Hazard Communication Program Plan

2023 – 2024

Reviewed: _____ Date: 07-20-2023
Hazard Communication Program Plan Coordinator, Southeastern Technical College

Approved: _____ Date: 7-20-23
President, Southeastern Technical College

Reviewed: _____ **Date:** 07/24/23
Emergency Manager, Technical College System of Georgia

Approved: N/A _____ **Date:** _____
Chief of Police/Director of Public Safety, Technical College System of Georgia

Revised March 13, 2023

Southeastern Technical College

Hazard Communication Program Plan

INTRODUCTION

The State Board of the Technical College System of Georgia (SBTCSG), along with its work units and technical colleges, is committed to providing a safe and healthful environment for its employees, students, volunteers, visitors, vendors and contractors. SBTCSG Policy II.D. Emergency Preparedness, Health, Safety and Security compels technical colleges and work units to ensure that information about the dangers of all hazardous materials used are known by all affected individuals. This Hazard Communication Program Plan (HCPP) has been established to prevent the potentially injurious exposure to hazardous materials through the improper use, handling, transportation, containment, storage, or disposal of such materials under normal operating conditions or potentially during an emergency situation. This HCPP will provide guidance for training regarding the contents of the Occupational Safety and Health Administration (OSHA) Hazard Communications Standard, 29 CFR 1910.1200 (along with the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1988 O.C.G.A. §45-22-1 to §45-22-12 as well as the Georgia Public Employee Hazardous Chemicals Protection and Right to Know Rules, 300-3-19-01 et seq. All operations and all organizational units will participate in the HCPP.

This Hazard Communication Program Plan includes the following topics:

- program administration
- exposure determination
- implementation of methods of exposure control
    - standard hazardous materials precautions
    - engineering and administrative controls
    - personal protective equipment (PPE)
    - housekeeping
    - laundry
- container labeling
- safety data sheets
- training and information
- hazardous non-routine tasks
- informing other employers/contractors
- hazardous material inventories
- evaluation and follow-up post-exposure to hazardous materials
- evaluation of circumstances surrounding exposure incidents
- chemicals in unlabeled pipes and
- program availability

I. PROGRAM ADMINISTRATION

A. The Hazard Communication Program (HCP)/Right to Know (RTK) Coordinator, has the overall

responsibility for the Hazard Communication Program. The HCP/RTK Coordinator will review and update and then subsequently submit the HCPP to the TCSG System Office annually, or more frequently if necessary to reflect any new or modified tasks or activities; new or revised employee classifications or new academic programs with potential injurious exposure to hazardous materials to ensure compliance and protection for all individuals.

Contact Information for HCP/RTK Coordinator

Travis Akridge, Director of Safety and Security: 478-299-3530

B. Those individuals who are determined to be at risk of exposure to hazardous materials must comply with the procedures and practices outlined in this HCPP.

C. The assigned designees listed below are responsible for the implementation, documentation, review, training, and record keeping with respect to the areas of implementation of methods of exposure control, container labeling, safety data sheets, training and information.

Program or Work Area	Contact Name	Contact Information
Air Conditioning Technology	Vince Scott	912-538-3146
Associate of Science in Nursing	Donna Jean Braddy Jennifer Corner Brooke Hinson Mary Martha Jennings Jennifer Gunter Beth Hendrix Gigi Ennis	912-538-3172 912-538-3253 912-538-3144 912-538-3210 912-538-3124 478-289-2284 478-289-2333
Automotive Technology	Will Fountain	912-538-3155
Clinical Laboratory Technology	Rebecca James	912-538-3183
CNC Technician	James Yearty	478-289-2323
Commercial Truck Driving	Dennis Davis Ronnie Holton	912-537-0064 478-289-2233
Cosmetology	Althea Coney Courtney Durrence Bell Linda Hairr	912-538-3203 912-538-3202 478-289-2238
Dental Hygiene	Dr. Jennifer Gramiak	912-538-3210
Diesel Equipment Technology	Jeffery Wyatt	478-289-2218
Early Childhood Education	Mindy Sumner Kay Wilson	912-538-3256 478-289-2231

