



# **Hazard Communication Program Plan**

## ***Southern Regional Technical College***

### **2017-2018**

#### **INTRODUCTION**

The State Board of the Technical College System of Georgia (SBTCSG), along with its technical colleges and work units, 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) is 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 provides 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. To this end, the HCPP is maintained, reviewed, exercised and updated at least annually to ensure compliance and protection for employees and students.

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

### Contact Information for HCP/RTK Coordinator

Steve Peacock

Office 229-217-4234

Cell 229-821-0297

Email [speacock@southernregional.edu](mailto:speacock@southernregional.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.
- D. *Southern Regional Technical College* engages in the following contractual agreements regarding hazardous materials communication. Yearly contract with MSDS online.
- E. *Southern Regional Technical College* engages in the following training, drills and exercises regarding hazard materials communication. Chemical Spill Drill is planned for October 2017.
- F. The protocol for the annual review of the *Southern Regional Technical College* HCPP is reviewed by Southern Regional Technical College Safety Committee. The protocol for the retention of the HCPP is 7 years.

## 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.

### **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.
    - e. Disposable PPE should be discarded properly after each use.

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### **IV. CONTAINER LABELING**

- A.** The HCP/RTK Coordinator will review labeling procedures periodically and will update labels as required. Reviewing labeling procedures now.
- 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. Additional secondary labeling methods used by the technical college/work unit are described here: Until appropriate labels are delivered we mark containers with chemical name and description.
5. 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: Signage used to identify or name contents of storage tanks if used.
6. Identify any in-house labeling system in use. Clear unmarked spray containers are used then product identification is written on container with permanent markers.

## **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. 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: If no SDS is with product we contact Hazard Communication Coordinator to provide through MSDS online.
  2. Copies of SDSs for all hazardous materials to which covered individuals are exposed or are potentially exposed will be kept in readily accessible locations Southern Regional Technical College website. If an SDS is not available, contact Steve Peacock.
  3. SDSs will be readily available to covered individuals in each work area using the following format: Go to SRTC web page under Quick links is Material Safety Data Sheets.
  4. When revised SDSs are received, the following procedures will be followed to replace old SDSs: Sheets are automatically replaced by MSDA online.

## **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 HCPP 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 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 covered individual in that organizational unit will be given information and training as outlined above for the new hazard. The training format will be as follows:  
Classroom/Lab instruction –See attached training logs.

## **VII. 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/student (buddy systems), and emergency procedures.

Examples of non-routine tasks performed by covered individuals of the company are:

<u>Task</u>	<u>Hazardous Material</u>
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None at this time.

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

**B.** Other employers and contractors will be provided with SDSs for hazardous materials generated by the operations of the technical college or work unit in the following manner: Access to MSDS online through Southern Regional Technical College website.

**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-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: All new chemicals are to be forwarded to Hazard Communications Coordinator for upload.

**C.** The Hazardous Material Inventory is compiled and maintained and submitted to the TCSG System Office by Steve Peacock 229-821-0297.

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

- A. Should an exposure incident occur, contact Dean of Program at the following telephone number 229-225-4096.
- 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 2016-2017 HCPP the following incidents surrounding exposure occurred. No incidents reported for 2016-2017 HCPP.

## **XI. EVALUATION OF CIRCUMSTANCES SURROUNDING EXPOSURE INCIDENTS**

- A. Dean of School 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 covered student.
- B. If revisions to this HCPP are necessary Dean of School 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. Committee of peers to be established to investigate each incident.

## **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 AVAILABILITY**

- A. All covered individuals can review this HCPP at any time while performing these tasks or activities by contacting Department Head. If requested, a hard copy of this HCPP will be provided free of charge within 3 business days of request. Copies of the Hazard Communication Program Plan are available all locations for review by any interested individuals.
- B. A copy of this program will be made available, upon request, to employees, to students and their representatives. Copies can be provided by contacting Steve Peacock.



