Hazard Communication Program
Hazard Communications Plan

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California Code of Regulations, Title 8, Section 5194

Policy
It is the policy of California State University, Dominguez Hills (CSUDH), 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. No employee shall engage in or be required to perform any task which is determined to be unsafe or reasonably

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.

Program Overview
The Hazard Communication Program describes the campus’ plan to ensure that the container labeling and Material Safety Data Sheet (MSDS) requirements of California’s hazard communication regulations are met. It also describes the activities to ensure that the information and training requirements of the Hazard Communication Program regulations are met. Finally, it describes the methods of informing contractor employers who may be working on campus of the hazardous substances to which their employees may be exposed while performing their work.

The University acknowledges that there may be hazards on the campus currently that may not have been identified. It is the responsibility of the employee at all times to be on the look-out for such hazards and to communicate them to their supervisor immediately. Compliance by employees to Federal, State, University and local rules and regulations pertaining to environment, health and safety, while performing work at the University is not an option -- it is a requirement.

The size and diversity of operations at California State University, Dominguez Hills prohibits a centralized Hazard Communication Program, although major aspects of the program are centralized and the responsibility of the Office of Risk Management/Environmental Health and Occupational Safety (RM/EHOS). Other elements are decentralized and are the responsibility of the Dean or Director.

Questions concerning the Hazard Communication Program should be directed to the Office of Risk Management / Environmental Health and Occupational Safety (RM/EHOS).
Scope

*Container Labeling:*

All containers of hazardous substances shall be labeled. University supervisors/managers are responsible for ensuring that **ALL** containers of hazardous materials used in their department operations are labeled, tagged, or marked with the following information:

*Primary Containers*

- Identity of the hazardous substance(s)
- Appropriate hazard warnings
- Name and address of the manufacturer, importer or other responsible party.

Hazardous substances may be transferred from its original container into another container (such as a spray bottle, pan, etc.). This other container is known as a secondary container. Secondary containers will be labeled with the following information:

*Secondary Containers*

- Identity of the hazardous substance(s)
- Appropriate hazard warnings

It is the responsibility of each employee to ensure that any secondary container they are using is properly labeled with either a copy of the original manufacturer’s label or with a generic label. If the container is not properly labeled, make a label with the required information, or bring the container to the RM/EHOS department so that it may be labeled.

**Exception:** Portable containers for immediate use during a single shift by a single employee who performs the transfer himself/herself are exempt from the labeling requirement under California’s Hazard Communication Regulation.

*Hazardous Substances in Unlabeled Pipes*

All pipes containing a hazardous substance will be properly labeled with the pipe content. If any work is to be performed on an unlabeled pipe, contact Physical Plant or RM/EHOS prior to starting work on unlabeled pipes to receive the following information:

- What is in the pipe
- Potential Hazards
- Safety precautions
Material Safety Data Sheets

The process which ensures hazardous awareness and communication centers on the effective dissemination of appropriate information. The principal vehicle through which this occurs is the manufacturer’s Material Safety Data Sheet (MSDS), which is a guide containing important safety-related information on hazardous materials.

Every department is responsible and required to have a Material Safety Data Sheet (MSDS) for every hazardous chemical product you use. Copies of MSDS should be kept in a binder or file in alphabetical order by product name. The MSDS tells you everything you need to know to work safely with the product. Read the MSDS BEFORE you start a job.

An MSDS informs employees of the following information:

- Detailed information on how to store, handle and use a product in a safe manner
- What to do should an emergency situation occur
- The chemical and physical properties of a product
- All the hazardous ingredients

The following information is a requirement for every MSDS:

- Chemical identification
- Composition/information on ingredients
- Hazards identification
- First-Aid measures
- Firefighting measures
- Accidental release measures
- Handling and storage
- Exposure controls/personal protection
- Physical and chemical properties
- Stability and reactivity
- Toxicological information
- Date of preparation or revision of MSDS
- Name, address and telephone number of the MSDS preparer

The department will review incoming MSDS for new and significant health and safety information. Any new information shall be passed on to affected employees. The MSDS will be reviewed for completeness. If a MSDS is missing information or is incomplete, a new MSDS will be requested from the manufacturer. If a complete MSDS is not received in a timely manner (seven working days) from the manufacturer, Cal/OSHA will be notified. (NOTE: A request or written inquiry should be made to the manufacturer or importer of a hazardous substance responsible for the material safety data sheet, asking that the complete material safety data sheet be sent to the employer). MSDS must be readily available for all employees to review at any time. If a MSDS is not readily available, contact your Manager or the RM/EHOS department immediately.
**Employee Information and Training**

Information regarding hazard awareness shall be presented to new employees before any work with hazardous substances is performed.