Program or Work Area	Contact Name	Contact Information
Electrical Construction Technology	Tony Criswell	478-289-2235
Electronics Technology	William Greene	912-538-3102
Health Care Assistant	Brooke Hinson Tiffany Thompson	912-538-3144 912-538-3252
General Education/Biology	Sadia Ajohda	912-538-3216
Maintenance Department	Sarah Gross Payne	912-538-3187
Medical Assisting	Stephanie Waters	912-538-3195
Nurse Aide	Leann Murray Dana Roessler Melinda Lee Kayla Drew	478-289-2228 912-538-3198 912-538-3275 478-289-2335
Paramedic Technology	Mike Young	912-538-1279
Phlebotomy	Rebecca James Erin Rollins	912-538-3183 912-538-3193
Practical Nursing	Rachel Sikes Candi Newton Sheila Van Dyke Joanna Bell Megan Guin	912-538-3209 912-538-3145 912-538-3105 478-289-2201 478-289-2306
Radiologic Technology	Keegan Spell Tara Powell	912-538-3112 912-538-3152
Welding and Joint Technology	Michael Crumpler Jason McDonald	912-538-3257 478-289-2325

D. Southeastern Technical College engages in the following contractual agreements regarding hazardous materials communication:
None

E. Southeastern Technical College engages in the following training, drills, and exercises regarding hazard materials communication: All employees are trained on the hazardous chemicals and Velocity EHS Chemical Management (Formerly MSDS Online) (Safety Data Sheets) program during Southeastern Technical College's annual staff development day. All students are trained by program faculty prior to use or contact with any hazardous material associated with the prospective program.

The protocol for the retention of training records is as follows: All Southeastern Technical College training records are maintained in the office of Director of Human Resources and Auxiliary Services. All student training records are maintained by Southeastern Technical College faculty for their prospective programs.

F. The protocol for the annual review of the Southeastern Technical College HCPP is as follows: The Director of Safety and Security reviews the HCPP to make corrections and updates pertaining to changes throughout the year affecting hazardous material procedures. Following initial review by the Director of Safety and Security, all program faculty/staff utilizing hazardous materials in his/her program or work area review the HCPP and training log information pertaining to their prospective areas. Upon completion, the HCPP is forwarded to the Southeastern Technical College Executive Council for review and approval.

The protocol for the retention of the HCPP is as follows: A current electronic copy of the approved HCPP is listed on the Southeastern Technical College intranet. Also, a safety notebook containing the current HCPP is located in every classroom.

II. EXPOSURE DETERMINATION

Individuals are identified as having a risk of exposure to hazardous materials based on the tasks or activities in which they engage. **"**Covered" individuals are identified by the work unit or technical college as those employees or students who are at risk or vulnerable in the normal conduct of their tasks or activities for potentially injurious exposure to hazardous materials. A "covered" occupational task or activity is recognized as one in which risk of exposure is reasonably expected. These individuals include full-time, part-time, temporary, contract, and per-diem employees.

The following is a list of job and/or student program classifications that present the opportunity for potentially injurious exposure to hazardous materials.

Job/Program Title	Occupational/Program Area
Program Instructors	Handling and Inhalation of hazardous chemicals during class activities
Maintenance	Handling and Inhalation of hazardous chemicals while carrying out daily job duties (i.e. cleaning restrooms, mopping floors, spraying chemicals for grounds upkeep.)
Security	Handling and Inhalation of hazardous chemicals while responding to any exposure or emergency.

IMPLEMENTATION OF METHODS TO REDUCE EXPOSURE RISK

The individuals identified in I. C. are responsible for implementing and documenting the following methods to reduce exposure risk:

