

2022-2023 HAZARD COMMUNICATION PROGRAM PLAN

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September 16, 2015
November 18, 2014
November 20, 2013
November 14, 2012

Adopted: September 2007



OGEECHEE
TECHNICAL COLLEGE
Education with Purpose

Hazard Communication Program Plan Ogeechee Technical College 2022-2023

REVIEWED:  DATE: 5/3/22
HAZARD COMMUNICATION PROGRAM COORDINATOR
OGEECHEE TECHNICAL COLLEGE

APPROVED:  DATE: 5.3.22
PRESIDENT
OGEECHEE TECHNICAL COLLEGE

REVIEWED:  DATE: 07/27/22
EMERGENCY MANAGER
TECHNICAL COLLEGE SYSTEM OF GEORGIA

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

Hazard Communication Program Plan

Ogeechee Technical College

2022-2023

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 3.4.1. 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

Ryan McNeal, Director for Campus Safety
1 Joseph E. Kennedy Blvd. Statesboro, Georgia 30458
(912) 681-5667 or (912) 690-0938

- 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>
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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 HCPP is then reviewed by the College’s executive team (Executive Council) 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.

<u>Job/Program Title</u>	<u>Occupational/Program Area</u>
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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/HCP 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.










- 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.
 - 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 an 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.msdsonline.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/HCP 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.msdsonline.com/ogeecheetech>.
4. When revised SDSs are received, the following procedures will be followed to replace old SDSs: Upon receiving an SDS, the HCPP 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 HCP Coordinator as the updates are received.

VI. TRAINING AND INFORMATION

A. The HCP/RTK Coordinator is responsible for the HCPP 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. Everyone who works with or is 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 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 HCP 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:

<u>Task</u>	<u>Hazardous Material</u>
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>

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/HCP Coordinator of the shipment of materials. The Director for Campus Safety/HCP 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/ HCP 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/HCP 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 2021-2022 Exposure Control Plan 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 HCP 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/HCP 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 HCP 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/HCP 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.

XIV. CAMPUS SAFETY COMMITTEE

The OTC Campus Safety Committee (CSC) is comprised of Executive Council members, faculty, staff, and student body personnel. The CSC meets three or four times a year. See XI-C above.

XV. CAMPUS SAFETY ADVISORY BOARD

The OTC Campus Safety Advisory Board is comprised of public safety community leaders from the following areas:

- Director for Bulloch County Emergency Management Services

- Sheriff for Bulloch County

- Fire Chief for Bulloch County Fire Department

- Fire Chief for the Statesboro Fire Department

Appendix A

Program or Work Area	Contact Name	Contact Information
		Area Code (912)
Director for Campus Safety	Ryan McNeal	681-5667
Safety Committee Safety Officer	Allen McDaniel	688-6917
Director for Plant Operations	Charlie Collins	871-1692
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	Dr. Brandy Taylor	871-1616
VP for Economic Development	Jan Moore	688-6026
VP for College Advancement	Michelle Davis	681-2758
Dean for Academic Affairs	Neal Owens	871-1690
Senior Dean for Academic Affairs	Jennifer Witherington	688-6966
Dean for Academic Affairs	LeAnne Robinson	871-1645
Dean for Adult Education	Samantha Smith	871-1798
Director for Human Resources	Desire' Alexander	871-1801
Title IX Coordinator	Christy Rikard	486-7607

Appendix B

OGEECHEE TECHNICAL COLLEGE PROGRAMS OF STUDY

Admissions: 912.688.6994 | Career Counseling: 912.871.1620 | Disability Services: 912.486.7211 | Financial Aid: 912.486.7402

ACCOUNTING

Accounting AAS Degree* (AC13) 520302
Accounting Diploma* (AC12) 520302
Computerized Accounting Specialist Certificate* (CAY1) 520302
Office Accounting Specialist Certificate (OA31) 520302
Payroll Accounting Specialist (PA61) 520302

