

Hazard Communication Program

TABLE OF CONTENTS

POL	ICY STATEMENT	3
RESI	PONSIBILITIES	4
	Program Administrator	4
	Safety & Risk Management Department	4
	Managers	5
	Employees	5
	Laboratory Technicians	6
PRO	GRAM ELEMENTS	6
	List of Hazardous Chemicals	6
	Proposition 65	6
	Safety Data Sheets	7
	Labels and other forms of warning	7
	Contractors	8
	Non-Routine Work Tasks	8
TRA	INING	9
REC	ORDKEEPING	9
PRO	GRAM EVALUATION	9
	References	9
APPI	ENDIX A: "HOW TO READ A SAFETY DATA SHEET"	10

Policy Statement

The Hazard Communication Standard (California Code of Regulations, Title 8, Section 5194) establishes uniform requirements to ensure that all chemicals used in California workplaces are evaluated to determine their hazards. New changes to the Hazard Communication Standard (HCS) are bringing the United States into alignment with the Globally Harmonized System (GHS) of Classification and Labeling of Chemicals, further improving safety and health protections for America's workers. This information must be provided to employers by the manufacturer and subsequently to their affected employees. The modified standard provides a single set of harmonized criteria for classifying chemicals according to their health and physical hazards and specifies hazard communication elements for labeling and safety data sheets (SDS). Employers must educate their employees to understand the hazards associated with the hazardous materials they work with and ensure that resources such as SDSs and container labels for the materials are maintained, accessible and consulted as necessary.

The purpose of this written Hazard Communication Program (HCP) is to establish guidelines and policies to ensure that all employees of the San Bernardino Community College District (SBCCD) are apprised of the chemical hazards to which they may be exposed to and to provide a foundation of knowledge to permit employees to make informed decisions about these materials. The safe conduct of work with potentially hazardous chemicals is dependent upon the value the institution places on protecting health and the environment, and on the motivation and good judgment the individual chemical user exercises. Therefore, it is the responsibility of the all employees to adhere to the specifics and the intent of the HCP in order to reduce the risk. The SBCCD Hazard Communication Program applies to all employees.

The provisions of the HCP apply to any hazardous substance, which is known to be present in the workplace and to all non-research or teaching uses of chemicals conducted within laboratories.

The SBCCD <u>Chemical Hygiene Plan</u> applies to most activities performed by laboratory faculty and laboratory technicians.

In general, each employee in the facility will be informed of the substance of the HCP, the hazardous properties of chemicals they work with, and measures to protect themselves from these chemicals. Consumer products packaged for and used by the general public, and used in a manner that will not result in significantly greater exposure than that of the general consumer, are excluded from the program.

A complete copy of the SBCCD Hazard Communication Program will be kept in a common location available for all employees to review.

Responsibilities

Program Administrator

The College President is the Program Administrator, the Vice President of Administrative Services is the Designee, and both have the authority and responsibility for implementing and maintaining this HCP for their respective campuses.

Assigned campus Designees are as follows:

Responsible Persons	Position	Site Safety Officer	Phone #	Email
Keith Bacon	Vice President of	San Bernardino Valley	(909) 384-8958	kbacon@sbccd.edu
	Administrative Services	College		
Michael Strong	Vice President of	Crafton Hills College	(909) 389-3210	mstrong@craftonhills.edu
	Administrative Services	_		

The Program Administrators and Designees may be assisted in their duties by the Environmental Health & Safety (EH&S) Administrator. The EH&S Administrator can be reached at (909) 388-6935 during regular business hours or ehs@sbccd.edu

The Vice President of Administrative Services Office(s), are located in the SBVC, AD/SS bldg., Room 206 & the CHC, Crafton Center bldg., Room 246. Please refer to Appendix A of this document to review the components and interpretation of a typical SDS.

General responsibilities for the Program Administrator (or authorized Designees) include, but are not limited to, the following:

- Implement the HCP.
- Ensure that the HCP is periodically reviewed and updated, and updated whenever new hazards are introduced into the workplace.
- Maintaining a current version of the written program in a manner such that it is accessible to all employees.
- Ensure that all affected employees are adequately trained.

