

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.46

Title All Personnel

Hazardous Chemical Disclosure

The Board authorizes the development of a comprehensive hazardous chemical communication program for the College to disseminate information about hazardous chemicals in the workplace.

When a new employee is hired or transferred to a new position or work site, the information and training regarding hazardous substances in the workplace, if necessary, shall be included in the employee's orientation. When a new hazardous substance enters the workplace, information about it shall be available to all employees, and training shall be conducted for the appropriate employees. The Chief Human Resources Officer shall maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

Employees who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

It shall be the responsibility of the President to develop administrative procedures regarding this program.

Date of adoption 12/11/95

Legal Reference: (Code of Iowa)

Date of last revision 12/11/95

88; 89B

Date of current revision 10/11/04

Related Administrative Procedures and Cross References \_\_\_\_\_