

# Hazard Communication Program



**California State University, Chico**

**Department of Environmental Health and Safety**

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**Hazard Communication Program Plan Record of Revisions**

Revision	By	Date	Description of Revision
1	KW	11-27-19	Minor clarifications in Sections 6.1, 6.4, and 7.4. Addition of Section 11.
2	KW	12-20-19	Minor modifications to Section 8, adding two paragraphs

**Legend:**

KW: Kenny Wahl, Hazardous Materials Manager, Department of Environmental Health and Safety

## **1.0** **Reference**

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### 1.0 Reference

California Code of Regulations, Title 8, Sections 337-340.2, and 5194.

## **2.0** **Policy**

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### 2.0 Policy

It is the policy of California State University, Chico, to ensure employees know the properties and the potential health and safety hazards of the materials which they use or to which they may be exposed. Employees who use or may be exposed to potentially hazardous substances or harmful physical agents shall be informed about the hazards of those substances or physical agents and shall be trained in the precautions necessary to prevent exposure. Furthermore, employees shall know what to do if accidentally exposed.

## **3.0** **Purpose**

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### 3.0 Purpose

The purpose of this program is to improve the detection, treatment, and prevention of occupational illness and disease while also supporting a workers' "Right to Know" of the hazards associated with their employment. It is further intended to ensure that departments and workers have the information necessary for them to know when they are working with or may be exposed to hazardous substances. This program is also intended to ensure that departments provide their employees with training in how to avoid exposure to hazardous substances and what to do if they are accidentally exposed to such substances.

## **4.0 Scope, Application, and Definitions**

4.1 This Program shall apply to all departments that use, handle, or store hazardous substances. Disposal activities are not covered under this program, but are covered by the California Code of Regulations, Title 22, Div 4.5, Chapter 10, Article 1.

4.2 This Program applies to any hazardous substance which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

4.2 This Program does not apply to:

- Any hazardous waste regulated by the Solid Waste Disposal Act. (For hazardous waste, please see the Chemical Hygiene Plan).
- Tobacco or tobacco products.
- Wood or wood products.
- Articles (manufactured products).
- Food, drugs, or cosmetics intended for personal consumption by employees while in the workplace; and

Consumer commodities (for example, Windex or WD-40) in their original manufacturer's labeled container when used in the same form, approximate amount, concentration and manner as it is sold to consumers.

## 5.0

## Responsibilities

### 5.1 Department of Environmental Health and Safety (EHS)

- Develop, implement, and monitor the CSU, Chico, Hazard Communication Program.
- Assist departments in complying with program requirements including providing employee information and training about product labeling and access to Safety Data Sheets (SDS).
- Develop and maintain Hazard Communications Training Program.
- Maintain training records for 3 years.

### 5.2 Departments

- Develop written departmental procedures to ensure effective compliance with the hazard communication requirements of Section 5194, Title 8, California Administrative Code.
- Ensure that all requirements of the Hazard Communication Program have been met before employees are exposed to hazardous substances under normal conditions of use or in a foreseeable emergency.
- Develop and maintain an inventory of products that contain hazardous substances present in all work areas within the department.
- When ordering suspected hazardous substances, request on the Purchase Requisition Form an SDS where one is not currently present in the department.
- Maintain a file of all SDS's for all chemicals in a location readily accessible to department employees. Ensure it is appropriately marked and staff are instructed about location.
- Provide any contract worker copies or access to SDS's if working in that department.

### 5.3 Employee

Due to the number of potential hazards that may exist or be created in the work environment, employees must always use common sense and good judgment . Each employee assigned to work with a hazardous substance shall read and comply with all hazard communication procedures, whether written or oral, before performing assigned duties. Although no single set of safety procedures can guarantee accident free employment or place of employment, the minimum safety standards are listed in Sections 6.0 through 9.0.

**6.0****Labeling**

- 6.1 Each department shall ensure that each storage container of hazardous substances in the workplace is labeled, tagged or marked with the following information: (for labeling please refer to the Chemical Hygiene plan)
- Identify the hazardous substance(s) contained therein; and
  - Appropriate hazard warnings & precautionary statements
  - Appropriate GHS pictogram if applicable.
  - Signal Word.
  - Manufacturer contact info.
- 6.2 Departments may use alternative signs, placards, or operating procedures in-lieu of affixing labels as long as the information in Section 6.1 is conveyed to the employees.
- 6.3 Employees shall not remove or deface existing labels on incoming containers of hazardous substances.
- 6.4 Because some substances are covered by other regulatory labeling or marking requirements, the labeling requirements of this program do not apply to:
- Any pesticide regulated by the Federal Insecticide, Fungicide, and Rodenticide Act.
  - Any food, food additive, color additive, drug, or cosmetic regulated by the Federal Food, Drug, and Cosmetic Act.
  - Any distilled spirits, wine, or malt beverage intended for non-industrial use regulated by the Federal Alcohol Administration Act; and
  - Any consumer product or hazardous substance regulated by the Consumer Product Safety Act.
  - Any marked or labeled Medical Waste, Radioactive Waste, or Hazardous Wastes.

