

SAN ANTONIO COLLEGE HAZARD COMMUNICATION (HAZCOM) PROGRAM

A COLLEGE OF THE ALAMO COMMUNITY COLLEGE DISTRICT

Revised February 2006

A. Introduction

1. Potentially each workplace could contain some substances that could pose a potential health risk to employees if the employee is exposed to the substance in concentrations exceeding established standards or in a manner not prescribed. San Antonio College (SAC) recognizes that its employees have the right and need to know the properties and potential safety and health problems of substances to which they may be exposed. With this program, San Antonio College intends to provide the necessary information to employees regarding substances in their workplace, pursuant to the Texas Hazard Communication Act (THCA), codified as Chapter 502 of the Health and Safety Code (HSC). In order to comply with Section 502.009(b) of the THCA and Section 295.7(a) of the THCA Rules (Title 25 of the Texas Administrative Code (TAC), Section 295.1 – 295.12), this written Hazard Communication (HAZCOM) Program has been established. As a college of the Alamo Community College District (ACCD), San Antonio College recognizes that under 25 TAC 295.2(11) that it is considered to be a separate employer under the THCA and as such requires its own HAZCOM program.
2. The master copy of the written hazard communication program will be maintained in the office of the Executive Vice President. Copies of the written program will be modified as needed for each separate workplace where hazardous chemicals are used or stored and a copy maintained at each workplace. The written program will be available to all interested employees and their representatives upon request. Additional copies will be maintained in the ACCD Department of Public Safety Office, SAC Facilities Office and the SAC President's Office. A copy will also be posted on the SAC web site.
3. A hazardous substance is defined as any substance that is a physical hazard or a health hazard, i.e. compressed gases, explosives, flammables, oxidizers, carcinogens, toxins, irritants, or corrosives. Hazardous substances are required to have a Material Safety Data Sheet (MSDS) provided by the manufacturer to inform the employee of the specific health, safety, and fire hazards of the substance.
4. This program is established to:
 - a. Maintain compliance with state and federal standard requirements;
 - b. Safeguard the health and safety of employees of San Antonio College; and
 - c. Create requirements and guidelines to follow for implementing and maintaining the SAC hazard communication program.

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B. Applicability

This operating procedure shall apply to all employees (full and part time faculty and staff) who may be exposed to, under normal conditions of use or in a foreseeable emergency, to any hazardous substance which may be present in the workplace. SAC employees who work in laboratory operations shall also comply with the SAC Chemical Hygiene Plan (CHP). This HAZCOM plan applies at all locations where SAC personnel work and hazardous substances are used. The following locations are included (*or they may be included in Attachment 6*) in the SAC HAZCOM program:

1. San Antonio College Main Campus

2. *List other locations such as those included in MOAs and MOUs*

C. Responsibilities

The President of San Antonio College has ultimate responsibility for the health and safety of San Antonio College employees and students. As such, the President of San Antonio College is the responsible party for the establishment, development and effective implementation of the San Antonio College HAZCOM program within all departments and locations of the college to include satellite locations. The President hereby delegates the routine oversight of the program to include verification that the program meets the requirements of the THCA to the Executive Vice President who shall maintain the master copy of the HAZCOM program. The Executive Vice President has designated as the Point of Contact (POC), Corporal Leonardo Nieves (ACCD, Department of Public Safety) who is responsible for providing direct oversight of the HAZCOM program. The POC shall work with the Deans and Department Chairs to identify those workplaces that are to be covered by the SAC HAZCOM program. The POC shall:

1. Maintain a list of each workplace with supervisor's name and phone number that is included in the SAC HAZCOM program,
2. Make available chemical inventory sheets to the designated workplaces,
3. Verify that the supervisors maintain the chemical inventory sheets and provide copies as required by this document, and
4. Identify those individuals who need HAZCOM training per paragraph I of this document and coordinate the conduction of the training with the District Training Manager and District Risk Management office.