The Program Administrator will request support from each SBCCD employee to maintain a current and accurate library of SDS documents and an accurate inventory of hazardous materials. A copy will be submitted to Safety & Risk Management (S&RM) Department.

Safety & Risk Management Department

The Vice Chancellor of the Office of Human Resources is the Program Administrator, the EH&S Administrator is the Designee, and both have the authority and responsibility for implementing and maintaining this safety program for District sites (DSO, EDCT, KVCR, Print Shop).

Responsible Persons	Position	Site Safety Officer	Phone #	Email
Dave Stevenson	Environmental Health & Safety	DSO, EDCT, KVCR,	(909) 388-6935	dstevenson@sbccd.edu
	Administrator	Print Shop		

- May conduct or assist conducting periodic inspections.
- May initiate hazard abatement, will coordinate with Program Administrator.
- Conduct accident investigation in collaboration with the Office of Human Resources.
- Collaborate with Program Administrator and managers to ensure employees follow mandated safety and health procedures.
- Facilitate or coordinate training for all SBCCD employees ensuring managers are familiar with the health and safety hazards to which employees under their immediate direction may be exposed, as well as applicable laws, regulations, and SBCCD safety rules and polices.
- Monitor compliance with the California Health & Safety Code, Title 22, California Code of Regulations (CCR), and Title 40, Code of Federal Regulations (CFR).
- Develop and maintain SBCCD digital SDS database.
- Coordinate annual chemical inventory.

Managers

Management is responsible for:

- Ensuring that chemical containers used and stored within their respective departments are appropriately labeled.
- Maintaining and updating the chemical inventory.
- Collaborate with S&RM to ensure that all employees are provided specific training for working with those
 materials. Such training must include details of this specific HCP, the location of SDS files and site-specific
 safety procedures.
- Ensure there is an adequate supply of personal protective equipment (PPE) available for all employees. Enforce proper use and storage of appropriate PPE, per SBCCD protocol.
- Ensure that this written HCP and SDS file/library is accessible to all employees during their normal working hours.

Training on the proper use of new materials, and specific requirements for employee safety while using these products must be provided by the responsible manager or in collaboration with the S&RM Department. It is the responsibility of the department manager to forward SDS information for any new product to the Office of the Vice President of Administrative Services. SBCCD managers are responsible for submitting copies of employee training records to the S&RM Department. The S&RM Department is responsible for uploading training records into the online digital database and evaluating training requirements for employees working within that area.

Employees

All SBCCD employees are responsible for being familiar with the content of the HCP, the materials they use, using them in a safe and responsible manner. Employees are also responsible for requesting and seeking management support before using new materials or using materials in unusual situations. Employees who are aware of new materials being introduced into the workplace must inform their manager.

Laboratory Technicians

Each lab technician is responsible for:

- Know the provisions of the SBCCD Hazard Communication Program.
- Maintain their work area(s) daily.
- Ensuring that chemical containers used and stored within their respective departments are appropriately labeled.
- Maintaining and updating the chemical inventory for their respective area.
- Maintain an SDS for products used, and all other hazardous chemicals in the work area.
- Provide an SDS for all new hazardous materials procured.
- Wear/utilize PPE and use engineering controls when recommended and provided.
- Notify the Chemical Hygiene Officer when there is a change in equipment, processes or controls which may result in changes to the HCP.

Program Elements

List of Hazardous Chemicals

Current inventories of hazardous chemicals must be updated whenever new or different materials are received, or products are discontinued. Each area manager is responsible for sending updates to the Office of the Vice President of Administrative Services. An annual inventory with outside consults will be coordinated by the S&RM Department.

Materials that must be inventoried include cleaning agents, adhesives, copying supplies, art materials, paints, strippers, solders and welding supplies, fertilizers, pesticides, and compressed gases that present potential hazards according to the manufacturer's SDS.

