

# **Hazard Communication Program**

For Compliance with:  
California Code of Regulations,  
Title 8  
General Industry Safety Orders  
Section 5194

California State University  
Long Beach

*Revised*  
*March 2015*

***Office of***  
***Environmental, Health and Safety***



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### 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 substances 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 in order 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.

### 3.0 PURPOSE

Hazardous substances in the workplace, in some forms and concentrations, can potentially pose 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 illnesses and diseases and to support 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 managers and supervisors provide their employees with training on how to avoid exposure to hazardous substances 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 use, handle, or store hazardous substances.
- 4.2 This program applies to any hazardous substance 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 an employee, in the same form, approximate amount, concentration, and manner as it is sold to consumers.
  - g. Pesticides



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- h. Work operations where employees only handle hazardous substances 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 (EHS)**

- a. Assists departments in complying with program requirements including labeling, Safety Data Sheets (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, reviews SDS's submitted by outside contractors for the materials they intend to use on campus; and
- c. Coordinates the collection and disposal of all hazardous waste generated on campus.

### **5.2 Managers and Supervisors**

- a. Develop procedures to ensure that all requirements of the Hazard Communication Program have been met before employees are exposed to hazardous substances under normal conditions of use or in a foreseeable emergency;
- b. Develop and maintain an inventory of hazardous substances present in all work areas within the department.
- c. When ordering suspected hazardous substances, request on the Purchase Requisition Form an SDS whenever one is not currently present in the department;
- d. Maintain a file of SDS 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 substance shall read and comply with all hazard communication procedures, whether written or oral, while performing assigned duties.



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#### 6.0 LIST OF HAZARDOUS SUBSTANCES

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

#### 7.0 LABELING

7.1 Each department shall ensure that each container of hazardous substances in the workplace is labeled, tagged or marked with the following information:

- a. Identification of the hazardous substance(s) contained therein;
- b. Pictogram(s);
- c. Signal word;
- d. Appropriate hazard warnings;
- e. Precautionary statement(s); and
- f. Name and address of manufacturer, importer or other responsible party.

7.2 All secondary containers of hazardous materials shall be labeled with the approved secondary container labeling method identified in Appendix B.

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

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, cosmetic, or medical or veterinary device 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 and Federal Hazardous Substances Act, respectively.

#### 7.6 Hazardous Non-Routine Task

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, affected employees will be given information by their Manager or Supervisor on hazards to which they may be exposed during such an activity.

This information will cover:

- Specific hazards
- Measures the department has taken to reduce the risk of these hazards, such as providing ventilation, ensuring the presence of another employee, providing a respiratory protection program, and establishing emergency procedures



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- Required protective/safety measures

#### 7.7 Labeled/Unlabeled Pipes (if applicable)

Aboveground pipes transporting hazardous substances (gases, vapors, liquids, semi-liquids, or plastics) are identified in accordance with 8 CCR, Section 3321, "Identification of Piping." Other aboveground pipes that do not contain hazardous substances but may have associated hazards if disturbed or cut (e.g., steam lines, oxygen lines) are addressed as follows:

Before employees enter the area and initiate work, Environmental Health and Safety will inform them of:

- The location of the pipe or piping system or other known safety hazard
- The substance in the pipe
- Potential hazards
- Safety precautions

## 8.0 SAFETY DATA SHEETS (SDS)

8.1 Departments shall maintain a copy of the SDS for each hazardous substance 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).

The following 16 Sections are required for all SDS:

- Section 1: Identification of chemical and common name(s) of all ingredients that present health hazards
- Section 2: Hazard identification
- Section 3: Composition/Information on ingredients
- Section 4: First aid measures
- Section 5: Firefighting measures
- Section 6: Accidental release measures
- Section 7: Handling and storage
- Section 8: Exposure controls/ person protection
- Section 9: Physical and chemical properties
- Section 10: Stability and reactivity
- Section 11: Toxicological information
- Section 12: Ecological information
- Section 13: Disposal considerations
- Section 14: Transport information
- Section 15: Regulatory information
- Section 16: Other information, including date of preparation or last revision.



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#### 9.0 EMPLOYEE INFORMATION AND TRAINING

9.1 Managers and supervisors shall provide employees with information and training on hazardous substances 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 SDS is received. Such 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 substances, managers and supervisors shall ensure that each of the following hazard communication training requirements are covered:

##### 9.3.1 Information

a. Employees shall be informed of their right:

1. To personally receive information regarding hazardous substances to which they may be exposed.
2. To have their physician or collective bargaining agent to receive information regarding hazardous substances 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 Substances Information Act.

b. Employees shall be informed of any operations in their work area where hazardous substances are present; and

c. Employees, their designated representative, the Chief and NIOSH, upon request, shall be informed of the location and availability of the written hazardous communication program and Safety Data Sheets.