Each Dean and each department chair, and each workplace supervisor shall be responsible for implementing the program elements of this written program in their operations and validating compliance by their employees. The supervisor of a workplace designated as using hazardous substances shall develop written guidelines to augment this HAZCOM plan for their workplace. The guidelines shall define how the mandated requirements in this plan will be implemented in their workplace. The supervisor shall send a copy of their workplace HAZCOM augmentation plan to the Department Chair who notifies their respective Dean that each workplace using hazardous substances is in compliance with the SAC HAZCOM Plan. The Dean shall inform and provide a list of the workplaces in compliance including

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supervisor's name to the POC who in turn provides that information to the Office of the Executive Vice President. The Executive Vice President shall retain this information for no less than five years and shall make the information readily available to regulatory agencies, employees, and/or their designated representative when requested. Since the SAC HAZCOM program is a state mandated requirement, the development and implementation of the workplace specific augmentation plan shall be considered a condition of employment and failure to develop, implement and/or enforce the implementation shall be grounds for administrative actions against individuals failing to comply with these written procedures. Employees are responsible for the maintenance of their health. By following these written procedures, employees minimize the risk to their health from hazardous substances in the workplace. Thus, each employee is responsible for complying with the requirements of this hazard communication program and in complying with the requirements for handling the hazardous substances with which they work. Since the SAC HAZCOM program is a state statute mandated requirement, failure of an employee to comply with the SAC HAZCOM plan or workplace specific HAZCOM augmentation plan shall be considered a failure to comply with a condition of employment and shall be grounds for administrative actions.

The ACCD Risk Management Office is available to respond to questions from a department, supervisor, employee, or student regarding a hazardous substance identified in the workplace and can provide information on the necessary precautions to take to reduce the health risk. Risk Management personnel may audit the compliance with the program without advanced notice to verify that the District and SAC remain in compliance with the mandated requirements and that the risk to an employees health in minimized.

The ACCD Training Office is available to assist in setting up a HAZCOM training program that informs the employee's of the risk to their health through the use of hazardous substances.

D. Exemptions

Per Section 502.004(f), the following chemicals are exempt from the requirements of the THCA and are outside of the scope of this written program except a specifically noted:

1. Hazardous waste that is subject to regulation by the Texas Commission on Environmental Quality (TCEQ) and/ or the U.S. Environmental Protection Agency (EPA). However, through the use of hazardous substances, a hazardous waste may be generated that will need to be disposed of in accordance with federal and state requirements.
2. A chemical in a laboratory (a workplace where relatively small quantities of hazardous chemicals are used on a non-production basis) under the direct supervision or guidance of a **"technically qualified individual"** if:
 - a. Labels on incoming containers of chemicals are not removed or defaced;
 - b. THCA Sections 502.006, maintain MSDS's and make them readily accessible to employees, and 502.009, conduct a training and education program that shall be designed to inform employees of appropriate work practices, protective measures, and emergency measures regarding hazardous materials in the workplace, is complied with;
 - c. The laboratory is not used primarily to produce chemicals in bulk for commercial purposes;

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- d. A complete Chemical Inventory List is maintained;
 - e. Employees are supplied with the chemical names of all hazardous substances; and
 - f. A written chemical hygiene plan, as required in CFR 29 1910.1450, is written and implemented.
3. Tobacco or tobacco products.
 4. Wood or wood products.
 5. Articles formed to a specific shape or design during manufacture and do not release or otherwise result in exposure to a hazardous chemical under normal conditions of use.
 6. Food, drugs, cosmetics or alcoholic beverages.
 7. Consumer products or hazardous substances used in the workplace in the same manner as normal consumer use and if the use results in a duration and frequency of exposure that is not greater than exposures experienced by a consumer.
 8. Radioactive waste.

E. Definitions

1. **Appropriate Hazard Warning** – Any words, pictures, symbols, or combination thereof that appears on a label or other appropriate form of warning to convey the health and physical hazards, including the target organ effects, of the chemical(s) in the container(s).
2. **Categories of Hazardous Chemicals** – A grouping of hazardous chemicals with similar properties.
3. **Container** – Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. The term “container” does not mean pipes or piping systems, nor does it mean engines, fuel tanks, or other operating systems in a vehicle. A primary container is one in which the hazardous chemical is received from the supplier. A **secondary container** is one to which the hazardous chemical is transferred after receipt from the supplier.
4. **Employee** – A person who may be or may have been exposed to hazardous chemicals in the person’s workplace under normal operating conditions of foreseeable emergencies. Workers such as office workers or accountants who encounter hazardous chemicals only in non-routine, isolated instances are not employees for purposes of the Act and San Antonio College compliance with the Act. Also, only personnel employed by San Antonio College through the Alamo Community College District (ACCD) are considered employees for purposes of compliance with THCA. Contractor personnel are not considered employees and any District Department that maintains a workplace on SAC is not regulated by the SAC HAZCOM Plan.
5. **Expose** – Subjecting an employee to a hazardous chemical in the course of employment through any route of entry, including inhalation, ingestion, and/or dermal exposure under normal conditions of use or in a reasonable foreseeable emergency.
6. **Hazardous Chemical or Chemical** – An element, compound, or mixture of elements or compounds that is a physical hazard or a health hazard.

