

## **2-30 Hazard Communication Program**

College of The Albemarle is firmly committed to providing each of its employees a safe and healthy work environment. It is the policy to protect employees as well as the public under the Occupational Safety and Health Act (OSHA) Standard for Hazard Communication. Employees are encouraged to promptly report unsafe conditions to the Chief Operating Officer without fear of reprisal. Retaliation will not be tolerated against employees who report concerns regarding the safety of working conditions.

Safety is everybody's responsibility. All employees are expected to evaluate the safety of areas which they use. Safety glasses must be worn in areas where danger to the eyes exists; this is required by law. Appropriate shoes must be worn at all times while on college premises. Personal protective equipment is to be used where required. Information on health hazards associated with chemicals is outlined in the college's Chemical Hygiene Plan. All shop and lab instructors are responsible for assuring that safe work habits are taught and followed at all times while shop or lab classes are in progress. Employees who create any safety hazards in the workplace, or who fail to comply with safety precautions are subject to disciplinary actions.

The Chief Operating Officer is the designated Facility Coordinator and has the overall responsibility for implementing the program for the college. Access to the written Hazard Communication Program is available to employees, their designated representatives, the Assistant Secretary of Labor for OSHA, and the Director of the National Institute for Occupational Safety and Health (NIOSH) by contacting the Chief Operating Officer. Components referenced in the program include hazard determination, labeling, Material Safety Data Sheets (MSDS) located at each campus, employee information and training, and contractor policy.