

California State University, Long Beach Research Foundation
Hazard Communication Program (HAZCOM)

For Compliance with California Code of Regulations,
Title 8 General Industry Safety Orders,
Section 5194

California State University Long Beach Research Foundation

Revised: July 31, 2002

California State University, Long Beach Research Foundation Hazard Communication Program (HAZCOM)

Table of Contents

California State University, Long Beach Research Foundation Hazard Communication Program (HAZCOM)	1
Introduction	3
A. Employee Information and Training	3
Information	4
Training	4
B. Container Labeling	4
C. Material Safety Data Sheets.....	5
D. List of Hazardous Substances	5
E. Hazardous Non-Routine Tasks	6
F. Informing Contractors	6
APPENDIX A.....	7
APPENDIX B.....	8

California State University, Long Beach Research Foundation Hazard Communication Program (HAZCOM)

Introduction

The California Hazard Communication Regulation, California Code of Regulations (CCR), Title 8, Section 5194, was amended in May 1986 to include the Federal Hazard Communications Standard, commonly referred to as “Worker Right to Know.” Under this legislation, CSULB Research Foundation Employees have the right to be informed of the hazards to which they may be exposed during the course of their work.

The CSULB Research Foundation Hazard Communication Program (HAZCOM) has been developed to assist in ensuring a safe and healthy work environment for all employees by providing information about chemical hazards and other hazardous substances including controlling hazards located in the workplace. The Hazard Communication Program describes the CSULB Research Foundation’s plan to ensure that the container labeling and Material Safety Data Sheets (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 Communications Program regulations are met. Finally, it describes the methods of informing contract to employees/employers who may be working on CSULB Research Foundation project work-sites of the hazardous substances to which their employees may be exposed while performing their work.

CSULB Research Foundation has hazardous materials located in a number of project sites. Accordingly, a complete list and MSDS of the hazardous substances in use or stored on CSULB Research Foundation project/work sites is retained in the CSULB Research Foundation Records Room (FIN-9-1General MSDS) in compliance with the Hazard Communication Program. Original MSDS are on file with the University Radiation Officer/EHS Coordinator. The appropriate designee of each Research Foundation work site also maintains a local list of hazardous substances.

The diversity of operations at CSULB Research Foundation prohibits a centralized Hazard Communication Program, although major aspects of the program are centralized and are the responsibility of the CSULB Research Foundation Risk Manager in coordination with the University Office of Safety and Risk Management, other elements are decentralized and are the responsibility of the Project Director or their designee.

This program meets and exceeds the intent of Title 8, Section 5194 and “Employees Right to Know.” Questions concerning the Hazardous Communication Program, or concerns regarding hazards, or potential hazards, should be directed to the CSULB Research Foundation Human Resources Director or the CSULB Research Foundation Risk Manager at (562) 985-5537.

A. Employee Information and Training

CSULB Research Foundation, and/or Research Foundation Managers and supervisors, shall provide employees with information and training on hazardous substances in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area.

Whenever a new or revised material safety data sheet is received, such information shall be provided to employees on a timely basis if the new information indicates significantly increased risks to, or measures necessary to protect, employee health as compared to those stated on an MSDS previous provided.

California State University, Long Beach Research Foundation Hazard Communication Program (HAZCOM)

When training employees who may be exposed to hazardous substances, CSULB Research Foundation, in coordination with the managers and/or supervisor, shall ensure that each of the following hazard communication training requirements are covered:

Information

- a. Employees shall be informed of their right:
 1. To personally receive information regarding hazardous substances to which they may be exposed.
 2. To have their physician receive information regarding hazardous substances to which the employee may be exposed.
 3. Against dismissal or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substances Information Act.
- b. Employees shall be informed of any operations in their work area where hazardous substances are present; and
- c. Employees shall be informed of the location and availability of the written hazardous communication program and Material Safety Data Sheets (MSDSs).

Training

- a. Employees shall be trained in the methods and observations that may be used to detect the presence or release of a hazardous substance in the work area (such as monitoring conducted by the Office of Safety & Risk Management, visual appearance or odor of hazardous substances when being released, etc.);
- b. Employees shall be trained in the physical and health hazards of substances in the work area, and the measures they can take to protect themselves from these hazards, including specific procedures the Research Foundation has implemented to protect employees from exposure to hazardous substances, such as appropriate work practices, emergency procedures, and personal protective equipment to be used;
- c. Employees shall be trained in the details of the hazard communication program developed by the Research Foundation, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information.

B. Container Labeling

All containers of hazardous substances shall be labeled.

The CSULB Research Foundation Project Director/Site Coordinators are responsible for ensuring that ALL containers of hazardous materials used in their operations shall be labeled, tagged, or marked with the following information:

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

ALL secondary containers of hazardous materials, with one exception, shall be labeled using one of the approved secondary container labeling options identified in Appendix B (Use CSULB Research Foundation HAZCOM Appendix B).

California State University, Long Beach Research Foundation Hazard Communication Program (HAZCOM)

Exception: Labels are not required on portable containers to which hazardous materials are transferred from labeled containers are intended solely for immediate use by the employee who performs the transfer.

Employees shall not remove or deface existing labels on incoming containers of hazardous substances.