A. **Standard Precautions:** All covered individuals will use hazardous materials standard precautions as dictated by the task or activity. These standard precautions include adhering to appropriate prescribed engineering and administrative controls, personal protective equipment, housekeeping, and laundry.
B. **Personal Protective Equipment:**
   1. Appropriate personal protective equipment (PPE), including but not limited to: respirator, gloves, protective clothing, eye, and face protection, is provided to covered employees at no cost and available to covered students at the students' expense.
   2. Training/record keeping in the use of PPE for specific tasks is provided and maintained.
   3. Adequate supplies of the aforementioned equipment will be available in the appropriate size/fit.
   4. All covered employees and covered students using PPE must observe the following precautions:
      a. Wear appropriate PPE when it is reasonably anticipated that there may be contact with hazardous materials; replace gloves or other protective clothing if torn or punctured, or if their ability to function as a barrier is compromised.
      b. Utility gloves or other protective clothing may be reused if their integrity is not compromised. Utility gloves or other protective clothing should be discarded if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
      c. Appropriate face and eye protection should be donned when splashes, sprays, spatters, or droplets of hazardous material pose as risk to the eye, nose, or mouth.
      d. Respiratory protection devices should be donned when the vapors of fumes pose a risk to the respiratory system.
      e. Disposable PPE should be discarded properly after each use.

III. CONTAINER LABELING

A. The HCP/RTK Coordinator will review labeling procedures periodically and will update labels as required.

The department heads, supervisors, or program instructors in each section will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address.

The department heads, supervisors, or program instructors in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see Travis Akridge, Director of Safety and Security.

On the following individual stationary process containers (such as storage tanks), we are using placards rather than a label to convey the required hazardous chemical product warning information.

Hazardous chemicals should be identified by a "Warning" somewhere on the labeling or packaging. If there is any question as to whether or not a chemical is hazardous, a Safety Data Sheet should be requested from the appropriate distributor or vendor.

All personnel are responsible for monitoring product container labeling, but department heads, supervisors, or program instructors where hazardous chemicals are used, stored, or disposed of will be responsible for the actual labeling of the products.

1. All product containers shall be maintained with their original labels.
2. The original container label information shall be reapplied if labels become obliterated. Label information may be reapplied directly to the original container or by a means that is directly traceable to the container (e.g., sign, placard or other written media).

If the label information is provided through a traceable means to the container, then that written media shall be available to all personnel. The label must show the name of the chemical, the manufacturer, and any hazard warnings for the container's contents.

The Director of Safety and Security will review the company labeling procedures annually and update labels as required.

B. The individuals identified in I. C. are responsible for implementing and documenting the following container labeling requirements for their respective organizational areas:

1. Verify all containers received for use are clearly labeled as to contents, appropriate hazard warning (both physical and health), and manufacturer's name and address.
2. Defaced or missing labels are replaced quickly with an appropriate secondary label.
3. All secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning(s). For assistance with labeling, contact the HCP/RTK Coordinator.
4. For the following individual stationary process containers (such as storage tanks), a labeling system rather than a label is used to convey the required information: Signs or placards could be used if there are a number of stationary containers within a work area that have similar contents and hazards.
5. Labels for all hazardous materials will be printed from the Velocity EHS Chemical Management program.

IV. SAFETY DATA SHEETS (SDS)

A. The HCPP/RTK Coordinator is responsible for establishing and monitoring the technical college or work unit SDS program.

B. The individuals identified in I. C. are responsible for implementing and documenting the following SDS requirements for their respective organizational areas.

1. Procedures are developed to obtain the necessary SDSs and for the review of incoming SDSs for new or significant health and safety information. Any new information is communicated to affected employees. An alternate procedure will be followed when an SDS is not received at the time of initial shipment:

The Director of Safety and Security is responsible for establishing and monitoring the technical college or work unit SDS program. He will ensure that procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. He will see that any new information is communicated to affected employees. The procedure below will be followed when an SDS is not received at the time of initial shipment:

1. A Safety Data Sheet Request form should be used to document requests by mail or facsimile. A copy of this request should be housed behind the tab SDS Request Forms in your work area notebook. Most vendors prefer a written request.

2. A Safety Data request telephone log should be used to document requests by telephone. This log should be housed behind the tab SDS Request Forms in your work area notebook.

3. The hazardous chemical inventory list form should be used to compile your inventory list to be turned in to the coordinator December 1 and June 1 of each year. A copy of your work area list should be housed behind the Hazardous Chemical Inventory. All new hazardous chemical inventories will be entered into the STC Velocity EHS Chemical Management program by the coordinator.

