

Hazard Communication Program
(HAZCOM)

For Compliance with:
California Code of Regulations,
Title 8
Section 5194



June 2010

Hazard Communications Program

Table of Contents

	Page
Introduction	3
A. Container Labeling	4
B. Material Safety Data Sheets	5
C. Employee Information and Training	6
D. List of Hazardous Substances	7
E. Hazardous Non Routine Tasks	8
F. Informing Contractors	9

Hazard Communications Program

Introduction:

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

The California State University, Dominguez Hills, Hazard Communication Program (HAZCOM) has been developed to assist in providing a safe and healthy working 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 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 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.

This program meets and exceeds the intent of Title 8, Section 5194 and “**Employees Right To Know.**”

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

Hazard Communications Program

A. Container Labeling:

All containers of hazardous substances shall be labeled.

University Managers are responsible for ensuring that **ALL** containers of hazardous materials used in their operations shall be 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: Labels are not required on portable containers to which hazardous materials are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer. In addition, secondary containers that will be filled for only one shift need not be labeled.

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

Hazard Communications Program

B. 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 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.

A MSDS tells you:

- 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:

1. Chemical identification
2. Composition/information on ingredients
3. Hazards identification
4. First-Aid measures
5. Fire fighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure controls/personal protection
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Date of preparation or revision of MSDS
13. 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.

Hazard Communications Program

C. 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:
 1. Inform employees of any operation in their work area where hazardous substances are present.
 2. An overview of the requirements contained in the Hazard Communication regulation, including their rights under the regulation.
 3. Location and availability of the written Hazard Communication Program.
 4. Physical and health effects of the hazardous substances.
 5. Methods and observation techniques used to determine the presence or release of a hazardous substance in their work area.
 6. 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.
 7. Steps CSUDH has taken to lessen or prevent exposure to these substances.
 8. Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
 9. How to read labels and review MSDS to obtain appropriate hazard information.
 10. To receive or have their personal physician or collective bargaining agent receive information contained in the MSDS.
 11. That no discriminatory action may be taken against them if they exercise their rights under the act.

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

Hazard Communications Program

D. 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.

Hazard Communications Program

E. 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.

Hazard Communications Program

F. Informing Contractors

The Physical Plant department or department Supervisor 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 or department Supervisor shall call 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 and hazardous materials that may be encountered will be provided to the contractor at that time.
 - During construction projects, RM/EHOS will investigate options to minimize possible exposure to hazardous materials by the contractor and shall inform Construction Management of these measures.
 - Construction Management is responsible for providing 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.