Many materials such as cleaning agents, adhesives, copying supplies, art materials, paints, strippers, solders and welding supplies, fertilizers, pesticides, and compressed gases contain hazardous materials and must be included on the inventory. Materials used in a similar quantity and fashion as household consumers are excluded from this Program per 8 CCR 5194 (b)(5)(G).

The lists of materials for each department including specific information on each noted hazardous substance can be obtained by reviewing the SDS online at:

MSDS Online

Proposition 65

A clear and reasonable warning must be given to all employees or students prior to any exposure to any listed chemical that can cause cancer, birth defects, or other reproductive harm. Under Proposition 65, warnings are required for consumer product exposures, occupational exposures and environmental exposures.

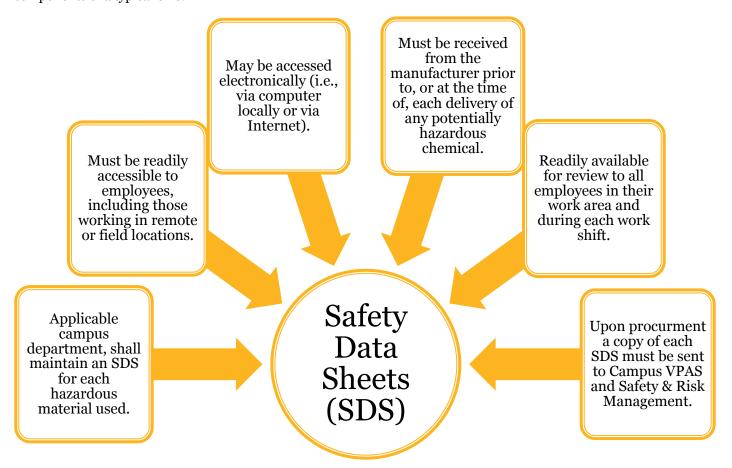
While SBCCD is exempt from Prop 65 warning requirements, Prop 65 warnings or notices provided by manufacturers for products sold on SBCCD campuses will be passed on to consumers.

Proposition 65 warnings for such exposures on the SBCCD campuses will be communicated by one, or a combination of, the following:

- A warning on a product label (as provided).
- A warning that complies with the California "Hazard Communication Regulation" (T8CCR5194).

Safety Data Sheets

SDSs are designed is to inform the user of the potential hazards associated with the materials you are using. The information provided on the SDS can help to protect the employee and enable them to respond appropriately to emergency situations. The new format requires sixteen (16) specific sections, ensuring consistency in presentation of important protection information. Each department, shop or operational unit must have available an SDS for every substance on their hazardous chemical inventory. Please refer to Appendix A of this document to review the components of a typical SDS.



Electronic copies of SDSs are available at any time by utilizing the following website:

MSDS Online

If SDS's are missing or new hazardous substance(s) in use do not have SDS's, or if an SDS is obviously incomplete, please contact the respective department manager immediately, and a new SDS will be requested from the manufacturer. If you are unable to obtain the SDS from the vendor within twenty-five (25) calendar days of the request, please contact the S&RM Department.

Labels and other forms of warning

All SBCCD Managers shall provide the necessary oversight to ensure that hazardous chemicals found in SBCCD facilities are properly labeled. If a label is defective or deteriorating, it is every employee's responsibility to see that a proper replacement label is applied so that the identity of a material is not lost. Damaged or defaced labels on incoming containers should be noted upon receipt and refused for delivery. Chemical manufacturers and importers must provide a label that includes a product identifier, signal word, hazard statement, pictogram, precautionary statement, as well as name, address, and telephone number of the manufacturer, importer, or other responsible party for each hazard class and category.

Secondary containers (those containers into which material is transferred) must be labeled with the name of the material and the manufacturer as it appears on the SDS, concentration along with related hazard warnings and PPE requirements. Managers must ensure that employees are trained to recognize label warnings when working with hazardous chemicals.

Never remove or intentionally deface existing labels on incoming containers of hazardous chemicals unless the container is immediately marked with the required information.

The area manager shares responsibility for ensuring that containers are properly labeled and that the label data is current.