The blank forms listed below can be obtained in the Forms section of your work area notebook or from the employee intranet.

1. Copies of SDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in the STC Velocity EHS Chemical Management program (employee intranet), Vidalia Campus/Main Building – Receptionist Area, Vidalia Campus/Allied Health Building – Receptionist Area and Swainsboro Campus/Building #2 – Receptionist Area. If an SDS is not available, contact Travis Akridge, Director of Safety and Security.

2. SDSs will be readily available to covered individuals in each work area using the following format: Employees can access all program SDSs by going to the employee intranet. The SDS Lookup Program is located in the College Documents section. Once the drop down appears, employees should click on the "SDS Lookup Program" to locate the SDS sheet.

3. When revised SDSs are received, the following procedures will be followed to replace old SDSs: The Velocity EHS Chemical Management program automatically updates SDSs as changes are made from each company. The Director of Safety and Security will be responsible for providing program instructors with updated copies of SDSs as they are received.

V. TRAINING AND INFORMATION

A. The HCPP/RTK Coordinator is responsible for the HCCP training and will ensure that all program elements are carried out. The Director of Human Resources is responsible for maintaining the Master Training Log.

B. The individuals identified in I. C. are responsible for implementing and documenting the following training requirements for their respective organizational areas.

1. All covered individuals will receive an explanation of this HCPP during their initial training or academic experience, as well as a review on an annual basis.

2. Everyone who works with or is potentially exposed to hazardous materials will receive initial training on the hazard communication standard and this HCPP before starting work and refresher training annually. Each new covered individual will attend training that includes the following content:

- an overview of the OSHA Hazard Communication Standard

- the hazardous materials present
- the physical and health risks of the hazardous materials
- symptoms of overexposure
- how to determine the presence or release of hazardous materials
- how to reduce or prevent exposure to hazardous materials through use of control procedures, administrative practices and personal protective equipment
- steps taken to reduce or prevent exposure to hazardous materials
- procedures to follow if covered individuals are overexposed to hazardous materials
- how to read labels and SDSs to obtain hazard information
- location(s) of the SDSs and written Hazard Communication Program Plan

3. Prior to introducing a new hazard into any organizational unit, each employee in that organizational unit will be given information and training as outlined above for the new hazard. The training format will be as follows: Employees are provided an annual training on Hazard Chemicals on Southeastern Technical College's staff development day. Each employee must sign the Certification of Hazardous Chemical Training and Right to Know Act form and Training Log. These forms will be kept in the personnel file of each employee in the office of the Director of Human Resources and Auxiliary Services.

VI. HAZARDOUS NON-ROUTINE TASKS

Periodically, covered individuals are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: confined space entry, tank cleaning, and painting reactor vessels. Prior to starting such tasks, each affected covered individual will be given information by the individuals identified in I. C. for their respective organizational area about the hazardous materials which may be encountered. This information includes specific chemical hazards, protective/safety measures, and steps being taken to reduce hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

VIII. INFORMING OTHER EMPLOYERS/CONTRACTORS

A. The HCP/RTK Coordinator is responsible for providing other employers and contractors with information about hazardous materials that their employees may be exposed to on a given work unit/technical college site as well as suggested precautions for those employees. The HCP/RTK Coordinator is also responsible for obtaining information about hazardous materials used by other employers to which employees of the work unit or technical college may be exposed.

B. Other employers and contractors will be provided with SDSs for hazardous materials generated by the operations of the work unit or technical college in the following manner: Any contractor providing a service to Southeastern Technical College and introducing any hazardous chemical to the facility will be required to complete the Independent Contractor/Subcontractor Use of Hazardous Chemicals Notification form. The project manager/supervisor will be responsible for providing the contractor with the form and notifying the Director of Safety and Security of the hazardous chemicals being used during the project.

C. In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by the work unit or technical college.
D. Other employers will be informed of the hazard labels used by the work unit or technical college. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous materials for which their employees may have exposure.