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7. **Health Hazard** – A chemical for which acute or chronic health effects may occur in exposed employees and which is a toxic agent, irritant, corrosive, or sensitizer.
8. **Label** – Any written, printed, or graphic display on or affixed to containers of hazardous chemicals, and which includes the same name as on the Material Safety Data Sheet.
9. **Material Safety Data Sheet** – A document containing chemical hazard and safe handling information that is prepared in accordance with the requirements of the federal Occupational Health and Safety Administration (OSHA) standard for that document. A current MSDS is one which contains the most recent significant hazard information for the hazardous chemicals as determined by the chemical manufacturer. An appropriate MSDS is one which conforms to the most current requirements set up OSHA standards.
10. **Physical Hazard** – A chemical which is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive), or water-reactive.
11. **Personal Protective Equipment** – Protective equipment provided to an employee by the employer which provides a level of protection to which the employee may be exposed that will be adequate to maintain their health and safety based on current industry standards.
12. **Stationary Process Container** – A tank, vat, or other such container which holds different hazardous chemicals at different times.
13. **Technically Qualified Individual** – An individual with a professional education and background working in the research or medicals fields, such as a physician or registered nurse, or an individual holding a minimum of a bachelor's degree in a physical or natural science.
14. **Work Area** – A room, defined space, utility structure, or emergency response site in a workplace where hazardous chemicals are present, produced, or used, and where employees are present.
15. **Workplace** – A contiguous facility that is staffed 20 hours or more per week, unless such a facility is subdivided by the employer. Normally, this subdivision would be a building, cluster or buildings, or other structures, or a complex of buildings, but could be for a portion of a building if the employer chooses. Noncontiguous properties are always separate workplaces unless they are temporary workplaces, in which case they can be either work area of a headquarters' workplace or separate workplaces, which is at the discretion of the employer.

F. Workplace Chemical List (WCL) (HSC §502.005 & 25 TAC §295.4)

1. San Antonio College shall develop and maintain a list of hazardous chemicals normally present in the workplace. This Workplace Chemical List shall be developed for each workplace where such quantities of hazardous chemicals are used or stored and will be available for review by employees and their designated representatives. See attachment one for the workplace chemical list to be used.
2. Each department supervisor shall be responsible for reviewing and annually updating the Workplace Chemical Listing for each workplace in their department where hazardous

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chemicals are used or stored. The annual update shall be accomplished by December 15 of each year with a copy of the annual update being sent through the POC to the SAC Executive Vice President's office and a copy of each workplace listing sent to the ACCD Risk Management Office. Copies of the Workplace Chemical Lists shall be made available to the Local Fire Department and the Local Emergency Planning Committee, upon request.

3. Each time a department receives a new hazardous chemical, the chemical shall be added to the department's Workplace Chemical List within 30 days.
4. In accordance with HSC §502.005(d) this annual Workplace Chemical Listing shall be retained in the workplace HAZCOM files for at least 30 years.
5. The Workplace Chemical List shall be readily available to employees and their representatives. All employees shall be made aware of the workplace chemical list before working with or in a work area containing hazardous chemicals.

G. Material Safety Data Sheet (HSC §502.006 & 25 TAC §295.5)

1. Material Safety Data Sheets (MSDSs) provide detailed information on a hazardous substance. The sheets include information such as product name (hazardous substance), chemical abstract service number(s), ingredients, physical data, fire and explosion hazard data, environmental and disposal information, health hazard data, first-aid instructions, and handling precautions.
2. San Antonio College shall maintain a **current and applicable Material Safety Data Sheet (MSDS)** for each hazardous chemical procured and brought into a workplace.
3. The department supervisor shall be responsible for the MSDS system in each section of their department where hazardous chemicals are used or stored and shall establish procedures that verify:
 - a. Incoming MSDSs are reviewed for new and significant health/safety information and that each affected employee is made aware of any new information;
 - b. The use of a hazardous chemical received without an MSDS is not to be allowed until a current MSDS is obtained;
 - c. Purchase Orders for any hazardous substance, regardless of the quantity ordered, shall require that an MSDS be obtained. It is the responsibility of the department requesting the chemical to make every effort to obtain an MSDS from the manufacturer;
 - d. Missing MSDSs shall be requested within 30 days from receipt of the hazardous chemical. The MSDS may be obtained by contacting the ACCD Safety Office; ACCD Acquisitions; or the chemical manufacturer either by internet to obtain an electronic copy or by phone to request a written copy;
 - e. Each workplace employee shall be informed where the MSDSs for their workplace are located and shall be informed of alternate methods of viewing MSDSs if different from having a printed copy of an MSDS. Use of the San Antonio College internet system to maintain electronic versions of an MSDS is encouraged;

