



College of The Albemarle Policy

Policy Number: 2.1.3

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Title: Hazard Communications Program

Related Policy and Procedures:

Division of Responsibility: Operations

The College is committed to providing students, faculty, and staff a safe and healthy work environment. As required by federal and state laws and regulations, the College's written Hazard Communication Program and Chemical Hygiene Plan shall be available to all employees, their designated representatives, and local, state, and federal occupational safety and health authorities.

A written copy of the written Hazard Communication Program and the Chemical Hygiene Plan, as well as an inventory of all chemicals on campus, and the safety data sheets for those chemicals, are located in the Office of the chief operations officer. Chemical inventory documentation will be maintained in locations where applicable.

In complying with OSHA's Hazard Communications Standard, the College shall, among other things:

1. Develop a list of chemicals maintained on campus;
2. Label all containers that contain hazardous materials;
3. Keep Safety Data Sheets ("SDS") on file and available on request; and
4. Implement a training program to ensure that all employees are familiar with the hazardous materials on campus.

In addition, the College shall not accept any donations of hazardous materials or chemicals. All hazardous materials and chemicals purchased by the College must be labeled with the following information:

1. Identity of the hazardous material/chemical;
2. Appropriate hazard warning; and
3. Name and address of the manufacturer, importer, or other responsible party.

June 13, 2023

May 28, 2025

N/A

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision