

## Hazard Communication

### I. Policy Section

14.0 Risk Management

### II. Policy Subsection

14.6 Hazard Communication

### III. Policy Statement

The College has adopted a hazard communication program which is available for review by all employees at [grcc.edu/sds](http://grcc.edu/sds). Employees are expected to be aware of the hazardous chemicals they may encounter in the normal course of employment with GRCC or in the event of an emergency. Employees must be familiar with the procedures established in the Hazard Communication Plan to respond appropriately to these hazards.

### IV. Reason for the Policy

The program has been developed to meet the requirements of the Federal Hazard Communication Standards and the State of Michigan Right-to-Know Law, Act No.154 of the Public Acts of 1974 as amended and Act No. 368 of the Public Acts of 1978 as amended.

In order to ensure that all employees of Grand Rapids Community College are made aware of any hazard from chemical use in their work environment, Grand Rapids Community College, hereby implements this written program.

This program shall be updated annually by October 1st when the requirements of the Federal Hazard Communication Standard or the Right-to-Know Law of Michigan are amended.

### V. Entities Affected by this Policy

All employees of Grand Rapids Community College, particularly employees who may be exposed to hazardous chemicals in the normal course of employment or who are likely to be exposed to hazardous chemicals in the event of an emergency.

### VI. Who Should Read this Policy

All employees of Grand Rapids Community College.

VII. Related Documents

Grand Rapids Community College Right-To-Know Program Document is available at [www.grcc.edu/sds](http://www.grcc.edu/sds).

VIII. Contacts

Policy Owner: GRCC Director of Purchasing

IX. Definitions

- A. Carcinogenic – Cancer causing substance or agent
- B. Contractor – Supplier providing services to Grand Rapids Community College
- C. Corrosive – Gradually destructive; steadily harmful
- D. Hazardous Chemical – Substance – A chemical or substance that is possibly a source of danger
- E. MIOSHA – Michigan Occupational Safety and Health Administration
- F. SDS –Safety Data Sheet
- G. OSHA – Occupational Safety & Health Administration
- H. PEL – Permissible Exposure Limit
- I. TLV – Threshold Level Value
- J. TOXIC – Capable of causing injury or death, especially by chemical means; poisonous
- K. UEL – Upper Explosive Limit

X. Procedures

See Grand Rapids Community College Right-To-Know Program Document, available at [www.grcc.edu/sds](http://www.grcc.edu/sds)

XI. Forms

Grand Rapids Community College Right-To-Know Program

XII. Effective Date

March 24, 2004

XIII. Policy History

Revised May, 2016

XIV. Next Review/Revision Date

May, 2018