## HCPP I.C. Program Administration

Job/Program Classification	Responsible Authority	Campus/Office	Cell Number	Email address
Marketing	Rebecca Blalock	VPC -A245	217-4180	rblalock@southernregional.edu
Business Management	Neil Clements	Thomasville -D-149	225-5087	nclements@southernregional.edu
Computer Information Sys	Chris Sanchez	Thomasville-D-110	227-2581	csanchez@southernregional.edu
Accounting	Melody Tawzer	Tifton -D 111	391-2621	mtawzer@southernregional.edu
Automotive	Chris Anderson	IDC --704	217-4154	canderson@southernregional.edu
Industrial systems	Ubaldo Gonzalez	Tifton -F-102	391-2639	ugonzalez@southernregional.edu
Electrical systems	Chad Faircloth	Thomasville -E-02	225-5095	cfaircloth@southernregional.edu
Business Administrative	Patricia Christian	Thomasville -A-139	227-2580	pchristian@southernregional.edu
Tech				
Welding	Clifton Taylor	Thomasville -E-05	227-2650	ctaylor@southernregional.edu
Auto Collision	Tim Morton	IDC -B-800	217-4169	tmorton@southernregional.edu
Carpentry	Ken Robison	IDC -702	217-4153	krobison@southernregional.edu
Drafting Technology	Ralph Griffith	Thomasville -D-148	225-5085	rgriffith@southernregional.edu

Job/Program Classification	Responsible Authority	Campus/Office	Cell Number	Email address
Associate of Science in Nursing	Tammy Bryant	Thomasville B -113	(229) 227 - 2980	<a href="mailto:tbryant@southernregional.edu">tbryant@southernregional.edu</a>
Cardiovascular Technology	Demarius McRae	Tift Regional Medical Center	(229) 225 - 5077	<a href="mailto:dmcrae@southernregional.edu">dmcrae@southernregional.edu</a>
Clinical Laboratory Technology	Georgia Vickie Smith	Thomasville C -18	(229) 225 - 5203	<a href="mailto:gsmith@southernregional.edu">gsmith@southernregional.edu</a>
Health Information Management Technology	Erica Wilson	Thomasville C -120	(229) 227 - 2739	<a href="mailto:ewilson@southernregional.edu">ewilson@southernregional.edu</a>
Medical Assisting	Sherry Harrison	Thomasville C -122	(229) 225 - 5081	<a href="mailto:sharrison@southernregional.edu">sharrison@southernregional.edu</a>
Neuromuscular Massage Therapy	Michaela Underwood	Moultrie MVP D -140	(229) 217 - 4160	<a href="mailto:munderwood@southernregional.edu">munderwood@southernregional.edu</a>
Nurse Aide	Regina Ward	Moultrie MVP D -244	(229) 217 - 4249	<a href="mailto:rward@southernregional.edu">rward@southernregional.edu</a>
Paramedicine	Missy Pullen	Thomasville C -04	(229) 225 - 4080	<a href="mailto:mpullen@southernregional.edu">mpullen@southernregional.edu</a>
Practical Nursing	Carol Morgan	Moultrie MVP D -217	(229) 217 - 4175	<a href="mailto:cmorgan@southernregional.edu">cmorgan@southernregional.edu</a>
Radiologic Technology	Alfred Jones	Moultrie MVP D -131	(229) 217 - 4178	<a href="mailto:ajones@southernregional.edu">ajones@southernregional.edu</a>
Radiologic Technology	Mathew Nolan	Thomasville C -06	(229) 225 - 5287	<a href="mailto:mnolan@southernregional.edu">mnolan@southernregional.edu</a>
Respiratory Care Technology	Tammy Miller	Thomasville C -05	(229) 225 - 5094	<a href="mailto:tmiller@southernregional.edu">tmiller@southernregional.edu</a>
Surgical Technology	Sherry King	Tifton B -108	(229) 391 - 2638	<a href="mailto:sking@southernregional.edu">sking@southernregional.edu</a>
Veterinary Technology	Jennifer Mathews	Thomasville B -221	(229) 227 - 3166	<a href="mailto:jmathews@southernregional.edu">jmathews@southernregional.edu</a>

