

2018-2019 HAZARD COMMUNICATION PROGRAM PLAN

Revised: April 2018
April 2017
September 2016
September 2015
November 2014
November 2013
November 2012
October 2011
January 2010
January 2009
January 2008
September 2007

Adopted: September 2007



OGEECHEE
TECHNICAL COLLEGE
Education with Purpose

One Joseph E. Kennedy Blvd., Statesboro, GA | 912.681.5500 | www.ogeecheetech.edu

Equal Opportunity Institution | A Unit of the Technical College System of Georgia

**Hazard Communication Program Plan
Ogeechee Technical College
2018-2019**

REVIEWED:  DATE: 04/04/2018
HAZARD COMMUNICATION PROGRAM COORDINATOR
OGEECHEE TECHNICAL COLLEGE

APPROVED:  DATE: 4.16.18
PRESIDENT/EXECUTIVE
OGEECHEE TECHNICAL COLLEGE

REVIEWED:  DATE: 07/08/18
EMERGENCY MANAGER
TECHNICAL COLLEGE SYSTEM OF GEORGIA

APPROVED:  DATE: 07312018
DIRECTOR OF CAMPUS SAFETY
TECHNICAL COLLEGE SYSTEM OF GEORGIA

Hazard Communication Program Plan

Ogeechee Technical College

2018-2019

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

Contact Information for HCP/RTK Coordinator

Stan York, Director for Campus Safety and Security
 1 Joseph E. Kennedy
 Blvd. Statesboro,
 Georgia 30458
 912.681.5667 or 912.531.7264

- 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.

<u>Program or Work Area</u>	<u>Contact Name</u>	<u>Contact Information</u>
-----------------------------	---------------------	----------------------------

See Appendix A.

D. Ogeechee Technical College engages in the following contractual agreements regarding hazardous materials communication with:

Sunbelt Medical Services
 637 Charles Perry Av.
 Sardis, Georgia 30456
 912-569-4641

E. Ogeechee Technical College engages in the training, drills and exercises through-out the year during annual staff development days, campus and /or classroom drills and exercises regarding hazard materials communication. The protocol for the retention of training records is for the documentation of annual training to be placed in each covered employees personnel file with an additional copy in the College's master training file.

F. The protocol for the annual review of the Ogeechee Technical College HCPP is for the HCP Coordinator will review the HCP Plan in April of each year. Once approved by TCSG, the BCP is then reviewed by the College's executive team and Local Board of Directors. The Vice President for Institutional Effectiveness oversees this process. The

protocol for the retention of the HCPP is for the plan and all of its revisions to be retained for a three year period.

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 work unit or technical college 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 part-time, temporary, contract, and per-diem employees.

The following is a list of job and/or student program classifications that present the opportunity for potentially injurious exposure to hazardous materials.

Job/Program Title

Occupational/Program Area

See Appendix B.

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 student’s 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.

IV. CONTAINER LABELING

- A. The HCP/RTK Coordinator will review labeling procedures periodically and will update labels as required.

The Director for Campus Safety and Security/HCCP Coordinator and/or the College Campus Safety Officer will check with the Shipping/Receiving Technician quarterly to verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address.

The Program Director in each section will ensure that 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. For help with labeling, see Director for Campus Safety and Security.










- 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 Director for Campus Safety and Security.
 - 4. Additional secondary labeling methods used by the technical college/work unit are described here: any combination of OSHA pictograms, words, numbers, and colors may be used as secondary labeling to identify materials in a container.
 - 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: OSHA Pictograms

Labels: Pictograms

There are 9 pictograms

- Health Hazards
- Physical Hazards
- Environmental Hazards

<p><u>Flame over circle</u></p>  <ul style="list-style-type: none"> • Oxidizers 	<p><u>Flame</u></p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self Reactives • Organic Peroxides 	<p><u>Exploding bomb</u></p>  <ul style="list-style-type: none"> • Explosives • Self Reactives • Organic Peroxides
<p><u>Skull and crossbones</u></p>  <ul style="list-style-type: none"> • Acute toxicity (severe) 	<p><u>Corrosion</u></p>  <ul style="list-style-type: none"> • Corrosives 	<p><u>Gas cylinder</u></p>  <ul style="list-style-type: none"> • Gases under pressure
<p><u>Health Hazard</u></p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p><u>Environment</u></p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p><u>Exclamation mark</u></p>  <ul style="list-style-type: none"> • Irritant • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic effects • Respiratory Tract Irritation • Hazardous to Ozone Layer