Contractors

To ensure that outside contractors work safely on SBCCD campuses, and to protect SBCCD employees from chemicals used by outside contractors, contractors are responsible for maintaining SDSs applicable to the project(s).

Note: If anyone has questions about the SBCCD Hazard Communication Program, please contact the appropriate Program Administrator or the S&RM Department to ensure that the policies are carried out and the plan is effective.

Non-Routine Work Tasks

Periodically, employees may be required to perform hazardous non-routine tasks. Any employee completing a non-routine task involving possible chemical hazards (e.g., acid washing bricks, chlorine line repair) must contact their manager. The manager will ensure that employees are informed of:

- The SBCCD Hazard Communication Program.
- The specific hazards associated with the performance of these tasks.
- Protective measures that must be used.
- Measures the department has taken to lessen these hazards such as ventilation, personal protective equipment, or the presence of another employee.
- Specific emergency procedures to be used in the event of an accident or injury.

Work in laboratories may involve potential hazards from chemicals used and stored. All work should be coordinated with the laboratory staff to identify and minimize potential hazards in the work area. No work should be conducted that requires entering a fume hood body or moving laboratory equipment or stored chemicals without the permission of the manager.

Training

Each employee who works with, or is potentially exposed to, hazardous chemicals will receive initial and refresher training on the HCP and the safe use of hazardous chemicals. Refresher training will be provided whenever a new hazard is introduced into the workplace or when employees are exposed to hazardous chemicals not typically in their workplace. Such training will be provided by a competent individual familiar with the material. This training will emphasize these elements:

- Requirements of the new hazard communication regulation, including workplace labeling system and employee
 rights (e.g., employees receiving and sharing with their physician information on hazardous chemicals to which
 they may be exposed).
- Information about the location and availability of the employer's written HCP.
- Identification of any operation in the employee work area where hazardous materials are present, as well as all hazardous characteristics thereof.
- Information on how to obtain, read, and understand SDSs and labels, including data on the physical and health hazards of the substances.
- How to detect the presence or release of hazardous substances (e.g., appearance and odor).
- Protective measures to be used, such as work practices, PPE, and emergency procedures. Whenever new or
 different hazardous materials are introduced into their work areas, the SDSs must be reviewed, and refresher
 training must be provided to applicable employees within thirty (30) days.

Recordkeeping

Records shall be kept in accordance with the SBCCD Injury and Illness Prevention Program. The S&RM Department facilitates or coordinates initial and refresher hazard communication training. Each department manager assists users of chemicals, ensures employee training, and submits records of employee training to the S&RM Department.

Program Evaluation

The SBCCD <u>Hazard Communication Program</u> will be reviewed and revised as necessary whenever changes at SBCCD sites render any section of this program obsolete, incidences related to work in/around hazardous chemicals that result in an injury or near miss, and on an annual basis by the EH&S Administrator in collaboration with the Program Administrator

References

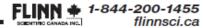
- Cal/OSHA, California Code of Regulations Title 8, Article 109, Section 5194, Hazard Communication
- <u>California Health & Safety Code, Section 25249.5-25249.14, Safe Drinking Water and Toxic Enforcement Act of 1986 (Prop 65)</u>.
- California Code of Regulations, Title 22.
- <u>Title 40, Code of Federal Regulations.</u>
- OSHA Hazard Communication Standard (HCS)

Appendix A: "How to Read A Safety Data Sheet"

"HOW TO READ A Sheet Data Sheet"

Provided with approval from Flinn Scientific, Inc.

Safety Reference



How to Read A Safety Data Sheet (SDS)

Safety Data Sheets (SDS) are an important requirement of Health Canada's decision to align the Workplace Hazardous Materials Information System (WHMIS) with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). SDS are essential documents that are used to inform employees, students, and the general public about how materials can be safely handled, used, and stored. Since Flinn provides chemicals only to schools, we have written Flinn SDS specifically for teachers and their students. Using clear and straightforward language, each Flinn SDS provides all the relevant safety and hazard information in a consistent, useful, and easy-to-read format. Flinn SDS contain 16 sections that are divided into four major areas, each designed to answer a specific question.

