



Brian P. Kemp  
Governor

Gregory C. Dozier  
Commissioner

August 5, 2020

President Martha Ann Todd  
Columbus Technical College  
928 Manchester Expressway  
Columbus, GA 31904

Dear President Todd:

Thank you for submitting the 2020-2021 Hazard Communication Program Plan (HCPP) for your College. Your HCPP has been approved without need for revisions. In addition, your college has also previously submitted the Hazardous Material Inventory for July 1, 2020. We appreciate the hard work and dedication you and your staff have shown.

If you have questions or need further information concerning applicable requirements, please contact me at (404) 679-1666 or [lbeck@tcsg.edu](mailto:lbeck@tcsg.edu).

Sincerely,

A handwritten signature in black ink that reads "Lisa Anne Beck".

Lisa Anne Beck  
Emergency Manager

(Please forward a copy to your College Hazard Communication Program/Right to Know Coordinator, Barbara Gaither for College distribution.)





**Hazard Communication Program Plan  
Columbus Technical College  
2020-2021**

REVIEWED: Barbara M Gaither DATE: 6/29/2020  
HAZARD COMMUNICATION PROGRAM COORDINATOR  
Columbus Technical College-Barbara Gaither

APPROVED: Martha Ann Todd DATE: 6/29/2020  
PRESIDENT  
Columbus Technical College-Martha Ann Todd

REVIEWED: Lisa Anne DATE: 08/05/20  
EMERGENCY MANAGER  
TECHNICAL COLLEGE SYSTEM OF GEORGIA

APPROVED: Jeff DATE: 8/5/2020  
DIRECTOR OF CAMPUS SAFETY  
TECHNICAL COLLEGE SYSTEM OF GEORGIA

## **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 instructional programs with potential injurious exposure to hazardous materials to ensure compliance and protection for all individuals.

### **Contact Information for HCP/RTK Coordinator**

Contact Information for HCP/RTK

Coordinator Barbara M. Gaither  
Phone: 706-225-0552  
Cell: 762-207-9487  
E-mail: bgaither@columbustech.edu

Contact Information for the Exposure Control  
Coordinator Donna Emmons  
Phone: 706-641-5693  
Cell: 706-577-7514  
E-mail: demmons@columbustech.edu

- 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. Further, adequate supplies of the aforementioned equipment will be available in the appropriate sizes/fit. See Appendix 1.C.
- D. *Columbus Technical College* engages in the following contractual agreements regarding hazardous materials communication.
1. ServPro, 140 Gateway Ct., Columbus, GA 31909, Safety Kleen 6580 Hawkinsville Rd, Macon, GA 31210
  2. Evergreen Waste LLC, 650 Fairburn Road SW, Atlanta, GA 30331, 770-739-5600 (Biohazardous waste is collected at 4600 River Road, Room 2200 of the Robert L. Wright, Jr Health Sciences Center. Contract is kept in the accounting office at 928 Manchester Expressway)

## 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 technical college or work unit 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 students as well as part-time, temporary, contract, and per-diem employees.










See Appendix 1.C.

## III. 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: respiratory, 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.

- Environmental Hazards

<p><u>Flame over circle</u></p>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<p><u>Flame</u></p>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self Reactives</li> <li>• Organic Peroxides</li> </ul>	<p><u>Exploding bomb</u></p>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self Reactives</li> <li>• Organic Peroxides</li> </ul>
<p><u>Skull and crossbones</u></p>  <ul style="list-style-type: none"> <li>• Acute toxicity (severe)</li> </ul>	<p><u>Corrosion</u></p>  <ul style="list-style-type: none"> <li>• Corrosives</li> </ul>	<p><u>Gas cylinder</u></p>  <ul style="list-style-type: none"> <li>• Gases under pressure</li> </ul>
<p><u>Health Hazard</u></p>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<p><u>Environment</u></p>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<p><u>Exclamation mark</u></p>  <ul style="list-style-type: none"> <li>• Irritant</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic effects</li> <li>• Respiratory Tract Irritation</li> <li>• Hazardous to Ozone Layer</li> </ul>

