

# Santa Clarita Community College District



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# HAZARD COMMUNICATION PROGRAM

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## **INTRODUCTION AND POLICY**

The Hazard Communication Standard (Cal/OSHA - 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. 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 safety data sheets (SDS's). Employers must educate their employees to understand the hazards associated with the hazardous materials they work with, and ensure that resources such as SDS's and container labels for the materials are maintained and accessible.

The purpose of this written Hazard Communication Program is to establish guidelines and policies to ensure that all members of the Santa Clarita Community College 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 judgement the individual chemical user exercises. Therefore, it is the responsibility of the CEO, Administrators, Supervisors, and staff to adhere to the specifics and the intent of the Hazard Communication Program in order to reduce the risk.

The provisions of the Hazard Communication Program (HCP) apply to any hazardous substance, which is known to be present in the workplace.

## **RESPONSIBILITIES**

The Santa Clarita Community College District program establishes responsibilities for the implementation of the Hazard Communication Program.

The CEO is responsible for ensuring that the applicable operations of the District are conducted in accordance with these provisions.

Assistant Superintendent, Vice President, Facilities Planning, Operations & Construction is the Hazard Communication Program Coordinator and is responsible for overall program development, serves as a central repository for SDS's, provides general hazard communication training, and assists users of chemicals.

The Hazard Communication Coordinator may obtain assistance from applicable Supervisors, Maintenance and Operations personnel, Purchasing staff, or other District personnel for program maintenance. This includes the development and maintenance of an inventory of hazardous materials as well as procurement and maintenance of an SDS file for these 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 their specific Hazard Communication Program (such as location of the SDS file and any in-house procedures). The written Hazard Communication Program and SDS file must be accessible to employees during their normal working hours.

Chemical 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.

**SITE SPECIFIC HAZARD COMMUNICATION INFORMATION**

The Santa Clarita Community College District program applies to all faculty, staff, students, visitors, and volunteers.

The sites covered by this specific plan are:

Site	Site Coordinator
Valencia Campus	Facilities Supervisor
Canyon Country Campus	Facilities Supervisor
_____	_____
_____	_____
_____	_____

SDS's are maintained and accessible at custodial closets and maintenance areas.

An inventory of all hazardous chemicals used and stored by each school site and/or shop will be maintained and updated as necessary. This inventory will be maintained by facilities.

The Hazard Communication Coordinator monitors and maintains records of employee training.

Training Records will be maintained in HR.

In general, each employee in the facility 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.

**LIST OF HAZARDOUS CHEMICALS**

A list of hazardous chemical will be maintained and updated upon receipt or removal of hazardous chemicals from the District or site. 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. The list of materials for each school site and or shop is attached (Appendix A). A compiled list of materials stored in the District can be found in the Facilities Office.

## **SAFETY DATA SHEETS (SDS)**

The objective of a Safety Data Sheet (SDS) is to concisely inform employees of the hazards of the materials they work with or may be exposed to so they can protect themselves and respond to emergency situations. The SDS will consist of a fully completed OSHA Form 174 or equivalent. Each department or shop will maintain an SDS library on every substance on their list of hazardous chemicals. The Hazard Communication Coordinator will secure and maintain an SDS for each hazardous material used in their area.

SDS's may be accessed electronically (i.e., via computer locally or via Internet). If electronic access is used, the procedure to access those sheets will be attached and employees will be trained in the access procedure.

SDS's must be readily available and accessible to all employees during working hours and Cal/OSHA upon request

SDS's must be readily accessible to employees working in remote or field locations. Appropriate SDS's may be maintained in a binder in each vehicle, on each job site or immediately accessible by phone, fax, or computer.

SDS's must be received at the facility 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 SDS is available in the area of use, the Hazard Communication Coordinator shall secure the needed SDS by contacting the chemical manufacturer.

## **LABELS AND OTHER FORMS OF WARNING**

The Hazard Communication Coordinator provides oversight to ensure that hazardous chemicals in their area are properly labeled. 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 responsible 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 SDS, and an appropriate hazard warning. Placards are frequently used in laboratories on small containers and squeeze bottles as labels. Chemical users must be trained in the recognition and purpose of these placards if they are used in the area. Common immediate-use containers (those in which the hazardous substance will be under the control and used only by the person who transfers it from a labeled container and within that workshift) do not require labeling.

The area supervisor will ensure that containers in the facility are labeled and that the labels are up-to-date.