Each Flinn SDS follows the same format and the information is always found in the same location, making it a valuable resource in the event of an emergency. With your first chemical order of the year, every teacher will receive a CD from Flinn Scientific containing all of our SDS. You may also request another CD at any time. Flinn SDS are updated on a regular basis, guaranteeing the most up-to-date safety information possible. For a more detailed description of the Flinn Online Chemventory program, please refer to pages 680–681. For our customers' convenience, Flinn has also placed a free complete set of SDS on our website. Simply go to www.flinnsci.ca and click on the Teacher Resources button.

What is the material and what do I need to know immediately in an emergency? Sections 1–3.

A It is important that the chemical name on the label match the name on the SDS. Many chemicals have similar names, but very different properties. This section also includes product use and emergency phone number.

The most important section! Provides an overview of the physical and health hazard risks associated with using the material.

C Signal words, either Danger or Warning, heighten the awareness of the relative risk when using certain chemicals. Danger is the more severe warning!

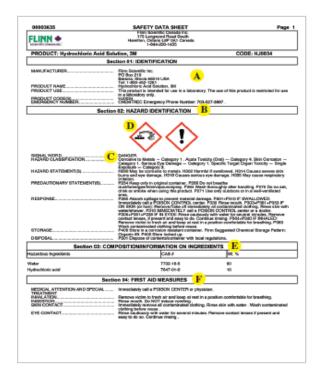
D Eight pictograms exist in the GHS classification scheme to call attention to physical and health hazards. See page 697 for more information about GHS pictograms.

E This section includes the ingredients, concentration, and CAS#. The CAS# is the single identifying number for each specific substance. CAS# should match the CAS# on the bottle label.

What should I do If a hazardous situation occurs? Sections 4–6.

F Seek medical attention. These first-aid measures are only meant for immediate first aid and should always be followed up with professional medical care. The CAS# is the single identifying number for each specific substance. CAS# should match the CAS# on the bottle label.

G This section is written for the firefighter. Flash point (the lowest temperature at which enough vapour is present to form an ignitable mixture with air); upper and lower flammable limits; and the auto ignition temperature (AIT) are common properties included in this section.



H The NFPA code is a numerical code established by the National Fire Protection Association. It rates the substance under fire conditions in four categories. Health, Flammability, Reactivity, and unusual reactivity: 4 is a severe hazard, 0 is no hazard.

How to clean up a spill. Always remove unprotected personnel from area and make sure all students are safe. Contain the spill with sand or absorbent materials.

HOW TO READ A SAFTEY DATA SHEET (SDS) continued on next page.

"Your Safer Source for Science"

How to Read A Safety Data Sheet (SDS)

How to Read A Safety Data Sheet (SDS), continued

How can I prevent hazardous situations from occurring? Sections 7–11.

Use the Flinn Suggested Chemical Storage Pattern to prevent accidents and improve safety. Special storage and usage tips are also included.

Wear personal protective equipment such as goggles, gloves, and an apron.

L Clear, concise, and useful physical and chemical properties help you learn more about the chemicals you use. The first part describes the material's appearance. If it doesn't look like this, STOP. Do not use it. It may be more or less hazardous.

M Describes the conditions or reactions to be avoided. Also provides some indication about anticipated shelf life.

Noral (ORL.), inhalation (IHL.), and skin absorption (SKN) toxicity data on test animals is included. For more information on LD₉₀, see pages 700–701.

More detail on how the material may injure you. Acute (short exposure) and chronic (longterm) effects are listed along with their target organs.

Other useful information. Sections 12-16.

P Ecological impact if large amounts (e.g., tank car) of the chemical spill near a river or lake.

Q Suggested disposal methods for laboratory quantities of chemicals.

Department of Transportation shipping information is included for your school district, emergency responders, and transport/shipping departments.

S Regulatory information used by regulatory compliance personnel.

T Flinn Scientific Canada has an ongoing program to update its SDS. As professional chemists, we try our best to provide science teachers with the most accurate and useful safety information. Call Flinn if you have any questions. We can help!