AGRIBUSINESS

Agribusiness AAS Degree* (AG13) 010102
Agribusiness Diploma* (AG12) 010102
Agribusiness Policy Specialist Certificate (AP41) 010102
Sustainable Small Farm Technician Certificate* (SSF1) 010199

AIR CONDITIONING TECHNOLOGY

Air Conditioning Technology Diploma* † (ACT2) 470201
Air Conditioning Electrical Technician Certificate † (ACK1) 470201
Air Conditioning Repair Specialist Certificate* † (ACY1) 470201

AUTOMOTIVE TECHNOLOGY

Automotive Technology Diploma* † (AT14) 470604
Automotive Chassis Technician Specialist Certificate* † (ASG1) 470604
Automotive Climate Control Technician Certificate † (AH21) 470604
Automotive Engine Performance Technician Certificate* † (AE51) 470604
Automotive Engine Repair Technician Certificate* † (AE61) 470604

BUSINESS MANAGEMENT

Business Management AAS Degree* (MD13) 520201
Business Management Diploma* (MD12) 520201
Human Resource Management Specialist Certificate* (HRM1) 521001
Management and Leadership Specialist Certificate* (MAL1) 520201
Supervisor/Management Specialist Certificate (SS31) 520201

BUSINESS TECHNOLOGY

Business Technology AAS Degree* (BA23) 520401
Business Healthcare Technology AAS Degree* (BHT3) 510701
Business Technology Diploma* (BA22) 520401
Business Healthcare Technology Diploma* † (BHT2) 510706
Administrative Support Assistant Certificate* (AS21) 520408
Healthcare Billing and Reimbursement* † (HBA1) 510706
Healthcare Office Assistant Certificate* † (HFA1) 510707
Microsoft Office Application Professional Certificate* (MF41) 110301

COMMERCIAL TRUCK DRIVING

Commercial Truck Driving Certificate † (CT61) 490205

COMPUTER INFORMATION SYSTEMS

Information Technology Professional AAS Degree* (ITP3) 111005
Information Technology Professional Diploma* † (ITP4) 111005
CompTIA A+ Certified Preparation Certificate † (CA61) 470104
CompTIA A+ Certified Technician Prep Certificate* † (CA71) 470104
Computer Security Specialist Certificate* (CS11) 111003
Cyber Crime Specialist Certificate (CCR1) 111003
Advanced Computer Security Specialist Certificate* (AG71) 111003
Microsoft Network Administrator Certificate † (MS11) 111001
Network Support Specialist Certificate † (NS31) 111001
Network Technician Certificate † (NT41) 111001

CONSTRUCTION

Construction Management Technology AAS Degree*(CMT3) 522001
Construction Management Technology Diploma* † (CM22) 522001
Advanced Carpentry Certificate † (AB71) 460201
Carpentry Fundamentals Certificate* † (CF21) 460201
Carpentry Technology Certificate † (CT31) 460201
Construction Manager Certificate † (CM81) 522001

COSMETOLOGY

Cosmetology Diploma* (CO12) 120401
Esthetician Certificate*(CE11) 120409
Hair Designer* (HD21) 120401
Shampoo Technician Certificate (ST11) 120401

CRIMINAL JUSTICE

Criminal Justice Technology AAS Degree* (CJT3) 430104
Criminal Justice Technology Diploma* † (CJT2) 430104
Crime Scene Fundamentals Certificate † (CZ31) 430107
Criminal Justice Fundamentals Certificate † (CJ71) 430104
Criminal Justice Specialist Certificate † (CJ21) 430104
Introduction to Criminal Justice Certificate † (IT51) 430104
Selected Topics in Criminal Justice Certificate † (ST11) 430104

CULINARY ARTS

Culinary Arts AAS Degree* (CA43) 120503
Culinary Arts Diploma* (CA44) 120503
Baking and Pastry Specialist Certificate* (BA51) 120501
Catering Specialist Certificate* (CS61) 120504
Culinary Nutrition Assistant Certificate (CNB1) 120505
Food Production Worker I Certificate* (FPW1) 120505
Prep Cook Certificate (PC51) 120505