Program	Date	Training Topics
Associate of Science in Nursing	1/11/2016 & 8/30/2016 1/31/2016 & 7/21/2016 7/21/2016 & 11/2016 2/27/2016 & 10/3/2016 1/11/2016 & 09/06/2016 1/11/2016 & 09/06/2016 1/11/2016 & 09/06/2016 1/11/2016 & 09/06/2016 1/11/2016 & 09/06/2016 1/11/2018 & 8/30/2016 02/14/2016 & 09/13/2016	Hand washing Venipuncture Lab Safety Training Patient Transfer Blood Pressure Vital Signs – Pulse Vital Signs – Respiration Vital Signs – Pulse Oximetry Vital Signs – Medical Aseptic Techniques Care of patient medical equipment
Clinical Laboratory Technology	Every semester	Hand washing Venipuncture Lab Safety Training Care of patient medical equipment
Medical Assisting	Every semester	Hand washing Venipuncture Lab Safety Training Patient Transfer Blood Pressure Vital Signs – Pulse Vital Signs – Respiration Vital Signs – Pulse Oximetry Vital Signs – Medical Aseptic Techniques Care of patient medical equipment

Neuromuscular Massage Therapy

Every semester

Hand washing

Lab Safety Training

Nurse Aide

Every semester

Hand washing

Lab Safety Training

Patient Transfer

Blood Pressure

Vital Signs – Pulse

Vital Signs – Respiration

Vital Signs – Pulse Oximetry

Vital Signs – Medical Aseptic Techniques

Care of patient medical equipment

Paramedic

Every semester

Hand washing

Venipuncture

Lab Safety Training

Patient Transfer

Blood Pressure

Vital Signs – Pulse

Vital Signs – Respiration

Vital Signs – Pulse Oximetry

Vital Signs – Medical Aseptic Techniques

Care of patient medical equipment

Practical Nursing

Every semester

Hand washing

Venipuncture

Lab Safety Training  
Patient Transfer  
Blood Pressure  
Vital Signs – Pulse  
Vital Signs – Respiration  
Vital Signs – Pulse Oximetry  
Vital Signs – Medical Aseptic Techniques  
Care of patient medical equipment

Radiologic Technology – Moultrie

Every semester

Hand washing  
Venipuncture  
Lab Safety Training  
Patient Transfer  
Blood Pressure  
Vital Signs – Pulse  
Vital Signs – Respiration  
Vital Signs – Pulse Oximetry  
Vital Signs – Medical Aseptic Techniques  
Care of patient medical equipment  
MRI safety  
Radiation safety  
Ergonomics  
Universal precautions

Radiologic Technology - Thomasville

Every semester

Hand washing  
Venipuncture  
Lab Safety Training  
Patient Transfer  
Blood Pressure

		Vital Signs – Pulse Vital Signs – Respiration  Vital Signs – Pulse Oximetry Vital Signs – Medical Aseptic Techniques Care of patient medical equipment MRI safety Radiation safety Ergonomics Universal precautions
Surgical Technology	08/25/2016 08/17/2016 & 08/18/2016 09/14/2016 09/19/2016 – 09/22/2016 09/19/2016 – 09/22/2016 09/19/2016 – 09/22/2016 09/19/2016 – 09/22/2016 09/19/2016 – 09/22/2016 10/03/2016	Hand washing  Lab Safety Training  Patient Transfer  Blood Pressure  Vital Signs – Pulse Vital Signs – Respiration  Vital Signs – Pulse Oximetry Vital Signs – Medical Aseptic Techniques Care of patient medical equipment
Veterinary Technology	03/07/2016 02/24/2016 08/16/2016 03/07/2016 08/16/2016 02/01/2016 02/01/2016 08/16/2016 02/15/2016 08/16/2016	Hand washing  Venipuncture  Lab Safety Training  Patient Transfer  Blood Pressure  Vital Signs – Pulse Vital Signs – Respiration  Vital Signs – Pulse Oximetry Vital Signs – Medical Aseptic Techniques