## V. SAFETY DATA SHEETS

- A. The HCP/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. 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. Barbara Gaither is responsible for establishing and monitoring the technical college or work unit SDS program. He or she 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/she 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:
    - a. The HCP/RTK Coordinator will contact the vendor or vendors that do not send SDS information sheets with the chemicals received and request that a new updated SDS for said chemical be faxed and followed with a mailed version to him/her.
  2. Copies of SDSs for all hazardous materials to which covered individuals are exposed or are potentially exposed will be kept in readily accessible

Section 12, Ecological information\*  
Section 13, Disposal considerations\*  
Section 14, Transport information\*  
Section 15, Regulatory information\*

**Section 16, Other information**, includes the date of preparation or last revision.\*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 (29 CFR 1910.1200(g)(2)).

**Employers must ensure that SDSs are readily accessible to employees.**

## VI. TRAINING AND INFORMATION

**A.** HCP/RTK Coordinator is responsible for the HCCP training and will ensure that all program elements are carried out. The HCP/RTK Coordinator 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 HCCP during their initial training or academic experience, as well as a review on an annual basis.

2. All covered individuals who work with or are potentially exposed to hazardous materials will receive initial training on the Hazard Communication Standard and this HCCP 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

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 HCP/RTK Coordinator 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/students exposed to operations performed by the technical college or work unit.

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/students 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, etc., can be included.

((See these links for further information on TPQ: [http://www.gpo.gov/fdsys/pkg/CFR-2013-title40-vol29/pdf/CFR-2013-title40-vol29-part355-](http://www.gpo.gov/fdsys/pkg/CFR-2013-title40-vol29/pdf/CFR-2013-title40-vol29-part355-appB.pdf)

[appB.pdf](http://www.gpo.gov/fdsys/pkg/CFR-2013-title40-vol29/pdf/CFR-2013-title40-vol29-part355-appB.pdf)

<http://www.gpo.gov/fdsys/pkg/CFR-2013-title40-vol29/pdf/CFR-2013-title40-vol29-part355-appA.pdf>)

B. 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: *A request is sent to the HCP/RTK Coordinator and to the persons responsible for insuring said chemical are added to inventor and signed off on.*

C. The Hazardous Material Inventory is compiled and maintained and submitted to the TCSG System Office by Barbara Gaither, Plan Coordinator

[bgaither@columbustech.edu](mailto:bgaither@columbustech.edu) office # 706-225-0552; cell 762-207-9487.

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

A. Should an exposure incident occur, contact HCP/RTK Coordinator Barbara Gaither [bgaither@columbustech.edu](mailto:bgaither@columbustech.edu) Office 706-225-0552 Cell 706-393-2264 and the responsible authority in that program area at the following telephone number on the attached program contact list. (\*\*See Attached Document)



B. .A copy of this program will be made available, upon request, to employees, to students and their representatives. Contact the HCP/RTK Coordinator Barbara Gaither [bgaither@columbustech.edu](mailto:bgaither@columbustech.edu) office 706-225-0552 cell 762-207-9487 or Exposure control coordinator Donna Emmons [Demmons@columbustech.edu](mailto:Demmons@columbustech.edu) office 706-641-5693 cell 706-577- 7514 by telephone, message or e-mail.