IX. HAZARDOUS MATERIAL INVENTORIES

A. A biennial inventory of all known hazardous materials used by covered individuals is associated with this HCPP. This inventory includes the name of the chemical, the manufacturer, the work/study area in which the material is used, and quantity if it exceeds the Threshold Planning Quantity (TPQ). The inventory should be arranged to be able to cross-reference it with the SDS file and the labels on containers. Additional useful information, such as the manufacturer's telephone number, and emergency number, scientific name, CAS number, the associated task, tec., can be included. ((See these links for further information on TPQ:
https://www.gpo.gov/fdsys/pkg/CFR-2017-title40-vol30/pdf/CFR-2017-title40-vol30-part355-appB.pdf
https://www.gpo.gov/fdsys/pkg/CFR-2017-title40-vol30/pdf/CFR-2017-title40-vol30-part355-appA.pdf

1. When new materials are received, the inventory is updated (including date the materials were introduced) within 30 business days. To ensure any new material is added in a timely manner, the following procedures shall be followed:
    - Go to STC Intranet
    - Scroll over "College Documents" and click on "SDS Lookup Program.
    - Type in the new material in the Search MSDSonline section.
    - Select the material and click on the red arrow located on the right side of the page.
    - Click on "Assign to Company List"
    - Complete the "Contact Information" section and click continue.
    - Enter reason for submitting new material and click on submit.
    - Once the new material has been entered, an email will be sent to Travis Akridge, Director of Safety and Security for approval.

C. The Hazardous Material Inventory is compiled and maintained and submitted to the TCSG System Office by Travis Akridge, Director of Safety and Security: 912-538-3125/478-299-3530.

X. EVALUATION AND FOLLOW UP POST-EXPOSURE TO HAZARDOUS MATERIALS

A. Should an exposure incident occur, contact Travis Akridge, Director of Safety and Security at the following telephone number 912-538-3125/478-299-3530.

B. An immediate available confidential medical evaluation and follow-up will be conducted and documented by a licensed health care professional.

1. Following initial first aid the following activities will be performed:
2. Document the routes of exposure and how the exposure occurred.

C. During the period of the 2020-2021 ECP the following incidents surrounding exposure occurred:

1. Six ASN students and one faculty member were practicing intradermal and subcutaneous injections and injected each other with Wallcur Practi-Regular Insulin rather than the intended practice solution of 0.9% sodium chloride.

XI. EVALUATION OF CIRCUMSTANCES SURROUNDING EXPOSURE INCIDENTS

A. Travis Akridge, Director of Safety and Security will review the circumstances of all exposure incidents to determine:

1. engineering controls in use at the time
2. administrative practices followed
3. a description of the material being used (including type and brand)
4. protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
5. location of the incident
6. task being performed when the incident occurred
7. training records of covered employee or student

B. If revisions to this HCPP are necessary Travis Akridge, Director of Safety and Security will ensure that appropriate changes are made. (Changes may include an evaluation of safer practices, review of training etc.)

C. The following protocol is followed for evaluating the circumstances surrounding an exposure incident:

1. The exposure is reported to the immediate supervisor of the STC employee/student affected by the incident.
2. The supervisor will complete a Southeastern Technical College crime/incident report form which will be forwarded to the Director of Safety and Security for review. Also, an Exposure Incident Report and Follow-Up Form for Exposure to Hazardous Materials will be completed.
3. The Director of Safety and Security will speak with the affected STC employee/student to determine if any further action or change in procedure is necessary.
4. The completed Southeastern Technical College crime/incident form and Exposure Incident Report and Follow-Up Form for Exposure to Hazardous Materials will be kept by the Director of Safety and Security.

XII. CHEMICALS IN UNLABELED PIPES

Prior to starting work in areas where chemicals are transferred through unlabeled pipes, covered individuals should contact the individuals identified in I. C. for their respective organizational area for information regarding the identity of the material in the pipes; potential hazards; and required safety precautions.

XIII. PROGRAM AVAILABILTY

A. All covered individuals can review this HCPP at any time while performing these tasks or activities by contacting Travis Akridge, Director of Safety and Security. If requested, a hard copy of this HCPP will be provided free of charge within 15 business days of request. Copies of the Hazard Communication Program Plan are available on the STC Intranet for review by any interested employee.

B.A copy of this program will be made available, upon request, to employees, to students and their representatives.