Care of patient medical equipment

## HCPP I.C. Program Administration

Job/Program Classification	Responsible Authority	Campus/Office	Cell/Office Number	Email address
Commercial Truck Driving	Kerrie Wilson	Tifton – G1	229-391-2644	<a href="mailto:kwilson@southernregional.edu">kwilson@southernregional.edu</a>
Cosmetology	Paul Tompkins	VPC – B106	229-217-4168	<a href="mailto:ptompkins@southernregional.edu">ptompkins@southernregional.edu</a>
Criminal Justice Technology	Tara Rakestraw	VPC – B241	229-217-4171	<a href="mailto:trakestraw@southernregional.edu">trakestraw@southernregional.edu</a>
Early Childhood Care/Education	Jessica Barfield	Thomasville – D151	229-227-2485	<a href="mailto:jbarfield@southernregional.edu">jbarfield@southernregional.edu</a>
Esthetician	Penny Copeland	VPC – C116	229-217-4221	<a href="mailto:pcopeland@southernregional.edu">pcopeland@southernregional.edu</a>
Fire Science Technology	Eric Roney	Tifton – I109	229-391-2660	<a href="mailto:eroney@southernregional.edu">eroney@southernregional.edu</a>
Horticulture	Mary Evelyn Conger	Tift Area Academy	229-382-0436	<a href="mailto:mconger@southernregional.edu">mconger@southernregional.edu</a>
Land/Forest/Wildlife Management	John Martin	Tifton – Farm	229-850-0943	<a href="mailto:jmartin@southernregional.edu">jmartin@southernregional.edu</a>
Paralegal Studies	Tony Jones	Thomasville – D157A	229-227-2784	<a href="mailto:tcjones@southernregional.edu">tcjones@southernregional.edu</a>
Social Work Assistant	Jennifer Reynolds	Thomasville – D-158	229-227-3212	<a href="mailto:jreynolds@southernregional.edu">jreynolds@southernregional.edu</a>





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**Hazard Communication Program Plan Training Log January 2016- December 2016**

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Program	Date	Training Topic
Natural Sciences	1/5/16	Laboratory Safety
Natural Sciences	5/17/16	Laboratory Safety
Natural Sciences	8/16/16	Laboratory Safety

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## HCPP I.C. Program Administration

Job/Program Classification	Responsible Authority	Campus/Office	Cell Number	Email address
radiology/Hand washing	Buffie Spencer	VPC/D132	229-891-7030	bspencer@southernregional.edu
radiology/Venipuncture	Buffie Spencer	VPC/D132	229-891-7030	bspencer@southernregional.edu
radiology/ Lab Safety Training	Buffie Spencer	VPC/D132	229-891-7030	bspencer@southernregional.edu
radiology/Patient Transfer	Buffie Spencer	VPC/D132	229-891-7030	bspencer@southernregional.edu
radiology/Blood Pressure	Buffie Spencer	VPC/D132	229-891-7030	bspencer@southernregional.edu
radiology/Vital Signs-Pulse	Buffie Spencer	VPC/D132	229-891-7030	bspencer@southernregional.edu
radiology/Vital Signs-Respiration	Buffie Spencer	VPC/D132	229-891-7030	bspencer@southernregional.edu
radiology/Vital Signs-Pulse Oximetry	Buffie Spencer	VPC/D132	229-891-7030	bspencer@southernregional.edu
radiology/Vital Signs-Medical Aseptic techniques	Buffie Spencer	VPC/D132	229-891-7030	bspencer@southernregional.edu
radiology/ Care of patient Medical equipment	Buffie Spencer	VPC/D132	229-891-7030	bspencer@southernregional.edu



## Hazard Communication Program Plan Training Log January 2016- December 2016

Program	Date	Training Topic
Air Conditioning Technology	1-7-16, 5-18-16, 8-23-16	Ladder use and safety
Air Conditioning Technology	1-7-16, 5-18-16, 8-23-16	Shop Safety
Air Conditioning Technology	1-7-16, 5-18-16, 8-23-16	Torch Safety
Air Conditioning Technology	1-7-16, 5-18-16, 8-23-16	Refrigerant and coil cleaner safety
Air Conditioning Technology	1-7-16, 5-18-16, 8-23-16	Electrical Safety

## Hazard Communication Program Plan Training Log January 2016- December 2016

Program	Date	Training Topic
Automotive	1/2/16	Sp2
Automotive	1/2/16	Foundation and safety

## Hazard Communication Program Plan Training Log January 2016- December 2016

Program	Date	Training Topic
Business Management	October 16	How to wear a harness and not fall off the zip line tower





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**Hazard Communication Program Plan Training Log January 2016- December 2016**

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Program	Date	Training Topic
Carpentry	1/6/2016	MSDS Sheet location and how to use.
Carpentry	5/18/2016	MSDS Sheet location and how to use.
Carpentry	8/17/2016	MSDS Sheet location and how to use.