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- f. Transfer of hazardous chemicals within or to another department shall be accomplished with a copy of the MSDSs being provided to the receiving workplace; and
 - g. Emergency responders are provided copies of MSDSs as soon as possible upon request.
4. The MSDSs for each department at San Antonio College shall be kept in each workplace within that department and shall be readily available for review by employees or their designated representative upon request. A designated representative may include an employee's medical provider who may be treating the employee for a medical problem that could be related to the hazardous chemical. The department supervisor should maintain a master set of MSDSs for all workplaces within the department where hazardous chemicals are used or stored.
 5. Should a supervisor or employee of an area where hazardous chemicals are used becomes aware of significant health hazard information of a chemical and that information is not already on the MSDS, he/she should attach that information to the MSDS. The department supervisor shall report this information to the District Risk Management Office.
 6. If a supervisor or employee has concerns about their exposures in their workplace after reading the MSDS, the supervisor should contact the Risk Management Office and request an evaluation of the workplace be accomplished. When submitting such a request, the SAC POC, Department Chair and or Dean, and the Executive Vice President shall be notified as soon as practicable. If an employee or student indicates that she is pregnant, or if an employee is concerned about reproductive hazards associated with a chemical in the workplace, they shall notify the Risk Management Office. In no case, shall a person be excluded from the workplace unless the employee makes such a request. The previous notification procedures apply for the evaluation of the potential exposure for the pregnant and/or concerned individual.

H. Chemical Container Labels (HSC §502.007 & 25 TAC §295.6)

1. All containers of hazardous chemicals used or stored by San Antonio College shall be appropriately labeled. Existing labels on containers of hazardous chemicals shall remain intact. The labels shall be legible. Where labels are not present or are not legible, a label shall be affixed to those containers holding the hazardous substance.
2. Storage tanks shall be labeled with the identity of the substances that it contains. The label shall show the health, flammability, reactivity, and physical hazards associated with the substance. The National Fire Protection Association (NFPA) rating system must be used to show these ratings.
3. The department supervisor shall be responsible for establishing the procedures regarding the labeling of hazardous chemicals within their departments and the verification of:
 - a. Primary containers of hazardous chemicals being clearly labeled to include:
 - 1) Common/trade name of the substance;
 - 2) The identity of the chemical as it appears on the MSDS;
 - 3) Appropriate hazard warnings: health, flammability, reactivity, and personal protective equipment;

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- 4) The name and address of the manufacturer; and
- 5) Chemical abstract service number (CAS).
- b. Secondary containers of hazardous chemicals being clearly labeled to include:
 - 1) The identity of the chemical as it appears on the MSDS; and
 - 2) The appropriate hazard warnings.
- c. Portable containers filled with hazardous chemicals transferred from a labeled storage container being labeled if:
 - 1) The chemical is not used within the employees work shift; or
 - 2) The transferring employee leaves the work area; or
 - 3) The container is moved to another work area and is no longer in possession of the employee who filled the container. Labels on portable containers are not required if the employee who made the transfer uses all of the contents during the work shift.
4. Containers used by outside service contractors should be properly labeled with either a manufacturer's label or with the contractors label meeting the requirements of HSC §502.007 when they are working at San Antonio College.
5. Employees that work in the storeroom areas, where sealed containers of hazardous substances are received for distribution to other departments, shall not deface or remove manufacturer's labels. If the labels have been removed or defaced contact the department who ordered the hazardous chemical for a replacement.
6. San Antonio College shall rely on the chemical manufacturers or distributors to provide labels that meet the above requirements for primary containers of all hazardous chemicals purchased. SAC shall re-label containers only when the label is illegible or otherwise does not meet the above requirements. Any container received without adequate labeling, shall not be used until the potential hazards of the contents are known and an adequate label affixed. Contact should be made with one of the following in order to obtain the information that should be on the label: District Acquisitions to determine if they have similar substance containers that are properly labeled; the chemical manufacturer (if known); and the District Environmental Health, Safety, and Risk Manager.