##### 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 substance in the work area (such as monitoring conducted by the University, visual appearance or odor of hazardous substances when being released, etc.);

b. Employees shall be trained in the physical and health hazards of substances 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 SDS, and how employees can obtain and use the appropriate hazard information.

**BECAUSE THE REQUIRED HAZCOM STANDARD HAS BEEN REVISED TO ALIGN WITH UNITED NATIONS GLOBALLY HARMONIZED SYSTEM OF CLASSIFICATION AND LABELING OF CHEMICALS (GHS), ALL EMPLOYEES ARE REQUIRED TO BE TRAINED ON THE NEW LABELING AND SDS REQUIREMENTS BY DECEMBER 1, 2013 (SEE APPENDIX C – OSHA® FACT SHEET). ALL EMPLOYERS ARE REQUIRED TO FULLY IMPLEMENT THE NEW HAZCOM STANDARD BY JUNE 1, 2016.**



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#### **10.0 TRADE SECRETS**

Under certain circumstances, the manufacturer may withhold the specific chemical identity, including the chemical name and other specific identification of a hazardous substance, from the SDS. However, when a treating physician determines that a medical emergency exists and the chemical identity is required for first-aid treatment, the manufacturer must disclose the trade secret information to the physician.

#### **11.0 ACCESS TO HAZARDOUS AREAS**

- 11.1 Due to the potential for exposure to hazardous substances, designated areas on campus shall have limited access to University employees, students and/or outside personnel.
- 11.2 Hazardous areas shall be identified by signage on the location door. A contact person(s) shall be identified along with their phone number.
- 11.3 Work orders shall indicate any work that is scheduled for any hazardous location.
- 11.4 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.
- 11.5 Work will not begin until the area is clear of hazardous materials. If there is any doubt regarding the safety of the area, EHS or the appropriate knowledgeable party shall be notified.
- 11.6 If the area cannot be cleared of hazardous material, appropriate personal protection shall be worn to avoid whatever hazard is involved.

#### **12.0 INFORMING CONTRACTORS**

- 12.1 Physical Planning and Construction is responsible for informing any contractors and sub-contractors with employees working on campus of the hazardous substances to which their employees may be exposed while performing their work, as well as the hazardous labeling system used on campus.
- 12.2 This information shall be provided to the contractor in the bid documents and during the pre-construction meeting. The SDS for any hazardous material that may be encountered will be provided to the contractor at that time.
- 12.3 EHS is responsible for providing this information to Physical Planning and Construction Management upon request.
- 12.4 EHS, in conjunction with the appropriate Safety Coordinator, will investigate options to minimize possible exposure to hazardous materials by the contractor and shall inform Construction Management of these measures.
- 12.5 Facilities Management is also responsible for obtaining copies of the SDS for any hazardous substance that the contractor is bringing into the workplace. This information shall be provided to Construction Management prior to the start of work by the contractor.



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**APPENDIX A**

**List of Hazardous Substances**  
**for**  
**(Department Name)**\_\_\_\_\_

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.





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**APPENDIX B**

**Global Harmonization System (GHS)**

**Container Labeling**



**Primary Containers**

**LABEL EXAMPLE**

SAMPLE LABEL	
<p>CODE _____ Product Name _____</p>	<p><b>Product Identifier</b></p>
<p>Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____</p>	<p><b>Supplier Identification</b></p>
	<p><b>Hazard Pictograms</b></p>
	<p><b>Signal Word</b> <b>Danger</b></p>
<p>Keep container tightly closed. Store in a cool, well-ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measures against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p><b>In Case of Fire:</b> use dry chemical (BC) or Carbon Dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.</p> <p><b>First Aid</b> If exposed call Poison Center. If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	<p><b>Precautionary Statements</b></p>
	<p><b>Hazard Statements</b></p> <p>Highly flammable liquid and vapor. May cause liver and kidney damage.</p>
	<p><b>Supplemental Information</b></p> <p>Directions for Use _____ _____</p> <p>Fill weight: _____ Lot Number: _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____</p>



