



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Hazard Communication Program

1.0 REFERENCE

California Code of Regulations, Title 8, Section 5194.

2.0 POLICY

It is the policy of California State University, Long Beach insofar as reasonable and practical, to ensure that employees know the properties and potential safety and health hazards of the materials which they use or to which they are exposed. Employees who use or may be exposed to potentially hazardous materials or harmful physical agents shall be informed about the hazards of those substances or physical agents and shall be trained in the precautions to take to prevent exposure and what to do if they are accidentally exposed. No employee shall engage in or be required to perform any task which is determined to be unsafe or unreasonably hazardous.

3.0 PURPOSE

Hazardous materials in the workplace, in some forms and concentrations, pose potential acute and chronic health hazards to employees who are exposed to them. The purpose of this program is to improve the detection, treatment, and prevention of occupational illness and disease while supporting workers' right to know. It is further intended to ensure that employees 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 department safety coordinators and managers provide their employees with training on how to avoid exposure to hazardous materials 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 procure, use, handle, or store hazardous materials.
- 4.2 This program applies to any hazardous material 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.
- 4.3 This program does not apply to:
 - a. Any hazardous waste regulated by the Solid Waste Disposal Act, amended by the Resource Conservation and Recovery Act of 1976;
 - b. Tobacco or tobacco products; and
 - c. Wood or wood products;
 - d. Articles which may have been manufactured using hazardous substances;

- e. Food, drugs, or cosmetics intended for personal consumption by employees while in the workplace; and
- f. Any product sold at retail which is incidentally sold to the University or and employee, in the same form, approximate amount, concentration, and manner as it is sold to consumers.
- g. Pesticides
- h. Work operations where employees only handle hazardous materials in sealed containers which are not opened under normal conditions of use (warehousing, shipping, receiving, etc.).

5.0 RESPONSIBILITIES

5.1 Office of Environmental Health and Safety

- a. Assist departments in complying with program requirements including labeling, Safety Data Sheet (SDS), employee information and training, and record keeping. Develop and maintain training aids and conduct Train-the-Trainer training for managers and supervisors;
- b. At the request of Physical Planning/Facilities Management, review SDSs submitted by outside contractors for the materials they intend to use on campus; and
- c. Coordinate the collection and disposal of all hazardous waste generated on campus.

5.2 Managers/Safety Coordinators

- a. Develop procedures to ensure that all requirements of the Hazard Communication Program have been met before employees are exposed to hazardous materials under normal conditions of use or in a foreseeable emergency;
- b. Develop and maintain an inventory of hazardous materials present in all work areas within the department and forward a copy of the list to the Office of Environmental Health and Safety;
- c. When ordering suspected hazardous materials from a vendor request a current SDS where one is not currently present in the department;
- d. Maintain a file of SDSs in a location readily accessible to department employees; and
- e. Maintain records of training and compliance activities conducted.

5.3 Employees

Because of the number of potential hazards that may exist or be created in the work environment, employees must first use common sense and good judgment at all times. Each employee assigned to work with a hazardous material shall read and comply with all hazard communication procedures, whether written or oral, while performing assigned duties.

6.0 PROCUREMENT

- 6.1 Before a hazardous material order can be placed, the end user and department Safety Coordinator must ensure that:
- a. The area receiving the material(s) has the appropriate storage space, signage, procedures and equipment in place to ensure safe storage and use of the hazardous material in accordance with applicable federal, state and local laws and regulations.
 - b. The Department Safety Coordinator must appropriately review all purchases of hazardous materials for initial approval prior to submission to the Office of Environmental Health and Safety for final approval. This review must consider the quantity purchased, toxicity, reactivity, and availability of appropriate storage and use facilities and equipment (i.e. fume hood).
 - c. Safety Data Sheets (SDS) are obtained, reviewed by Safety Coordinators/EHS and are available to employees prior to handing or using a hazardous material.
 - d. Every attempt has been made by the requestor/end user and Department Safety Coordinator to utilize product substitution to select materials that are less hazardous.
 - e. Pre-approval for hazardous material acquisition by other means, such as donation, has been secured from the Director of Environmental Health and Safety.
 - f. Orders and shipments of radioactive material have prior approval from the campus Radiation Safety Officer.
- 6.2 Once approval is received from the Director of Environmental Health and Safety, the hazardous material(s) order can be placed and paid using the following guidelines:
- http://daf.csulb.edu/offices/financial/purchasing/purchase-pay/hazardous_goods.html
- 6.3 When the hazardous materials are received, they must be logged in and added to the department chemical inventory database by the Safety Coordinator.

7.0 HAZARDOUS MATERIALS INVENTORY

- 7.1 Each department shall maintain a list of hazardous materials used in the department. The list shall contain the chemical or common name which is indicated on the Safety Data Sheet (SDS) for the substance. This shall permit cross references to be made among the list of hazardous materials, the label and the SDS. See Appendix A for a sample list format.

7.0 LABELING

- 7.1 Each department Safety Coordinator shall ensure that each container of hazardous materials in the workplace is labeled, tagged or marked with the following information:
- a. Identification of the hazardous substance(s) contained therein;
 - b. Appropriate hazard warnings; and
 - c. Name and address of manufacturer, importer or other responsible party.
- 7.2 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.

Exception: Departments are not required to label portable containers into which hazardous materials are transferred from labeled containers if intended only for immediate use by the employee who performs the transfer.

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

7.4 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.

8.0 SAFETY DATA SHEETS (SDS)

8.1 Departments shall maintain a copy of the SDS for each hazardous material used in the department. Departments shall ensure that this information is readily accessible during each work shift to employees when they are in their work area(s).

