Procedure 122-04 Hazardous Materials
Sponsor: Business and Administrative Services

Purpose
The purpose of this procedure is to outline details related to the manner that Coconino Community College (CCC) communicates the risks caused by the presence of chemicals in the workplace as well as how CCC complies with directives outlined by the Department of Labor, Occupational Safety and Health Administration (OSHA).

Definitions
Hazard is any source of potential damage, harm, or adverse health effects on something or someone under certain conditions at work.

Hazardous Substance is any chemical which can cause a physical or a health hazard.

Procedure
CCC shall be in compliance with the most current OSHA requirements and required local, state, and federal regulations. CCC established and maintains a comprehensive hazardous materials communication program which shall cover container labeling, safety data sheets, and employee training. The Hazardous Communication plan is available at Security on each campus or by requesting a copy from the Health and Safety Coordinator.

Hazard determination includes:
a. Categories of physical hazards
b. Categories of health hazard
c. Environmental hazards

It is also necessary to be aware that chemicals that may not normally be hazardous themselves may become hazardous if/when mixed with other compounds.

Container labeling is a term applied to the visual notification system utilized to advise whether or not the contents of a container may pose a physical, health, or environmental hazard. These include:
a. Hazard pictograms
b. Standardized symbols
c. Signal words such as "Danger", "Warning" or "Toxic"
d. Labels specific to elements for flammable liquids

References
OSHA Hazard Communication Standard – 1910.1200
Flammable Liquids, 29 CFR 1910.106
ANSI Z400.1-2004
The Trust, HAZCOM Kit

Procedure History
07/10/2014   New
09/25/2020   Revised
1/25/2024   Revised

07/02/2025   Revised Sponsor from Facilities and Security to Business and Administrative Services

Legal Review
None