SAFETY DATA SHEET REQUEST

Please forward the SDSs for the following product/chemical as soon as possible. Thank you for your prompt attention.

PRODUCT/CHEMICAL NAME

Date: _____

Employee: _____

Please mail to:

Southeastern Technical College

Attention: _____
Name/Title

Vidalia Campus	***OR***	Swainsboro Campus
3001 East First Street		346 Kite Rd
Vidalia, GA 30474		Swainsboro, GA 30401

HAZARDOUS CHEMICAL
SDS REQUEST
TELEPHONE LOG

Date	
Distributor/Vendor	
Location	
Telephone Number	
Contact	
Recorded By	

Conversation Notes:

TRAINING LOG

HAZARDOUS CHEMICAL TRAINING/EDUCATION

EMPLOYEE RIGHT TO KNOW ACT

Title of Training Session: _____

Instructor/Trainer: _____

Duration: _____

The following list of employees received training/retraining on the date indicated. This log is to be retained for three years after training has been completed.

EMPLOYEE NAME (Printed)	(Signature)	**DATE**

INDEPENDENT CONTRACTOR/SUBCONTRACTOR

USE of HAZARDOUS CHEMICALS NOTIFICATION

I, _____ (Name/Title) of

_____ (Company and Address), hereby

notify Southeastern Technical College, this ____day of _____ _____, (a minimum of 30 days prior to the commencement) of work involving hazardous chemicals which will be used or stored in the workplace of Southeastern Technical College by my organization. This notification is in fulfillment of 45-22-7 of Georgia Laws Regulating Hazardous Chemicals and the request of:

_____

Southeastern Technical College Hazardous Chemical Right to Know Coordinator

and/or

_____ _____

Employee Name Employee Title

SOUTHEASTERN TECHNICAL COLLEGE
SAFETY EQUIPMENT LISTING/CHECKLIST

WORK AREA: _____

SAFETY EQUIP/PRECAUTION	EQUIPMENT DESCRIPTION	IDENTIFY OPERATION
Venting		
Eye/Face Protection		
Emergency Eye Wash		
Torso Protection (Apron)		
Hand Protection (Gloves)		
Fire Extinguishers (Proper Rating)		
Respiratory Protection (Dust Mask)		
Other		
Other		

DESCRIBE ANY OTHER PRECAUTION (S):

1. _____
2. _____
3. _____

Exposure Incident Report and Follow-Up Form
For Exposure to Hazardous Materials

Incident Report

Date of
Report:_____

Name of Person
Exposed:_____

Employee Number or Student
Number:_____

If Student:
Program/Course:_____

If Employee: Job
Title:_____

Location of
Incident:_____

Date and Time of
Incident:_____

Describe circumstances of exposure incident or attach report:

_____
_____
_____
_____

Follow-Up

_____Person involved in incident referred to appropriate health care professional for follow-up

_____Documentation of medical release is on file at Southeastern Technical College and clinical or work site (if appropriate). Alternate employment duties/academic activities assignment may be considered based on the option of the employee's/student's appropriate healthcare provider.

_____Name, address and phone number of medical professional providing follow-up care.

_____

_____

_____Identify Individuals to whom copies were sent within 24 hours

_____

_____

Exposed Person's Supervisor/Academic Coordinator:

_____

Work Unit or Technical College Hazard Communication Program Coordinator:

_____

Clinical or Work Site Contact Person:

_____

Name/Title of person preparing Exposure Incident Report and Follow-up Form:

_____

Campus Crime/Accident/Incident Report

Case Number: *Internal Use Only*

Name of Person Involved: *Click or tap here to enter text.*

Student ID Number: *Click or tap here to enter text.*

Program of Study: *Click or tap here to enter text.*

Address: *Click or tap here to enter text.*

Phone: *Click or tap here to enter text.*

Additional Identification Information: *Click or tap here to enter text.*

Date of Incident: *Click or tap here to choose Date:*

Time of Incident: *Click or tap here to enter text.*

Time Incident Reported: *Click or tap here to enter text.*

Location:

☐**Vidalia Campus** ☐**Swainsboro Campus** ☐**Health Science Annex West**
☐**Commercial Truck Driving Training Center**
☐**Other:** *Click or tap here to enter text.*