9.0 EMPLOYEE INFORMATION AND TRAINING

9.1 Department Safety Coordinators shall provide employees with information and training on hazardous materials in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area.

9.2 Whenever a new or revised Safety Data Sheet is received, information shall be provided to employees on a timely basis not to exceed 30 days after receipt, if the new information indicates significantly increased risks to, or measures necessary to protect, employee health as compared to those stated on an SDS previously provided.

9.3 When training employees who may be exposed to hazardous materials, Safety Coordinators/Managers shall ensure that each of the following hazard communication training requirements are included:

9.3.1 Information

- a. Employees shall be informed of their right:
 1. To personally receive information regarding hazardous materials to which they may be exposed.
 2. To have their physician or collective bargaining agent to receive information regarding hazardous materials 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 Materials Information Act.

- b. Employees shall be informed of any operations in their work area where hazardous materials are present; and
- c. Employees shall be informed of the location and availability of the written hazardous communication program and Safety Data Sheets (SDS).

9.3.2 Training

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

10.0 ACCESS TO HAZARDOUS AREAS

- 10.1 Due to the potential for exposure to hazardous substances, designated areas on campus shall have limited access to University employees and/or outside personnel.
- 10.2 Hazardous areas are identified by signage on the location door. A contact person(s) is identified along with their phone number.
- 10.3 Work orders will indicate work is scheduled for a hazardous location.
- 10.4 During normal business hours, and as appropriate for the hazard level of the work area, Facilities Management/Responsible Party will notify the contact person that work has been scheduled in a room under their supervision. The work area (drains, fume hoods, cabinets, etc.) must be cleared of all hazardous chemicals.
- 10.5 Work will not begin until the area is clear of hazardous materials. If there are further questions about the safety of the area, the Safety Coordinator or the appropriate knowledgeable party should be notified.
- 10.6 If the area cannot be cleared of hazardous material, appropriate personal protection shall be worn to avoid whatever hazard is involved.

11.0 INFORMING CONTRACTORS

- 11.1 Design and Construction Management is responsible for informing any contractors and sub-contractors with employees working on campus of the hazardous materials to which their employees may be exposed while performing their work.

- 11.2 This information shall be provided to the contractor in the bid documents and during the pre-construction meeting. The SDS for any hazardous materials that may be encountered will be provided to the contractor at that time.
- 11.3 Environmental Health and Safety is responsible for providing this information to Design and Construction Services upon request.
- 11.4 Environmental Health and Safety will investigate options to minimize possible exposure to hazardous materials by the contractor and shall inform Construction Management of these measures.
- 11.5 Facilities Management is also responsible for obtaining copies of SDSs for any hazardous substance that the contractor is bringing into the workplace. The contractor shall provide this information to Construction Management prior to the start of work.

APPENDIX A
List of Hazardous Materials
for

No.	Chemical Name	or	Common Name	Bldg. No.	Room No.	*
1						<input type="checkbox"/>
2						<input type="checkbox"/>
3						<input type="checkbox"/>
4						<input type="checkbox"/>
5						<input type="checkbox"/>
6						<input type="checkbox"/>
7						<input type="checkbox"/>
8						<input type="checkbox"/>
9						<input type="checkbox"/>
10						<input type="checkbox"/>
11						<input type="checkbox"/>
12						<input type="checkbox"/>
13						<input type="checkbox"/>
14						<input type="checkbox"/>
15						<input type="checkbox"/>
16						<input type="checkbox"/>
17						<input type="checkbox"/>
18						<input type="checkbox"/>
19						<input type="checkbox"/>
20						<input type="checkbox"/>

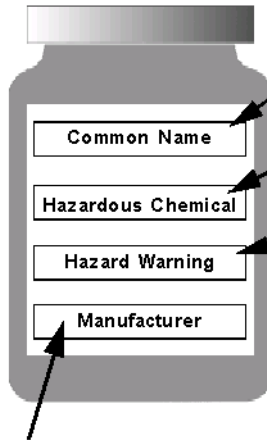
* Please place a check in this column for any chemical identified in quantities of 55 gallons, 500 pounds, 200 cubic feet or greater.

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

- Carcinogen
- Toxic
- Highly toxic
- Reproductive toxin
- Irritant
- Corrosive
- Sensitizer
- Hepatotoxin
- Nephrotoxin
- Neurotoxin
- Hematopoietic system agent
- Agents which damage lungs, skin, eyes, or mucous membranes

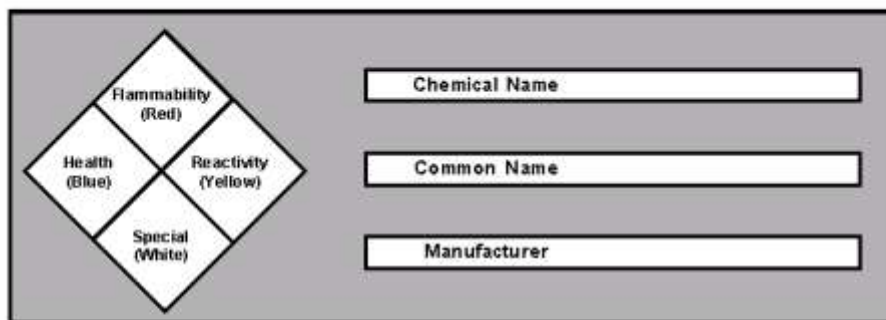
Physical Hazards

- Combustible liquid
- Compressed gas
- Explosive
- Flammable
- Organic peroxide
- Oxidizer
- Pyrophoric
- Unstable reactive
- Water reactive

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
- 1 = Slight hazard
- 2 = Moderate hazard
- 3 = Serious hazard
- 4 = Extreme hazard

The actual hazard level is established by NFPA for each specific chemical. See the MSDS for ratings.