I. Employee Training Program (HSC §502.009 & 25 TAC §295.7)

1. San Antonio College shall provide an education and training program to all of its **employees** who routinely use or handle hazardous chemicals in their workplace. Additional training for students and facilities employees will also be conducted.
2. The department supervisor shall be responsible for their employees training program and shall verify that:
 - a. Training is provided to their covered employees and includes:
 - 1) The use of information provided on MSDSs and chemical container labels;
 - 2) The location of hazardous chemicals present in the employees workplace;

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- 3) The acute and chronic physical and health effects of exposure to the chemicals;
 - 4) Correct use of personal protective equipment (PPE);
 - 5) Correct handling of hazardous chemicals;
 - 6) First aid treatment procedures for exposure to hazardous chemicals;
 - 7) Emergency procedural instructions for the clean-up, when applicable and correct disposal methods for the hazardous chemicals the employee's could encounter.
- b. Required training records are maintained and include:
- 1) The date of the training session;
 - 2) A legibly signed roster, see attachment two, of all employees who attended the training session acknowledging that they received and understood the information presented;
 - 3) The subjects covered along with any training plans, copies of handouts, examinations administered, and copies of visual aids;
 - 4) The name of the instructor;
 - 5) The employees signature on an employee training sheet acknowledging specific items mandated by the THCA were covered, see attachment three.
- c. The training records shall be maintained by the department for a period of no less than five years from the date of the training.
- d. All covered employees are identified and incorporated into the training program;
- e. Employees are provided information concerning the hazardous chemicals to which they may be exposed during the performance of non-routine tasks.
- f. Newly assigned employees are trained prior to their being required to use or handle a hazardous chemical or in the work area where hazardous chemicals are used.
- g. Biennially, the need and frequency for periodic/refresher training should be evaluated and the level of training adjusted accordingly.
3. A copy of the signed training rosters shall be provided by the POC to the Executive Vice President and to the ACCD Risk Management offices.

J. Reporting Employee Deaths and Injuries (HSC §502.012 & 25 TAC §295.9)

1. San Antonio College shall notify the ACCD Risk Management office who shall then notify the Texas Department of Health, Hazard Communication Branch, of any District employee accident that involves a hazardous chemical exposure or asphyxiation, and that is fatal to one or more District employees or results in the hospitalization of five or more District employees.
2. The ACCD Risk Management Office shall be responsible for reporting all such accidents to the Texas Department of State Health Services, Hazard Communication Branch, within 48 hours after their occurrence. If the accident occurs during a District downtime, the Risk

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Management Office shall be notified as soon as possible so that the state notifications can be made. The notifications can be made either orally or in writing to:

Texas Department of State Health Services
Toxic Substances Control Division
Hazard Communication Branch
1100 West 49th Street
Austin, Texas 78756
800-452-2791 (toll free)

3. Employees shall be responsible for reporting all accidents involving a hazardous chemical to their supervisor or department supervisor, if appropriate. These procedures are in conjunction with the existing procedures involving a Workers Compensation injury report. If a chemical spill occurs, the supervisor shall report the incident as soon as practicable to the Risk Management Office who shall evaluate the need to report the spill according to environmental requirements.
4. Supervisors shall be responsible for reporting all accidents that involve a hazardous chemical exposure or asphyxiation, and that is fatal to one or more District employees or results in the hospitalization of five or more District employees to their department supervisor who in-turn notifies the Executive Vice President. The Executive Vice President shall in turn notify the President of San Antonio College and the District's Risk Management office.
5. The ACCD shall not report such accidents to the Texas Department of State Health Services for contractor and sub-contractor personnel. Contractors and sub-contractors are responsible for the HAZCOM program for their employees.

K. Posting Employee Notice (HSC §502.017 & 25 TAC §295.12)

1. San Antonio College shall post and maintain in all **workplaces** where hazardous chemicals are used or stored the most current version of the TDH *Notice to Employees*, informing employees of their rights under the THCA. (See attachments four & five, Notice to Employees). Each workplace supervisor shall work with his/her department supervisor to obtain and post the notices in their area.
2. Departmental supervisors may add the name and telephone number of the District Risk Management Office to the bottom of the workplace notice.
3. The *Notice* shall be clearly posted and unobstructed at all locations in the workplace where notices are normally posted, and with at least one location in each workplace.
4. Where necessary, a copy of the *Notice*, printed in Spanish shall be posted together with the English version of the *Notice*.
5. Additional copies of the *Notice*, in both English and Spanish, are available from the Texas Hazard Communication Branch.