6. Identify any in-house labeling system in use.
 In-house labeling system that relies on Label's Hazard Warnings
 May Use Words, Pictures, Colors, or Numbers

A. Words may list specific hazards (e.g., flammable, corrosive). B. Words may signal level of risk:

1. DANGER: can cause immediate serious injury or death
2. WARNING: can cause serious injury or death
3. CAUTION: can cause moderate injury

C. Pictures may illustrate hazards (flame for fire, skull and crossbones for poison). D. Colors may be used instead of words or pictures:

1. RED = Fire hazard
2. YELLOW = Reactivity hazard
3. BLUE = Health hazard
4. WHITE = Specific hazard such as acid or corrosive, or the personal protective equipment you need to protect against this hazard

E. Numbers (which are often combined with colors) tell how serious the hazard is:

1. 0 = Minimal hazard
2. 1 = Slight hazard
3. 2 = Moderate hazard
4. 3 = Serious hazard
5. 4 = Severe hazard

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:

The Shipping/Receiving Technician will notify the material/chemical company to submit a SDS on the material. After the Safety Data Sheets are received, the Shipping/Receiving Technician will forward the sheets as soon as possible to the appropriate personnel.

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.

Copies of SDSs are maintained in the Ogeechee Technical College's Safety and Security Office, and this information is also available online by connecting to the following online link:

<http://hq.msdsolnline.com/ogeecheetech>

MSDSonline is a provider of a cloud-based solutions company that manage global hazard communication regulatory compliance requirements. On their webpage, you may search for the material/chemical by name in MSDSonline Search or eBinder. The information for the material/chemical will be displayed for review.

If an SDS is not available, contact Director for Campus Safety and Security/HCCP Coordinator.

3. SDSs will be readily available to covered individuals in each work area using the following format: The Safety Data Sheet(s) are kept in the classroom and/or laboratory where the covered individuals are attending class. Covered individuals may read the SDSs, located in a yellow three-ring binder, located by the rooms' entry doorway; or go to the Ogeechee Technical College's Safety and Security webpage, and select the online link: <http://hq.msdsolnline.com/ogeecheetech>.

4. When revised SDSs are received, the following procedures will be followed to replace old SDSs: Upon receiving an SDS, the HCCP Coordinator will check the online website <http://hq.msdsonline.com/ogeecheetech> for any material/chemical *SDS current updates*. Material/Chemical Manufacture should submit updates to msdsonline.com as new updates are made available. MSDSonline will notify the HCCP Coordinator as the updates are received.

VI. TRAINING AND INFORMATION

A. The 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 HCCP during their initial training or academic experience, as well as a review on an annual basis.

2. Everyone who works with or is potentially exposed to hazardous materials will receive initial training on the hazard communication standard and this HCCP 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 employee in that organizational unit will be given information and training as outlined above for the new hazard. The training format will be as follows:

The immediate supervisor and/or department director of the employee will review with the employee(s) any new

material/chemical hazards information the employee(s) may be exposed to during the performance of their assigned duties by the best means available to them (Such as audiovisuals, interactive computer programs, classroom instructions, etc.).

The classroom instructor will review with the covered students any new material/chemical hazards information by best means available to the instructor. (Such as audiovisuals, interactive computer programs, classroom instructions, etc.).

The HCCP Coordinator will meet with new employees and cover where to locate the information on hazardous materials used on this campus as part of their “New Employee Orientation” and “Right to Know Act”.

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 (buddy systems), and emergency procedures.

Examples of non-routine tasks performed by covered individuals of the company: Task Hazardous Material

Stripping Tile Floor	Ammonia Solution
Deglazing Auto Engine Block	Mineral Spirits
Making Diluted Chemical Solutions	Concentrated
Acids	

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

B. Other employers and contractors will be provided with SDSs for hazardous materials generated by the operations of the work unit or technical college in the following manner:

Contractors (300-3-19.04)

- It is the responsibility of independent contractors working on State property to ensure its contract employees are provided information and trained on hazardous chemicals.
- Workplace Managers shall be notified at least (30) thirty days prior to any hazardous chemical work at a State site by an independent contractor.
- The following notice will be used by an Independent Contractor/Subcontractor when work involving hazardous materials/chemicals will be used or stored in the workplace on the OTC campus.