Respiratory Care	Mark Thorne	706-225-0506	<a href="mailto:mthorne@columbustech.edu">mthorne@columbustech.edu</a>	CAT I
Surgical Technology	Carl Sandy	706-225-0518	<a href="mailto:csandy@columbustech.edu">csandy@columbustech.edu</a>	CAT I
Central Sterile Supply	Carl Sandy	706-225-0518	<a href="mailto:csandy@columbustech.edu">csandy@columbustech.edu</a>	CAT I
Nurse Aid	Cheryl Lary	706-225-0525	<a href="mailto:clary@columbustech.edu">clary@columbustech.edu</a>	CAT I
Phlebotomy	Cassandra Richardson	706-641-5683	<a href="mailto:crichardson@columbustech.edu">crichardson@columbustech.edu</a>	CAT I
Residential Care Attendant	Cheryl Lary	706-225-0525	<a href="mailto:clary@columbustech.edu">clary@columbustech.edu</a>	CAT I
Paramedic/EMT	Charlotte Bush	706-225-0562	<a href="mailto:cbush@columbustech.edu">cbush@columbustech.edu</a>	CAT I
Funeral Services	Tyice Mills	706-641-5630	<a href="mailto:tdmills@columbustech.edu">tdmills@columbustech.edu</a>	CAT I

			semester Chemical safety and general safety in lab and workplace				
Industrial Systems	May-20	Blake Murphy	IDSY1101 and IDSY1105 each semester Chemical safety and general safety in lab and workplace	706-649-1819	<a href="mailto:bmurphy@columbustech.edu">bmurphy@columbustech.edu</a>		
Major Appliance Technology	May-20	John Lipham	IDFC1007 every semester Chemical safety and general safety in lab and workplace	706-649-1851	<a href="mailto:jlipham@columbustech.edu">jlipham@columbustech.edu</a>		
Welding	May-20	Ronnie McBride	WELD1000 every semester Chemical safety and general safety in lab and workplace	706-649-1855	<a href="mailto:rmcbride@columbustech.edu">rmcbride@columbustech.edu</a>		
Machine Tool Technology	May-20	Kenya Motley	MCHT1011 each semester Chemical safety and general safety in lab and workplace	706-649-1829	<a href="mailto:kmotley@columbustech.edu">kmotley@columbustech.edu</a>		
Culinary Arts	May-20	Martin Wolf	CUUL1110 every semester Chemical safety and general safety in lab and workplace	706-992-6023	<a href="mailto:mwolf@columbustech.edu">mwolf@columbustech.edu</a>		
Cosmetology/Barbering	May-20	Sherylene Edmonson	All courses Chemical safety and general safety in lab and workplace	706-649-1528	<a href="mailto:sedmonson@columbustech.edu">sedmonson@columbustech.edu</a>		

			chemical safety and use of PPE				
Dental Assisting	May-20		DENA1050 Work safety, including chemical safety and use of PPE	Sharron Cook	706-225-0532	<a href="mailto:scook@columbustech.edu">scook@columbustech.edu</a>	
Dental Hygiene	May-20		CHEM1211 prior to program admission	Casey Morris	706-225-0533	<a href="mailto:cmorris@columbustech.edu">cmorris@columbustech.edu</a>	
Medical Assisting	May-20		MAST1090 each summer Work safety, including chemical safety and use of PPE	Colanda McDaniel	706-225-0528	<a href="mailto:cmcdaniel@columbustech.edu">cmcdaniel@columbustech.edu</a>	
Pharmacy Technology	May-20		PHAR1010 Summer and Spring semester- Chemical safety and general safety in lab and workplace	Pedro Valentin	706-225-0524	<a href="mailto:pvalentin@columbustech.edu">pvalentin@columbustech.edu</a>	
Nursing	May-20		RNSG1111 Spring semester PNSG 2030 Work safety, including chemical safety and use of PPE	Tammy Shelley	706-225-0549	<a href="mailto:tshelley@columbustech.edu">tshelley@columbustech.edu</a>	
Respiratory Care	May-20		RESP 1120 Spring Chemical safety and general safety in lab and workplace	Mark Thorne	706-225-0506	<a href="mailto:mthorne@columbustech.edu">mthorne@columbustech.edu</a>	
Diagnostic Medical Sonography	May-20		DMSO1010 Spring semester; DMSO1070 Summer semester Chemical safety and general safety in lab and workplace	Regina Ridgley	706-641-4012	<a href="mailto:rridgley@columbustech.edu">rridgley@columbustech.edu</a>	