



Operating Protocol-Procedure #: 812
Category: College Facilities
Office of Primary Responsibility: Facility Services

Approval Date: 3/18/15
Effective Date: 3/18/15
Revised:

Purpose (Clearly state the rationale and purpose for this Operating Protocol)

To establish a Chemical Hygiene Plan (CHP) that incorporates protocols and Standard Operating Procedures (SOP) in accordance with Occupational Safety & Health Administration (OSHA) standards to ensure that PCC employees, students and visitors are protected from exposure to chemical hazards in the workplace.

Applicability (Identify to whom this Operating Protocol applies)

This operating protocol-procedure shall apply to all employees and students of the college to include the Pueblo, Fremont, Mancos, Durango campus locations, and all off-site locations where the college either teaches classes or provides services.

Definitions (Define abbreviations, acronyms, and technical terms)

CHP - Chemical Hygiene Plan
OSHA - Occupational Safety & Health Administration
SOP - Standard Operating Procedures
CHO - Chemical Hygiene Officer
Hazardous Chemical - is defined by OSHA as any chemical that is a health hazard or a physical hazard.
MSDS-Material Safety Data Sheets

References (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

Chemical Hygiene Plan for Academic Programs
Chemical Hygiene Plan for Facility Services
OSHA Regulations & Standards, 29 CFR 1910.1200- Hazard Communication
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10099

Attachments (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

None

Operating Protocol (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

Any office or department at PCC that handles or uses any type of hazardous chemical must adhere to either the "PCC Chemical Hygiene Plan for Academic Programs" or the "PCC Chemical Hygiene Plan for Facility Services." Any employees, including students, who handle hazardous chemicals, must receive appropriate safety training as determined by Chemical Hygiene Officers or department supervisors.

Any areas of the College, such as offices, laboratories, shop areas, or departments handling chemicals must have a Material Safety Data Sheet (MSDS) book with the appropriate chemical hygiene plan included.

Procedure

The Pueblo Community College Hygiene Plans (CHP) for Academic Programs and Facility Services are documents that establish protocols in accordance with Occupational Safety & Health Administration (OSHA) to ensure employees are protected from exposure to chemical hazards in the workplace, to include all offices, academic labs, classrooms, and shop areas.

If chemicals are used in an area, the department head responsible for that area is to maintain a copy of the CHP, which contains general requirements implemented by the Chemical Hygiene Committee and laboratory-specific documents such as hazard assessments, Standard Operating Procedures (SOP), and accident and spill reports.

The CHP will be made readily available to all employees and regulatory officials and will be posted on the PCC U: Drive (in the "CEMT" folder). Copies of the plan will also be readily available and posted in all college Material Safety Data Sheet (MSDS) books that will be located in every custodial closet on campus and in all labs, shops and offices of the Chemical Hygiene Officers (CHO).

The plan will be reviewed and updated on an annual basis. Updates will be announced to the appropriate personnel as needed by the CHO's.