INDEPENDENT CONTRACTOR/SUBCONTRACTOR USE OF HAZARDOUS CHEMICALS NOTIFICATION

I, _____ (Name/Title) of
_____ (Company & Address),
hereby notify Ogeechee Technical College, this _ day of ___ 2_____, (a minimum of 30
days
prior to the commencement) of work involving hazardous chemicals which will be used or
stored in the workplace of Ogeechee Technical College by my organization. This notification
is in fulfillment of 45-22-7 of Georgia Laws Regulating Hazardous Chemicals and the
request of:

Ogeechee Technical College Hazardous Chemicals Communications Coordinator
and/or

Employee Name

Employee Title

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 exposed to operations performed by the work unit or technical college.

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 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, tec., 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:

When new materials are received, the Shipping/Receiving Technician or the individual receiving the new materials will notify the Director for Campus Safety and Security/HCCP Coordinator of the shipment of materials. The Director for Campus Safety and Security/HCCP Coordinator will add any new material to the list of SDSs on the msdsonline webpage at: <http://hq.msdsonline.com/ogeecheetech>; add any new materials to the list of SDSs in the Safety and Security Office; and a copy of the SDS to the classroom or laboratory yellow three-ring binder where the material/chemical will be used.

C. The Hazardous Material Inventory is compiled and maintained and submitted to the TCSG System Office by the Director for Campus Safety and Security/ HCCP Coordinator at 912-681-5667.

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

A. Should an exposure incident occur, contact the Director for Campus Safety and Security/HCCP Coordinator at the following telephone number 912-681-5667.

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 2017-2018 ECP the following incidents surrounding exposure occurred. *No incidents reported last year.*

XI. EVALUATION OF CIRCUMSTANCES SURROUNDING EXPOSURE INCIDENTS

A. The Safety Committees' Safety Officer and/or The HCCP Coordinator 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 student

B. If revisions to this HCPP are necessary the Director for Campus Safety and Security/HCCP Coordinator will ensure that appropriate changes are made.

C. The following protocol is followed for evaluating the circumstances surrounding an exposure incident. An exposure incident will be reviewed by the HCCP Coordinator and the Safety Committee members. A writing review summary will be submitted to Ogeechee Technical College's Executive Council.

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 the Director for Campus Safety and Security/HCCP Coordinator. If requested, a hard copy of this HCPP will be provided free of charge within 15 business days of request. Copies of the Hazard Communication Program Plan are available in the Office of Campus Safety, JEK Building, 1 Joseph E. Kennedy Blvd., Statesboro, Georgia 30458.

Appendix A

Program or Work Area	Contact Name	Contact Information
		Area Code (912)
Director for Campus Safety & Security	Stan York	681-5667
Safety Committee Safety Officer	Allen McDaniel	688-6917
Director for Plant Operations	Buddy Sapp	871-1634
EVP for Academic and Student Affairs	Dr. Ryan W. Foley	688-6061
VP for Administrative Services	Eyvonne Hart	486-7784
VP for Technology & Inst. Support	Jeff Davis	871-1640
VP for Institutional Effectiveness	Bandy Taylor	871-1616
VP for Economic Development	Jan Moore	688-6026
VP for College Advancement	Barry Turner	681-2758
Dean of Students	Brandi Helton	486-7606
Dean for Academic Affairs	Neal Owens	871-1690
Dean for Academic Affairs	Jennifer Witherington	688-6966
Dean for Academic Affairs	Dr. Paul Mizell	871-1645
Dean for Adult Education	Samantha Smith	871-1798
Director for Human Resources	Steve Miller	871-1801
Title IX Coordinator	Brandi Helton	486-7606

Appendix B

ACCOUNTING

Accounting AAS Degree* (AC13)
Accounting Diploma* (AC12)
Computerized Accounting Specialist Certificate (CAY1)
Office Accounting Specialist Certificate (OA31)
Payroll Accounting Specialist Certificate (PA61)

