




**Policy Number:** 600.3  
**Policy Title:** Fall Protection Program  
**Subject:** Section 600 – Physical Plant  
**Date Adopted:** May 7, 2009  
**Date(s) Revised:** September 12, 2012

**Approved by:**   
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Daniel J. Bingham  
Dean/CEO  
Helena College University of Montana

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**POLICY STATEMENT:**

This policy concurs with and reinforces the purpose of the Fall Protection Program, which ensures compliance with the Occupational Safety and Health Administration (OSHA) [Fall Protection Standard, 29 CFR 1910.1200](#).

All Helena College University of Montana policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations; with Board of Regents' policies and procedures; and with The University of Montana's policies and procedures.

## PROCEDURES:

### PURPOSE:

The purpose of the Fall Protection Program is to minimize, for all employees of Helena College, the possibility of injury or death from the improper use or lack of use of appropriate fall protection.

The Fall Protection Program ensures compliance with the Occupational Safety and Health Administration (OSHA) [Fall Protection Standard, 29 CFR 1910.1200](#).

### RESPONSIBILITIES:

1. **The Assistant Dean/Fiscal & Plant** is charged with the ultimate responsibility for the Fall Protection Program for Physical Plant and other applicable college employees. The Assistant Dean/Fiscal & Plant must:
  - a. Identify those work situations that have the potential to produce injuries due to falls.
  - b. Provide for appropriate training for employees who have the potential to fall more than four feet.
  - c. Provide adequate fall prevention and arrest equipment that meets or exceeds the American National Standards Institute (ANSI) standards and ensure its use in appropriate situations as defined in the OSHA standard.
  - d. Ensure that all personnel requiring the use of fall protection equipment employ the “buddy system” or have an observer to render assistance when and if required.
2. **Employees** who participate in the Fall Protection Program must:
  - a. Understand the procedures and safe use of fall protection systems.
  - b. Use appropriate fall protection systems when required.
  - c. Attend all required training.

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## CHEMICAL INVENTORY:

Helena College utilizes an electronic chemical inventory management system. Every chemical container is bar coded, and information about the chemical is entered into a database. Each department on campus that uses chemicals has a Chemical Acquisition Manager (CAM) who is responsible for chemical acquisitions, including all purchases and donations, and ensures that MSDSs (Material Safety Data Sheets) are obtained for every chemical. The chemical inventory list is available electronically via the CAMs; a printed copy will also be available at the MSDS stations.

## **LABELING OF CONTAINERS:**

Every chemical container must be properly labeled, including storage tanks and spray bottles. Labels must be legible, in English, be prominently displayed on the container, and provide information on:

- Chemical Identity: the common name, chemical name, and/or product name;
- Physical Hazards: flammable, combustible, corrosive, explosive, reactive;
- Health Hazards: possible health problems that could result from overexposure;
- Name and address of manufacturer, importer, or responsible party; and
- Storage and handling information and personal protective equipment information (which are not required but are useful and sometimes appear on the label).

If a chemical is transferred to a secondary container, the secondary container must have a label with the abovementioned information. An exception exists for chemicals that are transferred for the immediate use<sup>1</sup> of the person performing the transfer. The Laboratory Standard provides an exemption from the complete labeling requirement for test tubes, flasks, beakers, and other laboratory containers. However, Helena College still requires that some type of identifying label be placed upon these secondary containers. The label must include the substance, name of the responsible person, and date.

## **MATERIAL SAFETY DATA SHEETS (MSDSs):**

Material Safety Data Sheets (MSDSs) are written or printed materials that include product hazard information, and are prepared and distributed with chemicals by chemical manufacturers and distributors. Each department/program at Helena College that uses chemicals also maintains an MSDS file for each chemical in their inventories. Each MSDS must be in written in English and provide the required information. MSDS manuals will be labeled for easy identification and located in locations that are easily accessible to all faculty, staff, students, and the public.

Helena College employees who work with chemicals must:

- know where the MSDSs are located and how to read them to find emergency information;
- understand the health and physical hazards for their respective chemicals; and
- follow the safety practices provided on the MSDSs.

## **TRAINING AND EDUCATION:**

Required safety training and education will be provided to employees and students who may be potentially exposed to hazardous chemicals in their work and classroom areas at the time of their assignments to the work areas and whenever a new hazard is introduced into the work areas. Annual refresher training may also be provided.

Training must include an explanation of the Hazard Communication Standard; location and availability of the written program; a general introduction of chemical hazards, labeling, and Material Safety Data Sheets; and information specific to the chemicals in specific areas.

## **NON-ROUTINE WORK:**

Any non-routine work should be evaluated by the appropriate departmental person in conjunction with Assistant Dean/Fiscal and Plant or his/her designee before the work is undertaken. The evaluation should include determination of the hazards, precautions that need to be taken, and any specific training and documentation that would be required.

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<sup>1</sup> Immediate use means that the chemical will be used within the work shift in which it is transferred.

**CONTRACTORS:**

When contractors are working on Helena College campuses, they must comply with all OSHA standards and requirements, where applicable. Contractors who have the potential for exposure to Helena College's chemicals have access to the Hazard Communication Program and MSDSs by contacting the Assistant Dean/Fiscal and Plant or his/her designee.

**AUDIT:**

The Hazard Communication Program shall be audited annually by the Helena College Safety Committee members. An audit report will be sent to the Assistant Dean/Fiscal and Plant or his/her designee and appropriate department heads and program managers for any required follow-up.

**CAMPUS CONTACT & RESPONSIBLE OFFICE:**

Questions about this policy or reports concerning policy violations shall be directed to the office of the Assistant Dean of Fiscal/Plant, Business Services, or his/her designee.