CYBERSECURITY

Cybersecurity AAS Degree* (CY13) 111003
Cybersecurity Diploma* † (CY12) 111003
Cybersecurity Certificate* (IS81) 111003

DENTAL ASSISTING

Dental Assisting Diploma* † (DA12) 510601

DIESEL TECHNOLOGY

Diesel Electrical/Electronic Systems Technician Certificate † (DE11) 470605
Diesel Engine Service Technician Certificate* † (DE21) 470613
Diesel Truck Maintenance Technician Certificate* (DTM1) 470613
Heavy Diesel Service Technician Certificate* † (HD31) 470302

EARLY CHILDHOOD CARE & EDUCATION

Early Childhood Care and Education AAS Degree* (EC13) 131210
Early Childhood Care and Education Diploma* † (ECC2) 131210
Child Development Specialist Certificate † (CD61) 190709
Early Childhood Care and Education Basics Certificate † (EC31) 190709
Early Childhood Program Administration Certificate † (ECP1) 190708

ELECTRICAL & INDUSTRIAL SYSTEMS TECHNOLOGY

Commercial Electrical Construction Technology Diploma † (CEC2) 470101
Electrical Systems Technology Diploma* † (ES12) 460302
Industrial Electrical Technology Diploma* † (IET2) 470303
Basic Electrical Technician Certificate † (BE11) 460302
Commercial Wiring Certificate* † (CW31) 460302
Photovoltaic Systems Installation & Repair Technician Cert † (PS11) 150505
Programmable Control Technician I Certificate † (PC81) 470303



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OGEECHEE TECHNICAL COLLEGE

PROGRAMS OF STUDY

Admissions: 912.688.6994 | Career Counseling: 912.871.1620 | Disability Services: 912.486.7211 | Financial Aid: 912.486.7402

FISH AND WILDLIFE MANAGEMENT

Conservation Law Enforcement AAS Degree* (CL13) 030511
 Fish and Wildlife Management AAS Degree* (GAF3) 030299
 Fish and Wildlife Management Diploma* (GAF2) 030299
 Wildlife Management Assistant Certificate (WP11) 030299

FUNERAL SERVICE EDUCATION

Funeral Service Education AAS Degree* (FS23)120301

HEALTH INFORMATION MANAGEMENT TECHNOLOGY

Health Information Management Technology AAS Degree* (HI13) 510707

LOGISTICS MANAGEMENT

Logistics Management AS Degree* (LM13) 520203
 Logistics and Supply Chain Management AAS Degree* (LAS3) 520203
 Logistics Management Technician (LMT1) 520203

MANUFACTURING ENGINEERING

Manufacturing Engineering Technology, AAS (ME23) 150805
 Manufacturing Engineering Technology Diploma (ME22) 150805
 Manufacturing Engineering Technology Assistant I † (MK71) 150805
 Manufacturing Engineering Technology Assistant II † (ML71) 150805

MEDICAL ASSISTING

Medical Assisting Diploma* † (MA22) 510801
 Medical Office Support Specialist Certificate † (MF31) 510710

OPTICIANRY

Opticianry AAS Degree* (OP13) 511801
 Opticianry Diploma* † (OP14) 511801
 Contact Lens Specialist Certificate* † (CL51) 511899
 Eyewear Dispensing Specialist Certificate (EDS1) 511802
 Optical Laboratory Technician Certificate (OLT1) 511899

PARAMEDICINE TECHNOLOGY

Paramedicine Diploma* † (PT12) 510904
 EMS Professions Diploma* † (EP12) 510904
 Emergency Medical Responder Certificate † (EB71) 510904
 Emergency Medical Technician Certificate* † (EMJ1) 510904
 Advanced Emergency Medical Technician Certificate † (EMH1) 510904