AGRIBUSINESS

Agribusiness AAS Degree* (AG13)
Agribusiness Diploma* (AG12)
Agribusiness Policy Specialist Certificate (AP41)
Precision Agriculture Specialist Certificate (PAB1)
Sustainable Small Farm Technician Certificate (SSF1)

AIR CONDITIONING TECHNOLOGY

Air Conditioning Technology Diploma* (ACT2)
Air Conditioning Electrical Technician Certificate (ACK1)
Air Conditioning Repair Specialist Certificate (ACY1)

AUTOMOTIVE TECHNOLOGY

Automotive Technology Diploma* (AT14)
Automotive Chassis Technician Specialist Certificate (ASG1)
Automotive Climate Control Technician Certificate (AH21)
Automotive Engine Performance Technician Certificate (AE51)
Automotive Engine Repair Technician Certificate (AE61)
Heavy Diesel Service Technician Certificate † (HD31)

BUSINESS MANAGEMENT

Business Management AAS Degree* (MD13)
Business Management Diploma* (MD12)
Entrepreneurship Certificate (EN11)
Human Resource Management Specialist Certificate* (HRM1)
Management and Leadership Specialist Certificate (MAL1)
Marketing Specialist Certificate (MS21)
Medical Office Manager Certificate (MFM1)
Advanced Medical Office Manager Certificate (AM01)
Small Business Marketing Manager Certificate (SB51)
Social Media Marketing Certificate (SM11)
Supervisor/Management Specialist Certificate (SS31)

BUSINESS TECHNOLOGY

Business Technology AAS Degree* (BA23)
Business Technology Diploma* (BA22)
Administrative Support Assistant Certificate (AS21)
Medical Billing Clerk Certificate (MB21)
Medical Front Office Assistant Certificate † (MF21)
Microsoft Office Application Professional Certificate (MF41)

COMMERCIAL TRUCK DRIVING

Commercial Truck Driving Certificate † (CT61)

COMPUTER INFORMATION SYSTEMS

Information Technology Professional AAS Degree* (ITP3)
Computer Support Specialist Diploma* (CS14)
Networking Specialist Diploma* † (NS14)
CompTIA A+ Certified Preparation Certificate (CA61)
CompTIA A+ Certified Technician Prep Certificate (CA71)
Computer Security Specialist Certificate † (CS11)
Advanced Computer Security Specialist Certificate † (AG71)
Cyber Crime Specialist Certificate (CCR1)
Microsoft Network Administrator Certificate † (MS11)
Network Support Specialist Certificate (NS31)
Network Technician Certificate (NT41)

CONSTRUCTION

Construction Management Technology AAS Degree*(CMT3)
Construction Management Technology Diploma* (CM22)
Advanced Carpentry Certificate (AB71)
Carpentry Fundamentals Certificate (CF21)
Carpentry Technology Certificate (CT31)
Certified Construction Worker Certificate (CCW1)
Construction Manager Certificate (CM81)

COSMETOLOGY

Cosmetology Diploma* (CO12)
Esthetician Certificate*(CE11)
Hair Designer (HD21)
Shampoo Technician Certificate (ST11)

CRIMINAL JUSTICE

Criminal Justice Technology AAS Degree* (CJT3)
Criminal Justice Technology Diploma* (CJT2)
Crime Scene Fundamentals Certificate (CZ31)
Criminal Justice Fundamentals Certificate (CJ71)
Criminal Justice Specialist Certificate (CJ21)
Introduction to Criminal Justice Certificate (IT51)
Selected Topics in Criminal Justice Certificate (ST11)

CULINARY ARTS

Culinary Arts AAS Degree* (CA43)
Culinary Arts Diploma* (CA44)
Baking and Pastry Specialist Certificate (BA51)
Catering Specialist Certificate (CS61)
Culinary Nutrition Assistant Certificate (CNB1)
Food Production Worker I Certificate (FPW1)
Prep Cook Certificate (PC51)

DENTAL ASSISTING

Dental Assisting Diploma* (DA12)

EARLY CHILDHOOD CARE & EDUCATION

Early Childhood Care and Education AAS Degree* (EC13)
Early Childhood Care and Education Diploma* † (ECC2)
Child Development Specialist Certificate † (CD61)
Early Childhood Care and Education Basics Certificate † (EC31)

Early Childhood Exceptionalities Certificate (EC41)
Early Childhood Program Administration Certificate † (ECP1)

