

## **HAZARD COMMUNICATION PROGRAM**

## HAZARD COMMUNICATION STANDARD

The Hazard Communication Standard, California Code of Regulations, Title 8, Section 5194, is a regulation established by Cal/OSHA. The purpose of the regulation is to ensure that all chemicals are evaluated for hazardous properties and that employees working with these chemicals are informed of those hazards.

The standard requires that every business using hazardous chemicals establish a comprehensive hazard communication program.

The four basic elements of a hazard communication program are:

1. A written program that details the company's plan.
2. An inventory of hazardous materials, with a Safety Data Sheet for each material, readily available to employees.
3. Labeling of all containers of hazardous materials in the workplace.
4. An employee training program, actively informing employees of potential hazards associated with these materials and the precautions they should take when using these materials.

The following pages outline the Long Beach Community College District's(LBCCD) policies and procedures to comply with this standard and to ensure effective hazard communication to workers in order to reduce the potential of chemical mishaps in all of its facilities.

## I. WRITTEN HAZARD COMMUNICATION PLAN

### A. PURPOSE

The purpose of this program is to inform you of the LBCCD policy in compliance with the Cal/OSHA Hazard Communication Standard, California Code of Regulations, Title 8, Section 5194. The LBCCD will comply with this requirement by developing a comprehensive hazard communication program to ensure that information on the hazards of chemicals used in the workplace is communicated to employees. This will be accomplished by accumulating Safety Data Sheets (SDSs), labeling containers, and by providing employees with training.

This program applies to all work operations in the facilities of the LBCCD where you may be exposed to hazardous substances during normal working conditions or during an emergency situation. Under this program you will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take to protect yourself from these chemicals.

### B. RESPONSIBILITIES

**Program Administrator:** Responsibility and authority for hazard communication is assigned to the Director, Business Support Services, who is responsible for ensuring that employees have been trained as to the hazards and safety procedures for the chemicals that they use. The Program Administrator will:

- (1) Establish the written Hazard Communication Program.
- (2) Monitor by use of SDSs the hazards of the chemicals that come on site.
- (3) Monitor the dissemination of SDS for chemicals used on site.
- (4) Ensure employee access to SDS.
- (5) Establish and ensure specific hazard communication training for employees.
- (6) Assure that all containers of chemicals in the workplace are properly labeled.
- (7) Review and update the program as necessary.

**C. HAZARD EVALUATION**

We will utilize the data provided to us by chemical producers or distributors for information on physical and health hazards associated with the chemicals purchased. This information is usually transmitted in the form of Material Safety Data Sheets.

**D. LABELING**

All hazardous chemical containers in work areas shall be labeled with either the producer's original label or an in-house chemical hazard identification label. The requirement applies to squeeze bottles, corrosive sinks, bottles, drums, tanks, etc.

While the law would allow us not to label portable containers, provided the chemicals are intended for immediate use by the same employee after transfer, our policy is to label all containers of chemicals in the workplace when possible.

Labels will include the names of the hazardous substances in the containers, hazard warnings listing physical hazards, and acute and chronic health hazards.

See Item II for additional details regarding labeling.

**E. SAFETY DATA SHEETS**

Safety Data Sheets (SDSs) provide you with specific information on chemicals you use. The Program Administrator will maintain a binder of the SDSs. Additional SDSs will be made readily available to you at your work stations during your shifts by your supervisor, who will maintain a binder of SDSs for all hazardous materials in your workplace. All new chemical procurement for the company must be cleared by the Program Administrator.

On an annual basis a complete chemical inventory will be performed to ensure that Safety Data Sheets have been obtained for all hazardous chemicals used. This inventory list will be available for inspection by employees, auditors, and appropriate regulatory agencies.

**F. TRAINING**

Everyone who works with, or is potentially exposed to, hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by the Safety and Health Manager and the immediate supervisor of the department or area where chemicals are used. Whenever a new hazard is introduced, additional training will be provided.

The training plan will emphasize these items:

- (1) Summary of the standard and this written program.
- (2) Physical and health hazards of chemicals used in the workplace.
- (3) Steps employees should take to protect themselves from these hazards, including appropriate work practices, personal protective equipment, and emergency procedures for spills and leaks.
- (4) Explanations of the labeling system and SDSs and how employees can use the information.
- (5) Where SDSs are located, access to SDSs and the written hazard communication program, and how employees may obtain additional hazard information.

The training program will be periodically reviewed and altered as necessary to insure effective training for employees. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace, but it will be the LBCCD policy to provide training regularly as part of ongoing safety meetings to ensure the effectiveness of the program (See Item 4 for additional details on Training).

## **G. NON-ROUTINE TASKS**

Employees who may be involved in non-routine tasks and emergency situations will be trained regarding associated chemical hazards. Records will document this extra training. Non-routine tasks are those performed infrequently, such as gas cylinder change out, laboratory maintenance, and emergency situations (i.e., responding to and cleaning up, chemical spills and leaks).

## **H. ON SITE CONTRACTORS**

On site contractors shall be informed of chemical hazards to which their employees may be exposed while working at the company. The Program Administrator has the responsibility of making available to contractors and their subcontractors information normally available to the company's own workers. Contractors and subcontractors are responsible for training their own employees.

## **II. LABELS**

All hazardous material containers in the workplace must be labeled with either the manufacturer's original label or a company label. This requirement applies to chemical bottles, wet sinks, tanks, squeeze bottles, etc. All labels on containers received from producers are considered primary warning labels. Manufacturer labels must not be removed, defaced, or altered as long as the chemical is in use.

