

# COUNTY COLLEGE OF MORRIS

## Business and Finance Division Policies and Procedures Manual

**Subject:** EMPLOYEE COMPLAINTS ON CHEMICAL USE IN  
THE WORKPLACE AND INDOOR AIR QUALITY

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**Date:** 4/27/15

### General

The County College of Morris attempts to provide its employees a mechanism by which they can express a problem with chemicals or indoor air quality in the workplace. Chemical and indoor air quality complaints will be addressed by the Department of Public Safety, department heads and the Health Office.

### Policy

All employees of the College who have a chemical or indoor air quality complaint should direct their concern to their immediate supervisor and the Department of Public Safety. The Department of Public Safety will address the complaint and notify the Health Office if necessary. The complaint will be resolved in compliance with established safety procedures and appropriate state and federal regulations. Documentation concerning the complaint and its resolve will be maintained by the Department of Public Safety.

### Authority

Vice President for Business and Finance  
New Jersey Administrative Code Title 8:  
Chapter 59: Subchapter 1.1-11.9  
New Jersey Administrative Code Title 7:  
Chapter 26: Subchapter 1.8  
Occupational Safety and Health Administration  
Code of Federal Regulations Title 29  
Part 1910: Subpart Z  
Part 1910: Subpart H  
Safety and Health Standards for Public Employees  
New Jersey Administrative Code Title 12:  
Chapter 100: Subchapter 4  
Uniform Fire Code of New Jersey Title 5:  
Chapter 18: Subchapter 3  
Uniform Construction Code of New Jersey Title 5:  
Chapter 23: Subchapter 3:20A

### Responsibility

Director of Public Safety  
Director of Plant and Maintenance  
Environmental Health and Safety Coordinator  
Department Supervisors  
Employees

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Procedure

A. Chemical Use in the Workplace Complaint

1. If an employee has a reaction from the exposure to a particular chemical(s), he/she must notify his/her supervisor and report to the Health Office immediately if possible. If necessary, the appropriate medical assistance will be dispatched to the scene. In the event that the Health Office is not open, the employee should contact the Public Safety dispatcher at 5550.
2. All parties, including the employee, will then follow the Employee Accidents, Injuries, or Illness Reporting Requirements (see Procedure 13.02.01). When necessary a Material Safety Data Sheet must be provided by either the employees' department supervisor and/or the Department of Public Safety.
3. If the chemical complaint does not require an immediate medical response, then the employee may complete a **Request to See the Central File** form to obtain any information available pertaining to the particular chemical (see Attachment 1).
4. The employee's supervisor will sign the **Request to See the Central File** form.
5. The **Request to See the Central File** form will be sent to the Department of Public Safety.
6. The Environmental Health and Safety Coordinator will sign the **Request to See the Central File** form and provide the requested information within five working days or give reason why this cannot be accomplished using the Employer Reply to Employee form (see Attachment 2).
7. In addition to providing the above information, the Department of Public Safety will investigate the product(s) to determine if additional steps need to be taken.

B. Indoor Air Quality Complaint

1. The employee must notify his/her supervisor of any indoor air quality concerns.

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2. The supervisor, in consultation with the employee, may determine that an indoor air quality complaint exists. Under such circumstances, the supervisor will contact the Department of Public Safety immediately at 5550.
3. If immediate medical attention is needed, the employee must be sent or escorted to the Health Office if possible. If necessary, the appropriate medical assistance will be dispatched to the scene.
4. All parties, including the employee, would then follow the Employee Accidents, Injuries or Illnesses Reporting Requirements (see Procedure 13.02.01).
5. The Department of Public Safety will investigate the indoor air complaint based upon established Indoor Air Quality Standards. All complaints and findings are documented and maintained in the Department of Public Safety.
6. If an air quality complaint is valid, the Department of Public Safety will present its findings to the appropriate college personnel for resolution.
7. If the indoor air quality complaint cannot be resolved, the matter will be forwarded to the Vice President for Business and Finance.
8. If the college cannot resolve the indoor air quality complaint, the employee may make a formal complaint to the appropriate state agency.

REQUEST TO SEE THE CENTRAL FILE

As provided by the New Jersey Worker and Right-To-Know Act, I wish to review the following:

- Right-To-Know Survey
Right-To-Know Hazardous Substance List
Safety Data Sheet(s) on
Hazardous Substances Fact sheets on the hazardous substances I am exposed to
Chemical name of the substance whose common name is
Chemical name or CAS number of product(s) called

I understand I shall not be penalized in any way for exercising my rights under this law.

My name is (please print)

(Employee's Signature) (Date)

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TO BE CERTIFIED BY DEPARTMENT HEAD OR IMMEDIATE SUPERVISOR

Employee's Job Title Dept.

(Signature) (Date)

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TO BE COMPLETED BY THE ENVIRONMENTAL HEALTH AND SAFETY COORDINATOR

(Signature) (Date)

\*\*\*\*\*

I have reviewed the above materials on (Date)

Employee's Signature

EMPLOYER REPLY TO EMPLOYEE

TO: \_\_\_\_\_  
Name of employee making request

on \_\_\_\_\_ a request was made to review the following information  
Date in the Central File as provided by the New Jersey Worker  
and Right-To-Know Act.

Information Requested: \_\_\_\_\_

We regret to inform you that this information is not in the Central File for the following reason(s):

- \_\_\_\_\_ HSFS has been requested from the state but has not been received
- \_\_\_\_\_ The chemical name and CAS number on the products were requested from the supplier/  
manufacturer but have not yet been received
- \_\_\_\_\_ The DOH has been informed that we are unable to obtain the chemical name and CAS number  
on the product

\_\_\_\_\_  
Environmental Health and Safety Coordinator

\_\_\_\_\_  
Date

\*\*\*\*\*

Please sign below that you have received this notice and forward to the Environmental Health and  
Safety Coordinator, Department of Public Safety.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date