ELECTRICAL SYSTEMS TECHNOLOGY
Electrical Systems Technology Diploma* (ES12)
Industrial Electrical Technology Diploma* (IET2)
Basic Electrical Technician Certificate (BE11)
Commercial Wiring Certificate (CW31)
Photovoltaic Systems Installation & Repair Technician Cert (PS11)
Programmable Control Technician I Certificate † (PC81)

FISH AND WILDLIFE MANAGEMENT
Fish and Wildlife Management AAS Degree* (GAF3)
Fish and Wildlife Management Diploma* (GAF2)

FORENSICS
Crime Scene Investigation Certificate (CB71)

FUNERAL SERVICE EDUCATION
Funeral Service Education AAS Degree* (FS23)
Certified Crematory Operator Certificate*** (CP71)
Certified Funeral Celebrant Certificate*** (CFC1)
Funeral Preplanning and Insurance Counselor Certificate*** (FPC1)
*** not accredited by the ABFSE

HEALTH INFORMATION MANAGEMENT TECHNOLOGY
Health Information Management Technology AAS Degree* (HI13)
Medical Coding Certificate † (MC41)

HOTEL/RESTAURANT/TOURISM
Hotel/Restaurant/Tourism Management AAS Degree* (HM13)
Hotel/Restaurant/Tourism Management Diploma* (HM12)
Event Coordinator Certificate (SES1)
Hospitality Operations Associate Certificate (HP31)

LOGISTICS MANAGEMENT
Logistics Management AS Degree * (LM13)

MANUFACTURING ENGINEERING TECHNOLOGY
Basic Mechatronics Specialist Certificate † (MS41)

MEDICAL ASSISTING
Medical Assisting Diploma* (MA22)
Medical Office Support Specialist Certificate (MF31)

OPTICIANRY
Opticianry AAS Degree* (OP13)
Opticianry Diploma* (OP14)

PARAMEDICINE TECHNOLOGY
Paramedicine Diploma (PT12)
EMS Professions Diploma* (EP12)
Emergency Medical Responder Certificate (EB71)
Emergency Medical Technician Certificate (EMJ1)
Advanced Emergency Medical Technician Certificate (EMH1)

PHARMACY TECHNOLOGY
Pharmacy Technology Diploma* † (PT22)

PRACTICAL NURSING
Practical Nursing Diploma*/** † (PN12)
Health Care Assistant Certificate (Nursing Track)* (HA21)
Nurse Aide Certificate † (CN21)

RADIOLOGIC TECHNOLOGY
Radiologic Technology AAS Degree*/** (RT23)
Computed Tomography Specialist Certificate* † (CT91)
Health Care Science Certificate (HS21)

SONOGRAPHY
Diagnostic Medical Sonography AAS Degree*/** † (DMS3)
Echocardiography AAS Degree*/** † (EC23)
Health Care Science Certificate (HS21)

SURGICAL TECHNOLOGY
Surgical Technology Diploma*/** † (ST12)
Central Sterile Supply Processing Technician Certificate † (CSB1)
Health Care Assistant Certificate (Surgical Tech Track)* (HA21)

TECHNICAL STUDIES
Applied Technical Management AAS Degree* (AS33)

VETERINARY TECHNOLOGY
Veterinary Technology AAS Degree* (VT23)
Veterinary Technician Assistant Certificate* (VA11)
Veterinary Technology Sonographer Certificate (VT11)

WELDING & JOINING TECHNOLOGY
Basic Shielded Metal Arc Welder Certificate † (FS31)
Gas Metal Arc Welder Certificate † (GM31)
Gas Tungsten Arc Welder Certificate † (GTA1)
Vertical Shielded Metal Arc Welder Fabricator Cert † (VSM1)

*Denotes Title IV eligible program (PELL).
† Denotes Strategic Industries Workforce Development Grant (SWIDG) eligible program
**Denotes a competitive admission program.
View the OTC Catalog and Student Handbook for details at www.ogeecheetech.edu.
Certificate = Technical Certificate of Credit
AAS Degree = Associate of Applied Science

