risk of inhaling hazardous fumes, dust, or vapors. Follow the guidelines in YVC's Respiratory Protection Program.

Instructors and supervisors are responsible for ensuring PPE is provided and used correctly.

## **Emergency Eye Wash and Shower Stations**

In areas where corrosive or hazardous chemicals are used, YVC provides emergency eye wash stations and safety showers:

- **Eye Wash Stations:** Must be used immediately if hazardous chemicals come into contact with the eyes. Flush eyes for at least 15 minutes.
  - **Maintenance:** Eye wash stations must be flushed once per week by lab technicians, instructional technicians, or custodians to ensure proper function.
- **Safety Showers:** Must be used in case of significant chemical spills or exposure to hazardous substances. Flush the affected areas for at least 15 minutes.
  - **Maintenance:** Safety showers must be flushed once per quarter by Facility Operations.

## **Training Requirements**

All personnel must receive training on:

- The location and use of SDS
- Proper use of PPE and emergency equipment
- Chemical labeling requirements
- Procedures for spills and emergency situations
- Waste disposal procedures

Training must be provided upon hiring and when new chemicals or hazards are introduced.

## **Hazardous Waste Disposal**

As a Very Small Quantity Generator (VSQG) under Washington State law, YVC adheres to the following hazardous waste disposal procedures:

### **1. Hazardous Waste Designation**

All chemical waste must be evaluated for hazardous properties before disposal. This includes checking for corrosivity, toxicity, reactivity, and flammability. Waste chemicals that meet the criteria must be handled as dangerous waste.

### **2. Storage and Labeling**

Hazardous waste must be stored in compatible, clearly labeled containers. Labels should include the chemical name and hazard class, along with the date of collection. Storage areas must be secure and comply with state requirements for VSQGs.

### **3. Disposal Guidelines**

- **Batteries:** Must be collected and sent to the Yakima landfill.
- **Biological Waste:** Must be properly decontaminated before disposal.
- **Needles and Sharps:** Must be disposed of using Stericycle's medical waste services.

- **Broken Glass:** Should be placed in designated glass disposal containers, not general trash bins.

#### **4. Contractor Responsibilities**

If a contracted company brings hazardous or dangerous chemicals (for example: paint or solvent) onto any YVC campus to perform work, it is the responsibility of the supervisor overseeing the project to ensure that the contractor removes all material from the site upon the completion of the contract. YVC will not be responsible for disposing of any chemical waste external contractors introduce. This measure is intended to prevent undue disposal costs, as waste disposal fees are particularly high in the area.

### **Chemical Spill Response**

In the event of a chemical spill, the following steps must be taken:

#### **1. Minor Spills**

For small spills that do not pose an immediate risk, employees should:

- Wear appropriate PPE.
- Use a chemical spill kit to contain and clean up the spill.
- Dispose of materials in accordance with hazardous waste guidelines.

#### **2. Major Spills**

For larger spills or spills involving highly hazardous substances, employees must:

- Evacuate the area immediately.
- Contact Campus Security and the Director of Occupational Health and Safety.
- Use emergency eyewash or safety showers if necessary.

- Spill kits are available in all labs and should be used to contain spills until emergency personnel arrive.

## **Plan Review and Updates**

This plan will be reviewed annually by the Director of Occupational Health and Safety. Updates will be made as necessary to reflect regulatory changes or updates in YVC policies and practices.