The labeling requirements of this program do not apply to the following substances:

- a. Any pesticide regulated by the Federal Insecticide, Fungicide, and Rodenticide Act;
- b. Any food, food additive, color additive, drug, or cosmetic regulated by the Federal Food, Drug, and Cosmetic Act;
- c. Any distilled spirits, wine, or malt beverage intended for non-industrial use regulated by the Federal Alcohol Administration Act; and
- d. Any consumer product or hazardous substance regulated by the Consumer Product Safety Act

C. Material Safety Data Sheets

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

A Material Safety Data Sheet (MSDS) gives 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;
- A list of all hazardous ingredients.

The MSDS provides employee/user everything they need to know to work safely with the product and should be read BEFORE starting a job.

D. List of Hazardous Substances

The Radiation Officer/EHS Coordinator in coordination with the CSULB Research Foundation Risk Manager maintains the hazardous material management program. In addition, each Research Foundation work site/department shall maintain a list of hazardous substances used in that location. The list shall contain the chemical or common name, which is indicated on the material safety data sheet (MSDS) for the substance. This shall permit a cross reference to be made among the list of hazardous substances, the label, and the MSDS.

See Appendix A for a sample list format.

Hazardous materials are tracked by:

- Chemical name
- Location
- Quantity

California State University, Long Beach Research Foundation Hazard Communication Program (HAZCOM)

- Hazard classification
- Chemical properties

E. Hazardous Non-Routine Tasks

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

Periodically, employees are required to perform hazardous non-routine tasks. Each employee will be given training by their supervisor about hazards to which they may be exposed during the activity. This information will include:

- Specific Hazards to avoid
- Protective/Safety measures which must be utilized
- Measures CSULB Research Foundation has taken to lessen the hazards including: Provision of adequate ventilation, respirators, presence of another employee, personal protective equipment, eye wash stations, & emergency showers, cording off the area, and mobilizing emergency response teams.

A record of this training shall be maintained for a minimum of three years. Refresher training must be given and documented annually.

F. Informing Contractors

The CSULB Research Foundation Risk Manager, in conjunction with the University Radiation Officer/EHS Coordinator, is responsible for informing Contractors and Sub-Contractors of hazardous substances to which they or their employees may be exposed while performing their work. This information will be provided to the contractor during the pre-construction meeting.

The CSULB Research Foundation Risk Manager, in coordination with the University Radiation Officer/EHS Coordinator, is also responsible for obtaining a list of MSDS for any hazardous substance that a Contractor is bringing into a CSULB Research Foundation work-site. This information shall be provided to the Project Director/Site Coordinator prior to initiation of the Contract.

California State University, Long Beach Research Foundation
Hazard Communication Program (HAZCOM)

APPENDIX A

List of Hazardous Substances

NOTE: Please place a check in this column for any chemical identified in quantities of 55 gallons, 500 pounds, 200 cubic feet or greater.

No.	Chemical Name	Common Name	Building No.	Room No.	* Note
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

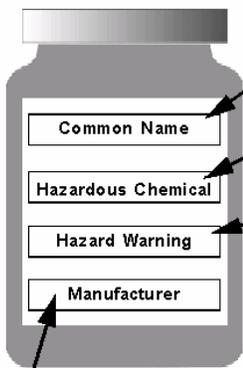
California State University, Long Beach Research Foundation Hazard Communication Program (HAZCOM)

APPENDIX B

Container Labeling Options

Secondary

OPTION 1: GENERAL LABEL



Common Name
Recommended good practice. List the common name such as paint thinner, photographic fixer, blanket wash, etc.

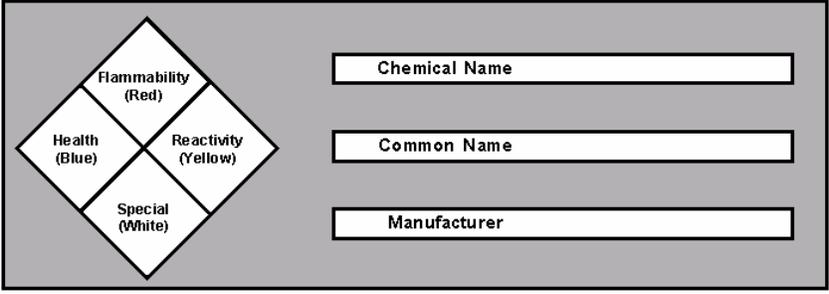
Hazardous Chemical Name
Mandatory. List the name(s) of hazardous chemicals as shown on the MSDS or otherwise known to be present.

Hazard Warning
Mandatory. List all health hazards and physical hazards as shown on the MSDS. Hazard categories are:

Health Hazards	Physical Hazards
Carcinogen	Combustible liquid
Toxic	Compressed gas
Highly toxic	Explosive
Reproductive toxin	Flammable
Irritant	Organic peroxide
Corrosive	Oxidizer
Sensitizer	Pyrophoric
Hepatotoxin	Unstable reactive
Nephrotoxin	Water reactive
Neurotoxin	
Hematopoietic system agent	
Agents which damage lungs, skin, eyes, or mucous membranes	

Manufacturer
Mandatory on containers from manufacturer. Optional on secondary containers.

OPTION 2: NFPA DIAMOND LABEL



The National Fire Protection Association (NFPA) developed the diamond system for easy and immediate warning on the hazards of a material or an area. The diamond is separated into four colored areas to represent three specific types of hazards (health, flammability, and reactivity) and a special category for additional information (water reactive, radioactive, etc.) The hazards are based on a scale of 0-4:

0 = Minimal Hazard	→ The actual hazard level is established by NFPA for each specific chemical. See the MSDS for ratings.
1 = Slight hazard	
2 = Moderate hazard	
3 = Serious hazard	
4 = Extreme hazard	