Program/Position	Program Director	Email	Phone
Accounting Instructor	Cindi Mills	cmills@ogeecheetech.edu	871-1621
Agribusiness Instructor	Bill Worthington	bworthington@ogeecheetech.edu	688-6034
Air Conditioning Technology Instructor	S. Shane Todd	stodd@ogeecheetech.edu	871-1716
Automotive Technology Instructor	Allen McDaniel	lmcdaniel@ogeecheetech.edu	688-6917
Business Administrative Technology Instructor	LeAnne Robinson	lrobinson@ogeecheetech.edu	871-1626
Business Management Instructor	Alex Harris	aharris@ogeecheetech.edu	871-1622
Commercial Construction Management Instructor	Charlie Collins	cpcollins@ogeecheetech.edu	871-1692
Commercial Truck Driving Program Director/Instructor	Jim Riner	jriner@ogeecheetech.edu	739-2671
Computer Information Systems Instructor	Donny Collins	docollins@ogeecheetech.edu	871-1618
Cosmetology Instructor	Jeff Shaver	jshaver@ogeecheetech.edu	688-6957
Criminal Justice Instructor	Neal Owens	nowens@ogeecheetech.edu	871-1690
Culinary Arts Instructor	Tony Pisacano	apisacano@ogeecheetech.edu	688-6029
Dental Assisting Program Director/Instructor	Yvonne Jenkins	yjenkins@ogeecheetech.edu	486-7700
Director for Library Services	Lisa Lanier	llanier@ogeecheetech.edu	871-1606
Early Childhood Care and Education Instructor	Jeannie McCorkle	jmccorkle@ogeecheetech.edu	688-6003
Echocardiography Instructor	Capre Mitchell	cmitchell@ogeecheetech.edu	688-6950
Electrical Systems Technology Instructor	Norm Threatt	nthreatt@ogeecheetech.edu	871-1619
Fish & Wildlife Management Instructor	Casey Corbett	ccorbett@ogeecheetech.edu	688-6036
Funeral Services Instructor	Michelle Rugar	mrugar@ogeecheetech.edu	871-1960
Health Information Technology Instructor	Priscilla Waters	pgarrison@ogeecheetech.edu	486-7401
Hotel, Restaurant & Tourism Management Instructor	Michael Twisdale	mtwisdale@ogeecheetech.edu	871-8520
Logistics Instructor	Jillian Johnson	jjohnson@ogeecheetech.edu	871-8541
Medical Assisting Program Director/Instructor	Michelle McCranie	mmcraie@ogeecheetech.edu	486-7616

Nurse Aide Instructor	Felicia Barefoot	fbarefoot@ogeecheetech.edu	688-6967
Opticianry Program Director/Instructor	Deborah DeLoach	ddeloach@ogeecheetech.edu	486-7404
Paramedicine Program Director/Instructor	Josh Kaiser	jkaiser@ogeecheetech.edu	871-8551
Pharmacy Technology Program Director/Instructor	Rushunda Bell	rbell@ogeecheetech.edu	486-7620
Practical Nursing Program Director/Instructor	Sharlene Conley	sconley@ogeecheetech.edu	486-7653
Radiologic Technology Program Director/Instructor	Jan Martin	martin@ogeecheetech.edu	871-1647
Sonography Program Director/Instructor	Tina Welch	twelch@ogeecheetech.edu	688-6019
Surgical Technology Instructor	Terri Crosson	tcrosson@ogeecheetech.edu	486-7807
Veterinary Technology Program Director/Instructor	Dr. Amy Dorminey	adorminey@ogeecheetech.edu	688-6037
Welding Instructor	John W. Edwards	jedwards@ogeecheetech.edu	681-3764

OGEECHEE TECHNICAL COLLEGE

Hazard Communication Program Plan Training Log 2018-2019		
Job/Program/Occupational/Area *	Date	Training Topic
All covered College faculty; all sites	Annual Spring Staff Development Day	Hazardous Materials on the Campus, use and location of SDS, MSDS Online Training
Janitorial Staff: Annual Review for all members of staff	Annual Spring Faculty/Staff Training Day, Facilities Safety Meetings	Hazardous Materials Safety in the workplace
Agribusiness	First Week of each AGRB Course	Safety when working around equipment
Air Conditioning Technology	Spring Semester Course AIRC 1005, week 3	Text- Fundamentals of HVACR Unit 3 - Safety Objective 3.7 - Safety Data Sheet