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**Hazard Communication Program Plan Training Log - January 2016-December 2016**

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<b>Program</b>	<b>Date</b>	<b>Training Topic</b>
OSM 1000	5/18/16	Identify causes of diseases and terms associated to diseases.
		Comply with protective covering policies and regulations.
		Differentiate between sanitation and disinfection.
		Identify use of disinfectants and safe handling guidelines.
		Disposing of chemicals used in the salon.
OSM 1000	8/16/16	Identify causes of diseases and terms associated to diseases.
		Comply with protective covering policies and regulations.
		Differentiate between sanitation and disinfection.
		Identify use of disinfectants and safe handling guidelines.
		Disposing of chemicals used in the salon.

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## Hazard Communication Program Plan Training Log January 2016- December 2016

Program	Date	Training Topic
COSM	2/08/2016	Safety procedures for permanent waving and chemical hair relaxing.
COSM	2/29/2016	Sanitation and disinfection for surfaces and implements.
COSM	2/29/2016	Maintenance and care of haircutting implements.
COSM	3/21/2016	Safety precautions in all hair coloring services.
COSM	5/23/2016	Safety procedures for permanent waving and chemical hair relaxing
COSM	6/06/2016	Sanitation and disinfection for surfaces and implements.
COSM	6/06/2016	Maintenance and care of haircutting implements.
COSM	7/11/2016	Safety precautions in all hair coloring services.
COSM	8/29/2016	Safety procedures for permanent waving and chemical hair relaxing
COSM	9/12/2016	Sanitation and disinfection for surfaces and implements.



**Hazard Communication Program Plan Training Log January 2016- December 2016**

Program	Date	Training Topic
Drafting Technology – Thomasville and Tifton	Jan 5 - 7, 2016	Lab Safety
Drafting Technology – Thomasville and Tifton	May 17 - 19, 2016	Lab Safety
Drafting Technology – Thomasville and Tifton	Aug 16 - 18, 2016	Lab Safety

## Hazard Communication Program Plan Training Log January 2016- December 2016

Program	Date	Training Topic
Industrial Systems Technology	1/7/2016	Electrical Safety, Lock Out Tag Out
Industrial Systems Technology	1/7/2016	Fluid Power and Mechanical safety, Lock out Tag out, chemical and oil safety (MSDS)
Industrial Systems Technology	5/19/2016	Electrical Safety, Lock Out Tag Out
Industrial Systems Technology	5/19/2016	Fluid Power and Mechanical safety, Lock out Tag out, chemical and oil safety (MSDS)
Industrial Systems Technology	8/18/2016	Electrical Safety, Lock Out Tag Out
Industrial Systems Technology	8/18/2016	Fluid Power and Mechanical safety, Lock out Tag out, chemical and oil safety (MSDS)





**Hazard Communication Program Plan Training Log January 2016- December 2016**

Program	Date	Training Topic
Land, Forest, and Wildlife Management	April 4, 2016	Herbicide Training



## Hazard Communication Program Plan Training Log January 2016- December 2016

Program	Date	Training Topic
Welding and Joining Technology	05/24/16	Hot work/Fire Hazards in the shop.
Welding and Joining Technology	06/07/16	PPE; Hand safety in the shop.
Welding and Joining Technology	07/13/16	PPE; Eye Safety in the shop.
Welding and Joining Technology	08/02/16	PPE; Protective clothing, Footwear in the shop.
Welding and Joining Technology	09/06/16	Shock hazards in the shop.
Welding and Joining Technology	10/11/16	Trip hazards, fall hazards in the shop.
Welding and Joining Technology	11/08/16	Forklift safety in the shop.
Welding and Joining Technology	12/06/16	Machine guarding, tag out/lockout in the shop.

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Program	Date	Training Topic
Welding and Joining Technology (Tifton)	01/26/2016 06/06/2016 09/26/2016	Proper Use of the Ironworker
Welding and Joining Technology (Tifton)	01/26/2016 06/06/2016 09/26/2016	Proper Use of Grinders
Welding and Joining Technology (Tifton)	01/26/2016 06/06/2016 09/26/2016	OFC Torch Setup and Safety Procedures
Welding and Joining Technology (Tifton)	01/26/2016 06/06/2016 09/26/2016	Arc Welding Safety Procedures
<p><b>*Note: An "Introduction to Welding" class is offered every semester for new arrivals in order ensure that students are adequately trained in all pertinent safety procedures.</b></p>		