Containers used in-house which are not original chemical containers (squeeze bottles, process containers, tanks, etc.) will also be labeled. Labels will include the chemical or trade name at the top of the label and appropriate hazard warnings indicating physical (e.g. flammable, corrosive) and health (e.g. may cause lung irritation if inhaled). The label may also list personal protective equipment requirements (e.g. gloves) and cautions against unsafe practices or conditions (e.g. keep away from solvents).

Any employee who transfers or pours hazardous materials from any bottle, tank or other container must place a label as indicated above on the receiving container. The only exception to the labeling requirement is if the employee is going to use the chemical at that time. Tanks containing more than one hazardous substance will list each of the hazardous substances separately with hazard warnings appropriate to each substance.

Piping systems and pipes are exempt from the labeling requirement, though labeling of piping is strongly encouraged and will be done whenever possible.

### III. SAFETY DATA SHEETS (SDS)

The Safety Data Sheet (SDS) is a detailed information bulletin prepared by the chemical producer. The SDS describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures. The information provided on the SDS assists us in selecting safe chemicals and helps us to respond effectively and safely to daily use situations. The District's SDS is available online, <http://lbcc-keenan.safecollegessds.com/>.

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**Policy:** We will maintain a complete and accurate listing of SDS. Each hazardous chemical that is used in the facility will have a SDS.

**Procedure:** Maintaining SDSs

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The Purchasing Department will be responsible for requesting an SDS for any new chemical purchase. Other employees, from various departments, requesting a chemical from a vendor even on a trial basis, will ensure that an SDS is received prior to or with the chemical shipment. Shipping and Receiving is authorized to deny the acceptance of any chemical into the plant for which an SDS has not been received.

SDS Master file - A master file of current SDSs shall be maintained by the Program Administrator. If necessary, additional complete sets of SDSs may be kept in the Purchasing Department and Shipping and Receiving. In addition, the Program Administrator is to maintain a list of all the hazardous chemicals in the master SDS file. This list will be available for inspection by employees, auditors, and appropriate regulatory agencies.

SDS Area Binders - Three ring binders containing SDSs for chemicals used in individual chemical use areas will be maintained. These binders will only contain SDSs for the chemicals used in that area. SDS binders may be located in areas such as production areas, chemical storage rooms, in chemical labs, and other major chemical use areas. These binders will be updated as new chemicals are introduced into the individual work areas. All employees are to have access to these binders at all times. The binders will be placed in convenient locations in the work area where no special authorization is required to review their contents. Employee restriction of access to SDS is not permitted.

When new and significant information becomes available concerning a product's hazards, chemical producers are required to provide the users with the updated information.

On an annual basis a complete chemical inventory will be performed. The purpose of this inventory is to audit the influx of chemicals into the plant and ensure that SDS are available for all hazardous materials.

#### IV. HAZARD COMMUNICATION TRAINING

The law requires that we provide employee information and training on hazardous materials that are used, handled, or stored in the workplace. This must be accomplished at the time employees begin their initial assignment and whenever a new chemical hazard is introduced into the work area.

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**Policy:** It is our policy that each training program will actively instruct employees as to the potential hazards of the chemicals they work with and how they should work safely with the materials. This training is to be conducted during new employee orientation; however, it must occur prior to the worker's actual exposure to the chemicals in the work area. Current employees who have not been trained yet should be trained as soon as practical.

**Procedure:** Hazard Communication Training

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Training programs will focus on the types and hazards of the chemicals with which employees work and to which they may be exposed during their daily activities. Employees should be trained on the following:

- Operations in their work areas in which hazardous materials are used.
- The name and physical characteristics (color, odor, gas, liquid, etc.) of these chemicals.
- Methods used to detect the presence or release of chemicals in the workplace (i.e. odor, monitoring, etc.).
- Any potential health hazards associated with the use of the chemicals including signs and symptoms of exposure to chemicals.
- How to read and understand Safety Data Sheets. The location and availability of SDSs.
- Information provided by labels. Details of the labeling system.



- Proper handling of chemicals to protect from the hazards, including appropriate work practices, personal protective equipment and emergency procedures and equipment (eye wash, showers, etc.).
- What to do in the event of spills or leaks of hazardous materials in the work area.

Employees must be trained of the hazards associated with non-routine activities. This includes tasks performed infrequently or activities employees have not performed previously. Examples include tank cleaning, chemical spill clean-up, and gas cylinder changing.

Supervisors are responsible to make sure every employee receives instructions as to the hazards of the chemicals they use. Regular safety meetings will also be used to review the information presented in the initial training.

Records must be kept of all employees instructed and the topic(s) covered. Please refer to **Section 4 - Safety Training** of the **Injury Prevention Program** for more details on employee training requirements.

**CHECKLIST**

	Yes	No
1. Listed all of the hazardous chemicals in our workplace.	_____	_____
2. Established a file for information on hazardous chemicals.	_____	_____
3. Obtained an SDS for each hazardous chemical in use.	_____	_____
4. Developed a system to ensure that all incoming hazardous chemicals are labeled.	_____	_____
5. Reviewed each SDS to be sure it is completed.	_____	_____
6. Made sure that SDS's are available where necessary.	_____	_____
7. Developed a written hazard communication program.	_____	_____
8. Developed a method to communicate hazards to employees and others.	_____	_____
9. Informed employees of protective measures for hazardous chemicals used in the workplace.	_____	_____