Relationship to College:

☐**Student** ☐**STC Employee** ☐**Visitor** ☐**Board Member** ☐**Applicant**

Witnesses:

Name: *Click or tap here to enter text.*
Student ID Number: *Click or tap here to enter text.*
Address: *Click or tap here to enter text.*
Phone: *Click or tap here to enter text.*

Additional Identification Information: *Click or tap here to enter text.*
Name: *Click or tap here to enter text.*
Student ID Number: *Click or tap here to enter text.*
Address: *Click or tap here to enter text.*
Phone: *Click or tap here to enter text.*
Additional Identification Information: *Click or tap here to enter text.*

Classification of the Incident: *Choose an item.*

Description if Other was selected: *Click or tap here to enter text.*

☐**Check box if Hate Crime**

Description of the Incident: (Include Location and Time)
Click here to enter text.

Action Taken By Security Department:
Click here to enter text.

Reported to Campus Security:
☐**Yes** **Date:** *Click or tap here to choose date.*
Time: *Click or tap here to choose date.*
☐**No, Not Applicable**

Reported to Local Law Enforcement:
☐**Yes** **Date:** *Click here to choose date.*
Time: *Click or tap here to enter text.*
☐**No, Not Applicable**

If a safety incident occurred in classroom or lab, reported to Vice President for Academic Affairs:
☐**Yes** **Date:** *Click here to choose date.*
☐**No, Not Applicable**

If a safety incident occurred in the general campus grounds or area, reported to Director of Safety and Security:
☐**Yes** **Date:** *Click here to choose date.*
☐**No**

Person Completing Report: *Click or tap here to enter text.*
Date: *Click here to choose date.*

Submit copies of this report to:

- **Immediate Supervisor**
- **Appropriate Vice President**
- **Director of Safety and Security**
- **Vice President for Institutional Effectiveness**

Other Involved Party(ies) Information (If Applicable):
Name of Person: *Click or tap here to enter text.*
Student ID Number: *Click or tap here to enter text.*
Address: *Click or tap here to enter text.*
Phone: *Click or tap here to enter text.*
Additional Identification Information: *Click or tap here to enter text.*

Other Involved Party(ies) Information (If Applicable):
Name of Person: *Click or tap here to enter text.*
Student ID Number: *Click or tap here to enter text.*
Address: *Click or tap here to enter text.*
Phone: *Click or tap here to enter text.*
Additional Identification Information: ***Click or tap here to enter text.***

HAZARD COMMUNICATION PROGRAM PLAN TRAINING LOG 2023-2024

Job/Program/Occupational Area	Date	Training Topic
Air Conditioning Technology	All AIRC course – each semester.	Recovery, recapture, and transfer back into the air conditioning component.
Associate of Science in Nursing	Traditional: Fall RNSG 1005 RNSG 2020 Bridge: Fall RNSG 1019B	The following videos will be upload in the Blackboard courses for RNSG 1005, 2020 and 1019B. https://youtu.be/6zEmw92yHbo HazMat Training Video After viewing the videos, students will take exams and have 3 attempts to score a 100%. If after 3 attempts, students do not score a 100%, the student must remediate with a faculty member and then retest to earn a score of 100%. Students must score 100% before attending lab or clinical.
Automotive Technology	Fall Semester – AUTT 1020	Use of training program S/P2.
Clinical Laboratory Technology	Summer Semester – CLBT 1010	Knowledge of SDS and chemical storage. Tested on reading of SDS sheets.
CNC Technician	AMCA 2110	Lab exercise/explanation of chemicals associated with program.
Commercial Truck Driving	CDLT 1010 – Program runs every 7.5 weeks. And CDLT 1010 is taught each 7.5weeks	Vehicle inspections pertaining to fluid levels and fuel tank levels.
Cosmetology	Beginning of COSM 1000, 1010, 1100, 1125.	Textbook and OSHA website. Test of knowledge given at end of training.

