

HAZARD COMMUNICATION PROGRAM

The Hazard Communication Standard establishes uniform requirements to ensure that all chemicals used in California workplaces are evaluated to determine their hazards. This information must be provided to employers and to their affected employees. Chemical manufacturers must perform the evaluations and convey the hazard information obtained to users by means of labels on containers and Material Safety Data Sheets (MSDS's). Employers must educate their employees to understand the hazards associated with the hazardous materials they work with, and ensure that resources such as MSDS's and container labels for the materials are maintained and accessible.

The purpose of this written Hazard Communication Program is to establish guidelines to ensure that all members of the District are apprised of the chemical hazards to which they may be exposed 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.

Responsibility

The District program establishes responsibility for the implementation of the Hazard Communication Program. The program applies to all managers, faculty, classified staff, students and visitors.

The District sites covered by this specific plan are:

Contra Costa College (CCC)
Diablo Valley College (DVC)
District Office (DO)
Los Medanos College (LMC)
Brentwood Center
San Ramon Valley Campus (SVC)

The Director of Business Services at each campus and the Chief Facilities Planner at the District Office are designated as Hazard Communication Coordinators. They are responsible for the overall site program development, serving as a site contact for information regarding the site repository for hard copy MSDS's, and arranging for any general hazard communication training.

The departmental managers at each site are responsible for assisting the Hazard Communication Coordinators by identifying training needs and providing assistance to the users of chemicals. Each departmental manager will monitor and maintain records of employee training.

The site Hazard Communication Coordinators will be responsible for the development and maintenance of an inventory of hazardous materials for their facility as well as procurement and maintenance of an MSDS file for hazardous materials.

The Coordinator will also ensure chemical containers are adequately labeled, and that employees are provided specific training for the materials they use. Training must also include details of the site specific Hazard Communication Program (such as the location of the MSDS file and any site procedures). The written Hazard Communication Program and MSDS file must be accessible to employees during their normal working hours.

Chemical users at each District site will be informed of the substance of the Hazard Communication Program, the hazardous properties of chemicals they work with, and measures to protect themselves from these chemicals. These users are responsible for maintaining familiarity with the materials they use, using them in a safe and responsible manner, and seeking supervisory support before using new materials or using materials in unusual situations.

List of Hazardous Chemicals

Each department, lab or shop will maintain a list of hazardous chemicals within the area. The hazardous chemical list will be updated upon receipt or removal of hazardous chemicals from the area. 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 a household consumer is excluded from this standard.

Material Safety Data Sheets (MSDS)

The objective of a Material Safety Data Sheet is to concisely inform the users of the hazards of the materials being worked with or exposed to so the user can protect themselves and respond to emergency situations. The MSDS will consist of a fully completed OSHA Form 174 or equivalent. Each department, lab or shop will maintain an MSDS library on every substance on their list of hazardous chemicals. MSDS's must be readily available to all users and Cal/OSHA upon request.

MSDS's must also be readily accessible to users working in field locations. Therefore, MSDS's will be maintained in a binder in each appropriate vehicle, or alternatively, immediately accessible by radio or phone.

MSDS's must be received at the site either prior to, or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. If materials are received for which no MSDS is available in the area of use, the department manager will secure the needed MSDS by contacting the chemical manufacture.

Labels and Other Forms of Warning

The Hazard Communication Coordinator provides oversight to ensure that hazardous chemicals at their site are properly labeled. However, if a label is falling off or deteriorating, it is everyone's responsibility to take action so that the identity of a material is not lost. Labels on incoming containers should not be defaced while they contain the indicated material. Labels on these **primary containers** should list the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsibility party.

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 MSDS, and an appropriate hazard warning.

Placards are frequently used in laboratories on small containers and squeeze bottles. Chemical users must be trained in the recognition and purpose of the placard if one is used in the area.

Common Immediate use containers (those in which the hazardous substance will be under the control and use of only the person who transfers it from a labeled container within that work shift) do not require labeling.

Departmental managers will check frequently to ensure that containers in their area are labeled and that the labels are up-to-date.

Training and Information

Each user who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and the safe use of those hazardous chemicals. The departmental manager will arrange for any hazardous chemical training needed. Additional training will be provided for users whenever a new hazard is introduced into their area. The training will emphasize:

- * a summary of the standard and this written program;
- * hazardous chemical properties and methods that can be used to detect the presence or release of hazardous chemical, including visual appearance and odor;
- * physical and health hazards associated with potential exposure to chemicals used in the area;
- * procedures to protect against hazards (i.e., personal protective equipment, work practices, and emergency procedures);
- * hazardous chemical spill and leak procedures;
- * where MSDS' are located, how to understand their content, and how employees may obtain and use appropriate hazard information;
- * procedures for conducting non-routine tasks involving hazardous materials;
- * accurate records on all safety training must be maintained by supervisory personnel. Records should include the employee name, date of training, topic covered, employee signature, and name of instructor.

Non-Routine Tasks and Work in Laboratories

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

- * 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.

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

Contractors

The Hazard Communication Program Coordinator at each site (or designees) will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work at the District sites and will provide copies of Material Safety Data Sheets if necessary.

California Code of Regulations, Title 8 section 5194