L. Personal Protective Equipment (HSC §502.017 & 25 TAC §295.2(3) and 25 TAC §295.12(g))

1. San Antonio College shall provide to each employee working with hazardous chemicals personal protective equipment (PPE) that protects the employee from the dermal and respiratory health hazards posed by the chemical being used. The District Risk Management Office shall evaluate the health hazards from each workplace's chemicals and recommend personal protective equipment that affords an adequate level of protection.
2. The Executive Vice President shall be responsible for the PPE program for San Antonio College and shall establish procedures that verify the PPE adequately protects San Antonio College employees and that each employee is provided training on the correct use of the PPE. The Executive Vice President may delegate the operation of the PPE program to the POC who works with the workplace supervisor and others and who may consult with the District Risk Management Office on the special requirements for PPE in each of their workplaces. The training shall incorporate the following:
 - a. Correct selection of PPE based upon:
 - 1) Routes of entry;
 - 2) Permeability of PPE material;
 - 3) Duties being performed by the employee; and
 - 4) Hazardous chemicals present.
 - b. Fitness and functionality of the PPE as described by the manufacturer's specifications.
 - c. PPE maintenance and storage procedures that prolong the life of the equipment.
3. Each department supervisor shall be responsible for budgeting for and providing the PPE for the employees working in their department. They shall institute procedures that verify each employee maintains competency in using the required PPE.

M. Maintaining Employee Rights (HSC §502.017 & 25 TAC §295.2(3) and 25 TAC §295.12(g))

1. San Antonio College has the obligation to inform employees if they may have been exposed to hazardous chemicals. Each department supervisor is responsible for verifying their employees have been informed of their potential exposure. Employees shall be provided with appropriate personal protective equipment. These rights are guaranteed. Also, pay, position, seniority, or other benefits may not be withheld or taken away as the result of the exercise of any right provided by THCA §502.
2. Department supervisors shall provide access to the workplace chemical list and MSDSs for the hazardous chemicals in the employee's workplace; see paragraph F., Workplace Chemical List and paragraph G., MSDSs. Employees, upon request, shall be provided with a copy of a specific MSDS with any trade secret information deleted. In addition, employees shall receive training concerning the hazards of the chemicals and measures they

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can take to protect them from those hazards, see paragraph I, Employee Training Program. These rights are guaranteed.

3. San Antonio College shall not discipline, harass, discriminate or discharge, cause to be discharged, otherwise discipline or in any manner discriminate against an employee because the employee has:
 - a. Filed a complaint;
 - b. Assisted an inspector of the Texas Department of Health who may make or is making an inspection under THCA, §502.011;
 - c. Instituted or caused to be instituted any proceeding under or related to THCA §502;
 - d. Testified or is about to testify in a proceeding under THCA §502; or
 - e. Exercised any rights afforded under THCA §502 on behalf of the employee or on the behalf of others.
4. Employees cannot waive their rights under the Act. A request or requirement for such a waiver by any representative of San Antonio College violates THCA and puts San Antonio College at risk from additional administrative deficiencies.

N. Outside Contractor's Responsibilities

1. Any time an outside contractor brings a hazardous substance(s) into a workplace where San Antonio College employees are working, a MSDS(s) for that substance(s) must be received. Similarly, a MSDS(s) for San Antonio College hazardous substances in the area where the contractor will be working must be provided to the contractor. This exchange will be coordinated by the contracting representative.
2. Service contractors whose work or materials pose a health hazard to San Antonio College employees shall be responsible for the training and education requirements for San Antonio College employees outlined under the training section of this policy. This training requirement shall be incorporated into contracts where San Antonio College employees will be required to work during contractor operations.
3. The above cross-training shall be documented and the records retained in the department where the work is performed. Copies of the training records shall also be sent to the department supervisor, Executive Vice President's office, and the District Risk Management Office.
4. Outside contractors shall be made aware that they must comply with all the provisions of the Texas Hazard Communication Standard while serving on the San College campus and that they have a responsibility to protect San College employees from exposure to their hazardous chemicals.

Robert Zeigler
President

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Attachments

1. Workplace Chemical List
2. Employee Training Roster
3. Employee Training Sheet
4. Notice to Employees (English version)
5. Notice to Employees (Spanish version)
6. Locations of workplaces under the SAC HAZCOM Program