

Ocean County College, Toms River, NJ

Personnel
All Employees
Hazardous Activity &
Use of Chemicals #3079

POLICY

In order to insure a healthy and safe work environment for all college employees, students and visitors every effort and precaution shall be exercised by college personnel with regard to any activity that may present a potential hazard. College personnel shall exercise great caution whenever the use of chemicals is necessary. College management shall vigilantly administer the procedures for this policy to protect the health and safety of all visitors, students, and employees.

ADOPTED: January 24, 2005

PROCEDURE

In order to insure a healthy and safe work environment for all college employees, students, and visitors, these procedures shall be adhered to with care. These procedures shall be followed whenever the college conducts construction, renovation, maintenance, education, or other activities that could adversely affect the health and safety of the College community. However, in the event conditions suddenly become so severe as to constitute an emergency, the departmental administrator shall immediately follow the college ***Emergency Procedure Manual***.

1. Administrators should do all in their power to anticipate and plan for activities which may be potentially hazardous. Administrators shall make certain that their staff considers the adverse impacts that projects may have upon other College employees, students, and visitors. Administrators shall work with other departmental administrators to develop alternative workstations for employees, alternate classrooms for students, or alternate sites for campus events, wherein the planned activity holds a potential hazard.
2. College staff who order chemicals are responsible for obtaining a Material Safety Data Sheet (MSDS), sending a copy of the MSDS to the Associate Director of Facilities, Engineering, & Operations, and becoming thoroughly familiar with all hazards associated with the product. The least hazardous product available and suitable to complete the task should always be used. If a hazardous or objectionable activity cannot be avoided, every precaution shall be taken to protect the health and safety of all personnel who might be exposed to the chemical use or activity, especially where the use of chemical vapors or fumes might be picked up and dispersed by ventilation systems. All personnel who might be adversely exposed to chemical fumes or vapors shall be forewarned and provided an opportunity to relocate. Consideration should always be given to completing such projects during off-hours to minimize exposure. Appropriate Physical Plant Personnel shall always be consulted in making such determinations and/or plans.
3. In the event an activity begins and unanticipated conditions arise which cause employees, students, or visitors to complain, the departmental administrator shall immediately notify the Vice President of Planning and Administration, who shall make arrangements to conduct an assessment of the area(s).
 - a. If the Health & Safety assessment indicates that the conditions present a threat to the health and safety, all affected persons shall be immediately assigned to alternative sites.
 - b. If the Health & Safety assessment indicates that the condition presents no immediate health or safety threats, affected persons shall continue their activity in the area. However, departmental administrators shall monitor conditions and immediately advise the Vice President of Planning and Administration if conditions become more adverse.
4. In the event there is no immediate threat to the health or safety of the College community, but the activity causes a significant disruption, the Vice Presidents of the areas affected shall consult with the Vice President of Planning and Administration to recommend appropriate action to the President.
5. In the event the Health & Safety assessment has determined the affected area to be safe and an employee either demands to be excused from work or independently decides not to report to or remain at work, the absence shall be charged to the individual's available accrued leave time. Absences charged to accrued leave, under these conditions, shall not be reinstated.

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Departmental administrators do not have the authority to excuse employees from work, shorten work hours, or otherwise provide time off, due to workstation conditions. Only the President shall authorize the partial or complete closing of college operations, if it becomes necessary to do so.

NOTE: In instances where the specifics of these procedures are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of the collective bargaining agreement shall take precedence.

ADOPTED: January 25, 2005