Job/Program/Occupational Area	Date	Training Topic
Dental Hygiene	Summer Semester: During mandatory orientation session conducted in July.	Hazardous Materials Safety in Dental Hygiene Clinical/Laboratory Areas
Diesel Equipment Technology	Each semester in DIET 1000.	Haz-Mat Training Use of online safety course SP-2 to deliver training.
Early Childhood Education	All ECCE classes	Glue/Paint/Glitter only materials used. Advise students to read warning labels before use and allowing children to use.
Electrical Construction Technology	IDFC 1007 – Fall Semester	OSHA 10, Reading and understanding SDSs and hazardous material handling.
Electronics Technology	ELCR 2150 – Fall Semester ELCR 1005 – Spring/Summer Semesters	Cover usage of hydraulic fluid as part of discussion of hydraulic power unit. Online study material pertaining to the usage of flux. The online material is used for in-class and online courses.
General Education/Biology	BIOL 2117- Summer Semester	OSHA Training and Bloodborne Pathogens. Students are required to take a test for competency following the training.
Health Care Assistant	ALHS 1040 – Introduction to Health Care; per college schedule- fall, spring, and/or summer semesters.	Students watch the *OSHA Hazard Communication* training video and take the corresponding exam prior to the start of learning activities in the lab. *OSHA Hazard Communication T*raining Video.

Job/Program/Occupational Area	Date	Training Topic
		https://youtu.be/6zEmw92yHbo Students have three attempts to score 100% on the exam. Should a student not meet the 100% benchmark, he or she will remediate prior to a fourth attempt.
Industrial Electrical and Maintenance Technician	COFC 1080 – Fall Semester	OSHA 10, Reading and understanding SDSs and hazardous material handling
Maintenance Department	Annually – Spring STC staff development day	SDS sheet location and chemical usage/disposal
Medical Assisting	MAST 1080; per college schedule- fall semester MAST 1080 – Medical Assisting Skills I Clinical Medical Assisting: A Professional, Field Smart Approach to the Workplace, Heller	Students watch the following video and take the corresponding exam prior to the start of learning activities in the lab. *OSHA Hazard Communication* Training Video https://youtu.be/6zEmw92yHbo Students have three attempts to score 100% on the exam. Should a student not meet the 100% benchmark, he or she will meet with the instructor for remediation prior to a fourth attempt. Exam scores are kept in the students training file. Hazardous chemicals – p. 199 Test 4 – No. 32, 47, 89, 112 Safety Data Sheets (SDS) – p. 200 Test 4 – No. 68, 95

Job/Program/Occupational Area	Date	Training Topic
Nurse Aide	NAST 1100, Nurse Aide Fundamentals; per college schedule- fall, spring, and/or summer semesters	Students watch the *OSHA Hazard Communication* training video and take the corresponding exam prior to the start of learning activities in the lab. *OSHA Hazard Communication* Training Video https://youtu.be/6zEmw92yHbo Students have three attempts to score 100% on the exam. Should a student not meet the 100% benchmark, he or she will remediate prior to a fourth attempt. Exam scores are kept in the students NAST 1100 training file.
Paramedic Technology EMS Professions	EMSP 2110 – Spring Semester EMSP 1110 – Fall Semester	Information on handling of blood and sanitizing areas following an exposure.
Phlebotomy	PHLT 1030	Knowledge of SDS, HIPPA, biohazard training and chemical storage. Tested on chapter tests.
Practical Nursing	Fall/Spring Semester – PNSG 2030	The following videos will be upload in the Blackboard courses for PNSG 2030 https://youtu.be/6zEmw92yHbo HazMat Training Video After viewing the videos, students will take exams and have 3 attempts to score a 100%. If after 3 attempts, students do not score a 100%, the student must remediate with a faculty member and then retest to earn a score of 100%.

Job/Program/Occupational Area	Date	Training Topic
		Students must score 100% before attending lab or clinical.
Radiologic Technology	Summer Semester – RADT 1010	Hazardous material safety/handling in laboratory setting
STC Employees	Annually – Spring STC staff development day	SDS sheet location and chemical usage/disposal
Welding and Joint Technology	Fall Semester – WELD 1010	Powerpoint presentation and demonstration of lighting a torch and precautions of use of acetylene. Handout on setup of torch.