## **TRAINING AND INFORMATION**

Each employee 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 Program Coordinator or their designee conducts hazardous chemical training. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. The training will emphasize these elements:

- 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 chemicals, including visual appearance and odor.
- Physical and health hazards associated with potential exposure to workplace chemicals.
- Procedures to protect against hazards; e.g., personal protective equipment, work practices, and emergency procedures.
- Hazardous chemical spill and leak procedures.
- Where SDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.
- The procedures for conducting non-routine tasks involving hazardous materials.
- Accurate records on all safety training must be maintained by the District. Records should include the employee name, date of training, topic covered, employee signature, and name of instructor. Records should also include a copy of any test or quiz (see Appendix B-Hazard Communication Initial Training Exam) used to evaluate level of knowledge and effectiveness of training.

## **CONTRACTOR EMPLOYERS**

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

## **NON-ROUTINE TASKS AND WORK IN LABORATORIES**

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

- 1) The specific hazards associated with the performance of these tasks
- 2) Protective measures that must be used
- 3) Measures the department has taken to lessen these hazards such as ventilation, personal protective equipment, or the presence of another employee.
- 4) 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 laboratory 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 supervisor.

**APPENDIX A**

**LIST OF HAZARDOUS MATERIALS COVERED BY THIS PLAN**



<b>Chemical Location</b>	<b>Chemical</b>
CANYON COUNTRY CAMPUS AUTOMOTIVE SHOP 706	ACDELCO ADVANTAGE 24A BATTERY
CANYON COUNTRY CAMPUS AUTOMOTIVE SHOP 706	BATTERY POWER PREMIUM SERIES 24F-65
CANYON COUNTRY CAMPUS AUTOMOTIVE SHOP 706	COMPRESSED GAS N.O.S. (ARGON 75% CARBON DIOXIDE 25%)
CANYON COUNTRY CAMPUS AUTOMOTIVE SHOP 706	COOLING CARE 8141
CANYON COUNTRY CAMPUS AUTOMOTIVE SHOP 706	OXYGEN
VALENCIA CAMPUS ALISO LAB INSTRUMENT RM 318A	HELIUM
VALENCIA CAMPUS ATHLETIC TRAINING ROOM 011	ISOPROPYL ALCOHOL PADS
VALENCIA CAMPUS BOYKIN HALL CHEMISTRY STOCKROOM 306	IRON
VALENCIA CAMPUS CENTRAL PLANT	LITHIUM BROMIDE 55% SOLUTION
VALENCIA CAMPUS CENTRAL PLANT	LITHIUM BROMIDE 55% SOLUTION
VALENCIA CAMPUS CUSTODIAL CAGE INSIDE WAREHOUSE	WAXIE 700 DISINFECTANT CLEANER
VALENCIA CAMPUS MAINTENACE YARD CUSTODIAL STORAGE CONTAINER	WAXIE-GREEN ELEGANTE FOAMING HAND SOAP
VALENCIA CAMPUS MAINTENANCE & OPERATIONS YARD	DIESEL
VALENCIA CAMPUS MAINTENANCE & OPERATIONS YARD	GASOLINE
VALENCIA CAMPUS MENTRY ROOM 133 FLAMMABLE CAB #2	WONDERSAUCE WHITE
VALENCIA CAMPUS PAC SCENE SHOP	STARGOLD
VALENCIA CAMPUS POOL FILTER ROOM	CHLORINE
VALENCIA CAMPUS POOL FILTER ROOM	MURIATIC ACID

**APPENDIX B**

**HAZARD COMMUNICATION INITIAL TRAINING EXAM**

Hazard Communication Training Date: \_\_\_\_\_

Department: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

- 1) What does SDS stand for?
- 2) Where can a complete list of SDS's be found at your district?
- 3) What section of the SDS describes the effects of exposure to the product?
- 4) Other than the paper copy SDS file, are SDS's available through other means?
  - a. Describe:
- 5) What does 'PEL' stand for?
- 6) What does 'PPE' stand for?
- 7) What are considered the four routes of entry on a human body?
  - a. \_\_\_\_\_ c. \_\_\_\_\_
  - b. \_\_\_\_\_ d. \_\_\_\_\_
- 8) What do the four NFPA reaction table symbols stand for?
  - a. Blue \_\_\_\_\_ c. Yellow \_\_\_\_\_
  - b. Red \_\_\_\_\_ d. White \_\_\_\_\_
- 9) What should you do when faced with a non-routine situation involving a hazardous chemicals spill?
- 10) Who's responsibility is it to know what chemical exposures exist in the workplace?