## **7.0**

## **Safety Data Sheets (SDS)**

- 7.1 All SDS information shall be forwarded by Mail Services and Shipping & Receiving to the department that ordered the chemical when delivered to campus from the manufacturer or supplier of the hazardous substances.
- 7.2 Each SDS shall be in English and shall contain the information required by the standard.
- 7.3 Departments shall obtain, from the manufacturer or distributor, SDS information on hazardous substances present in the workplace. Departments shall maintain a copy of the SDS for each hazardous substance used in the department. Departments shall ensure this information is readily accessible during each work shift to employees when they are in their work area(s) and that employees have been instructed on the location of the SDS's.
- 7.4 SDSs can also be requested and provided via email or online searching at the manufacturer's or distributor's website or searching on the MSDS Online website. A link to this web searching tool is found on the EHS website at <https://www.csuchico.edu/ehs/>.



## **8.0 Employee Information and Training**

- 8.1 EHS shall, either on-line or in person, provide all new University employees Hazard Communication training as part of the New Employee Safety Orientation if their work involves use, transportation, or storage of Chemical Hazards. On-line training can be accessed at the [Development and Training System](#).
- 8.2 Departments shall provide employees with information and training on specific hazardous substances in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area. All training must be documented.
- 8.3 Department staff should be alert for non-department personnel in their area and communicate with those personnel about the hazards associated with chemicals, equipment, and processes in that area.
- 8.4 When training employees who may be exposed to hazardous substances, the department shall ensure that each of the following hazard communication training requirements are covered.

### **Safety Data Sheet (SDS)**

When training employees who may be exposed to hazardous substances, each department shall ensure every employee has completed Hazard Communication (Haz Com) training and they understand the information that is available in the SDS for each chemical as outlined below:

- Any health hazards associated with the use of the substance or mixture.
- Proper precautions for handling, necessary personal protective equipment or other safety precautions necessary to prevent or minimize exposure to the hazardous substance.
- Emergency procedures for spills, fire, disposals, and first aid.
- Significant revisions in the SDS shall be provided to employees within thirty (30) days.

### **Employee Rights**

Each department shall inform employees of their rights:

- To personally receive information regarding hazardous substances to which they may be exposed.
- For their physician or collective bargaining agent to receive such information.
- Against dismissal or other discrimination due to the employee's exercise of their rights afforded by State law.

## Hazard Communication

Departments shall ensure that employees receive Hazard Communication training and are informed of the following:

- Employees can request a copy of the Department (or area's) chemical inventory from their supervisor or the department, whichever is appropriate.
- Any operations in their work area where hazardous substances are present.
- The location and availability of the written Hazard Communication Program and SDS for materials present in the work area.
- The hazards associated with non-routine tasks. Non-routine tasks could include tasks such as: using equipment rarely used, entering areas not normally frequented, or assisting other workers outside their classification. Departments can inform employees of the hazards associated with these tasks in a variety of ways including, but not limited to: job start meetings, project meetings, work orders, and direct verbal instruction or guidance. Further, if employees are working in areas that they are unfamiliar with, they should be directed to check in with area occupants at department offices to inquire further about hazardous materials, equipment, or processes present in that work area.

### Departments shall ensure that employees are trained in:

- The methods and observations that may be used to detect the presence or release of hazardous substance in the work area (such as monitoring conducted by the University, continuous monitoring devices, visual appearance or odor of hazardous substances when being released, etc.)
- The physical and health hazards of the substances in the work area, and the measures they can take to protect themselves from these hazards. These measures shall include specific procedures the department has implemented to protect employees from exposure to hazardous substances, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.
- The details of the Hazard Communication Program developed by the University, including an explanation of the labeling system and the SDS, and how employees can obtain and use the appropriate hazard information.

## **9.0**

## **Trade Secrets**

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Under certain circumstances, the manufacturer may withhold the specific chemical identity, including the chemical name and other specific identification of a hazardous substance, from the SDS. However, when a treating physician determines that a medical emergency exists and the chemical identity is required for first-aid treatment, the manufacturer must disclose the trade secret information to the physician.

## **10.0**

## **Access to Hazardous Areas**

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- 10.1 Due to the potential for exposure to hazardous substances, designated areas on campus shall have limited access to University employees.
- 10.2 In the event of a spill, immediately notify University Police at 898-5555 and EHS at 898-5126. Immediately vacate the area.
- 10.3 If Chico Fire Emergency personnel respond to a call for a hazardous material spill at any time, University Police must notify both EHS and FMS.
- 10.4 The room and/or building should not be entered until the area is clear of hazardous materials. Chico Fire and EHS will determine when the area is safe.

## **11.0**

## **Hazards of Unlabeled Pipes**

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- 11.1 OSHA regulations don't require labeling of pipes that may carry materials that pose hazards. Some unlabeled pipes in buildings or in a work area may carry materials that pose hazards including, but not limited to, flammable fuels, compressed gases that are flammable or toxic, hot water, steam, or live electrical lines. For this reason, employees should recognize the potential hazard that unlabeled pipes present and ensure that they don't accidentally damage such pipes. Likewise, employees performing maintenance on or around unlabeled pipes need to confirm the contents of the pipes by referring to building plans, drawings, or other available resources and asking their supervisor if they have any questions.