Automotive Technology	Fall/Spring Semester: First week of the AUTT 1010 class	CH. 7 Environmental and Hazardous Materials
Commercial Truck Driving	Fall, Spring, & Summer Semester CTDL 1010	Hazardous Material Training
Construction	Spring Semester: COFC 1080	HAZCOM-Per the OSHA 29cfr part 1910.1200; Written HAZCON program, Container labeling, and SDS
Cosmetology	Fall and Spring Semester; Covered in COSM 1000 Online class under Infection Control	Hazardous Materials Safety in the Clinical Setting SDS Lab Binders
Criminal Justice Program	Fall and Spring Semester CRJU 1010, CRUJ 1040, CRUJ 1063, CRUJ 2110	Hazardous Materials Safety in Criminal Justice, BBP, Scene Safety, Lab Safety
Culinary Arts	first and fifth week of every CUUL 1110 course	Hazardous Materials Safety in the Kitchen classroom/Lab
Dental Assisting	Fall 2016 Semester: DENA 1050 first week	Chemical and Waste Management
Early Childhood Care & Education	Spring, Summer, Fall Semester: Second week of class for ECCE 11105, Health, Safety, and Nutrition	Hazardous Materials Safety in Clinical Setting and using the program lab
Echocardiography	Fall Semester: ECH1100 & CAVT	Clinical and Lab Safety
Electrical Systems Technology	Fall and Summer Semesters: IDFC1011 Industrial Safety	OSHA Regulations and SHS material
Fish and Wildlife Management	Fall Semester: FWMT 1000 & 1010, FORS 1100; Spring Semester: FWMT2020&2010, FWMT 2030	Hazardous Materials Safety in Fish & Wildlife; Management: Lab Safety. Field Safety, Equipment/Fuel/Oil Safety
Funeral Service	Every Semester FSRV 2030 course in the first and second week	Hazardous Material Safety in the Clinical Setting, Exposure Control Plan. Bloodborne Pathogen Rule, Formaldehyde Standards, PPE, Engineering Controls, and Work Practice Controls
Medical Assisting/Medical Coding	Every Semester during MAST 1080 Medical Assisting Skills I and MAST	Hazardous Materials Safety in the Clinical Setting According to curriculum standards

	1090 Medical Assisting Skills II	
Opticianry	Fall Semester: First week of OPHD 1060	Hazardous Materials in the clinical & Lab Setting
Paramedicine Technology (EMS)	Fall, Spring, Summer Semester: EMSP1110, EMSP 1510, EMSP 2130	EMT, AEMT, EMR, and Paramedic Students Hazardous Materials Safety in Lab and Clinical settings
Pharmacy Technology	Fall & Spring Semester PHAR1010, Spring Semester PHAR1020, PHAR1030 first week	Hazardous Materials Safety in hospital and Retail Pharmacy Settings
Practical Nursing	Fall Semester PNSG 2030	Hazardous Materials Safety in hospital and clinical settings
Nurse Aide Certificate	Fall Semester NAST 1100	Hazardous Materials Safety in the clinical settings
Radiologic Technology	Fall, Spring Summer - RADT 1010; Fall RADT 1200	Radiation Safety and Protection (Intro) Radiation Biology and Protection (Advanced)
Computed Tomography (CT)	Fall, Spring Summer - RADT 1010; Fall RADT 1200	Radiation Safety and Protection (Intro) Radiation Biology and Protection (Advanced)
Health Care Science (Rad Tech)	Fall, Spring Summer - RADT 1010; Fall RADT 1200	Radiation Safety and Protection (Intro) Radiation Biology and Protection (Advanced)
Sonography	Fall Semester: DMSO 1010	Clinical and Lab Safety
Surgical Technology	CSSP 1010 for the HCA, Surgical Tech Track and during SURG 1010/1020	Hazardous Materials Safety in the Clinical setting, Safety techniques for sharps
Veterinary Technology	Summer: VETT 1010, VETT 2160, VETT 2130; Fall VETT 2120, VETT1060, VETT 1030, VETT 2230; Spring VETT 1020	Hazardous Materials Safety in the Clinical Setting
Welding & Joining Technology	Welding 1000 - Intro to welding, Every Semester as a pre-requisite first week of the course	Hazardous Materials Safety and SDS