The Office of RM/EHOS is responsible for providing employees with an overview of the requirements contained in Hazard Communication Regulation (California Code of Regulations, Title 8, Section 5194).

Employee information and training will include the following:

- Inform employees of any operation in their work area where hazardous substances are present.
- An overview of the requirements contained in the Hazard Communication regulation, including their rights under the regulation.
- Location and availability of the written Hazard Communication Program.
- Physical and health effects of the hazardous substances.
- Methods and observation techniques used to determine the presence or release of a hazardous substance in their work area.
- How to lessen or prevent exposure to these hazardous substances through the use of engineering controls, work practices, and/or the use of personal protective equipment.
- Steps CSUDH has taken to lessen or prevent exposure to these substances.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
- How to read labels and review MSDS to obtain appropriate hazard information.
- To receive or have their personal physician or collective bargaining agent receive information contained in the MSDS.
- That no discriminatory action may be taken against them if they exercise their rights under the act.

*Contact your Supervisor/Manager or RM/EHOS for any questions regarding training.*

**List of Hazardous Substances**

A hazardous material management program containing information on the hazardous materials located on campus is maintained by the Office of RM/EHOS.

Hazardous materials are identified by:

- Chemical name
- Location
- Quantity
- Hazard classification
- Chemical properties

A list of all hazardous substances present in your department should be maintained and kept in your MSDS filing system. Specific information on each substance can be obtained by reviewing the MSDS.
**Hazardous Non-Routine Tasks**

Special care shall be taken to provide information and training to employees performing non-routine tasks.

There are no hazardous routine tasks conducted at CSUDH. Should a hazardous non-routine task need to be performed in the future, each affected employee will be given information about hazards to which they may be exposed during such an activity, including:

- Specific Hazards
- Protective and safety measures which must be utilized
- Measures the University has taken to lessen the hazards, including the following: ventilation, respirators, presence of another employee and emergency procedures.

A record of this training shall be maintained for a minimum of three years.

**Informing Contractors**

The Physical Plant department is responsible for informing any contractor and sub-contractor working on the campus of hazardous substances to which their employees may be exposed while performing their work. Suggestions for appropriate protective measures to lessen the possibility of exposure from usage of these hazardous substances should also be provided.

To ensure outside contractors work safely in/out of the facilities, the following information will be provided:

1. Hazardous substances to which they may be exposed while on the jobsite
2. Precautions the contractor’s employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
3. The Physical Plant department shall consult RM/EHOS for any questions about what information should be provided to contractors.

This information will be provided to the contractor during the pre-construction meeting. The MSDS’ for any hazardous materials that may be encountered will be provided to the contractor at that time.

During construction projects, RM/EHOS may be asked to investigate options to minimize possible exposure to hazardous materials by the contractor and shall inform Facilities Planning and Construction Management of these measures.

Facilities Planning and Construction Management is responsible for obtaining a list of MSDS for any hazardous substance that the contractor is bringing into the workplace. This information shall be provided to RM/EHOS prior to initiation of the contract.
Program Note

Material Safety Data Sheets (MSDS) will be called Safety Data Sheets (SDS) under OSHA's proposal to modify the Hazard Communication Standard to align it with the provisions of the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) Content\(^1\).

The major changes include:

- Labels must include a signal word, pictogram, hazard statement and precautionary statement
- The new format for MSDSs requires 16 specific sections,
- The new standard requires workers be trained by Dec. 31, 2013 on the new labels and MSDS format, in addition to the current training requirements.
- Products with old system labels may be shipped until Dec. 1, 2015. During the transition period, old and new style labels and MSDSs can be used.

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\(^1\) Globally Harmonized System (GHS) of Classification and Labeling of Chemicals is a system that defines and classifies the hazards of chemical products, and communicates health and safety information on labels and material safety data sheets (called Safety Data Sheets, or SDSs, in GHS). The goal is that the same set of rules for classifying hazards, and the same format and content for labels and safety data sheets (SDS) will be adopted and used around the world.