PHARMACY TECHNOLOGY

Pharmacy Technology Diploma* † (PT22) 510805

PRACTICAL NURSING

Practical Nursing Diploma*** † (PN12) 513901
 Health Care Assistant Certificate (Nursing Track)* † (HA21) 510899
 Nurse Aide Certificate † (CN21) 513902

RADIOLOGIC TECHNOLOGY

Radiologic Technology AAS Degree**/† (RT23) 510911
 Computed Tomography Specialist Certificate* † (CT91) 510911

SONOGRAPHY

Diagnostic Medical Sonography AAS Degree**/† (DMS3) 510910
 Echocardiography AAS Degree**/† (EC23) 510910

TECHNICAL STUDIES

Applied Technical Management AAS Degree* (AS33) 479999
 Interdisciplinary Studies AAS Degree* (AF53) 419999

VETERINARY TECHNOLOGY

Veterinary Technology AAS Degree* (VT23) 510808
 Veterinary Technician Assistant Certificate* (VA11) 510808
 Veterinary Technology Sonographer Certificate (VT11) 490808

WELDING & JOINING TECHNOLOGY

Basic Shielded Metal Arc Welder Certificate † (FS31) 480508
 Gas Metal Arc Welder Certificate † (GM31) 480508
 Gas Tungsten Arc Welder Certificate † (GTA1) 480508
 Vertical Shielded Metal Arc Welder Fabricator Cert † (VSM1) 480508

* Denotes Title IV eligible program (PELL).

**Denotes a competitive admission program. View the OTC Catalog and Student Handbook for details at www.ogeecheetech.edu.

† Denotes HOPE Career Grant eligible program
 Certificate = Technical Certificate of Credit
 AAS Degree = Associate of Applied Science
 AS Degree = Associate of Science

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DUAL Basic Shielded Arc Welder † (MB31) 480508
 DUAL Gas Metal Arc Welder Certificate † (MGM1) 480508
 DUAL Gas Tungsten Arc Welder Certificate † (MGT1) 480508
 DUAL Comp TIA A+ † (MCS1) 470104
 DUAL Microsoft Network Administrator † (MO11) 111002
 DUAL Advanced Comp TIA A+ Cert Tech Preparation † (MO21) 470104
 DUAL Network Technician † (MON1) 111002

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Air Conditioning Technology Instructor	Shane Todd	stodd@ogeecheetech.edu	871-1716
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Welding & Joining Technology Instructor	John W. Edwards	jedwards@ogeecheetech.edu	681-3764

OGEECHEE TECHNICAL COLLEGE
Hazard Communication Program Plan
Training Log 2021-2022

Job/Program 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 Staff Development 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 - COFC 1080	HAZCOM-Per the OSHA 29cfr part 1910.1200; Written HAZCON program, Container labeling, and SDS
Cosmetology	Fall and Spring Semester; Covered COSM 1000 Online class under Infection Control	Hazardous Materials Safety in the Clinical Setting SDS Lab Binders
Criminal Justice	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	1 st and 5 th week of every CUUL 1110 course	Hazardous Materials Safety in the Kitchen classroom/Lab
Dental Assisting	Fall - DENA 1050 first week	Chemical and Waste Management
Early Childhood Care & Education	Spring, Summer, Fall - 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 Education	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	Every Semester during MAST 1080 Medical Assisting Skills I and MAST1090 Medical Assisting Skills II	Hazardous Materials Safety in the Clinical Setting According to curriculum standards
Opticianry	Fall Semester: First week of OPHD 1060	Hazardous Materials in the clinical & Lab Setting
Paramedicine Technology	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	Fall Semester NAST 1100	Hazardous Materials Safety in the clinical settings
Radiologic Technology	Fall, Spring Summer - RADT 1010; Spring - RADT 1200	Radiation Safety and Protection (Intro) Radiation Biology and Protection (Advanced)
Computed Tomography	Fall - RADT 2201 Spring - RADT 2210	Radiation Safety and Contrast Agents/Injection
Sonography	Fall - DMSO 1010	Clinical and Lab Safety
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	Every Semester – WELD 1000	Hazardous Materials Safety and SDS