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<b>2</b> 	<b>1</b> Sulfuric Acid	<b>2</b> 
<b>3</b> Danger! May be harmful if swallowed. Causes severe skin burns and eye damage. Fatal if inhaled. Harmful to aquatic life.		
Do not breathe dust/fume/gas/mist/vapors/spray. Wear protective gloves/protective clothing/eye protection/face protection. Wear respiratory protection.		
<b>5</b> IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER or doctor/physician.		
In case of fire Use water spray, alcohol-resistant foam, dry chemical or carbon dioxide.		
See Material Safety Data Sheet for further details regarding safe use of this product.		
<b>6</b> Sigma-Aldrich 3050 Spruce Street SAINT LOUIS MO 63103 USA Telephone : +18003255832		
<b>1</b> Product Identifier	<b>4</b> Hazard Statements	
<b>2</b> Pictograms	<b>5</b> Precautionary Statements	
<b>3</b> Signal word, "Danger!"	<b>6</b> Supplier Information	



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**SECONDARY CONTAINERS**

**SECONDARY LABELS**

- **Health**
- **Flammability**
- **Reactivity**



**Numbering**

- 4 = Most Hazardous
- 0 = Least Hazardous

**Additional Information**

A diamond-shaped hazard label divided into four quadrants. The top quadrant is red, the bottom-left is blue, and the bottom-right is yellow. The bottom quadrant is white.	_____
	Chemical
	_____
Owner	Date



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**APPENDIX C**

# OSHA<sup>®</sup> FactSheet

## December 1<sup>st</sup>, 2013 Training Requirements for the Revised Hazard Communication Standard

OSHA revised its Hazard Communication Standard (HCS) to align with the United Nations' Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and published it in the Federal Register in March 2012 (77 FR 17574). Two significant changes contained in the revised standard require the use of new labeling elements and a standardized format for Safety Data Sheets (SDSs), formerly known as, Material Safety Data Sheets (MSDSs). The new label elements and SDS requirements will improve worker understanding of the hazards associated with the chemicals in their workplace. To help companies comply with the revised standard, OSHA is phasing in the specific requirements over several years (December 1, 2013 to June 1, 2016).

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The first compliance date of the revised HCS is December 1, 2013. By that time employers must have trained their workers on the new label elements and the SDS format. This training is needed early in the transition process since workers are already beginning to see the new labels and SDSs on the chemicals in their workplace. To ensure employees have the information they need to better protect themselves from chemical hazards in the workplace during the transition period, it is critical that employees understand the new label and SDS formats.



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The list below contains the minimum required topics for the training that must be completed by December 1, 2013.

- Training on label elements must include information on:
    - Type of information the employee would expect to see on the new labels, including the
      - ✓ **Product identifier:** how the hazardous chemical is identified. This can be (but is not limited to) the chemical name, code number or batch number. The manufacturer, importer or distributor can decide the appropriate product identifier. The same product identifier must be both on the label and in Section 1 of the SDS (Identification).
      - ✓ **Signal word:** used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. There are only two signal words, "Danger" and "Warning." Within a specific hazard class, "Danger" is used for the more severe hazards and "Warning" is used for the less severe hazards. There will only be one signal word on the label no matter how many hazards a chemical may have. If one of the hazards warrants a "Danger" signal word and another warrants the signal word "Warning," then only "Danger" should appear on the label.
      - ✓ **Pictogram:** OSHA's required pictograms must be in the shape of a square set at a point and include a black hazard symbol on a white background with a red frame sufficiently wide enough to be clearly visible. A square red frame set at a point without a hazard symbol is not a pictogram and is not permitted on the label. OSHA has designated eight pictograms under this standard for application to a hazard category.
      - ✓ **Hazard statement(s):** describe the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. For example: "Causes damage to kidneys through prolonged or repeated exposure when absorbed through the skin." All of the applicable hazard statements must appear on the label. Hazard statements may be combined where appropriate to reduce redundancies and improve readability. The hazard statements are specific to the hazard classification categories, and chemical users should always see the same statement for the same hazards, no matter what the chemical is or who produces it.
      - ✓ **Precautionary statement(s):** means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.
    - ✓ **Name, address and phone number of the chemical manufacturer, distributor, or importer**
  - How an employee might use the labels in the workplace. For example,
    - ✓ Explain how information on the label can be used to ensure proper storage of hazardous chemicals.
    - ✓ Explain how the information on the label might be used to quickly locate information on first aid when needed by employees or emergency personnel.
  - General understanding of how the elements work together on a label. For example,
    - ✓ Explain that where a chemical has multiple hazards, different pictograms are used to identify the various hazards. The employee should expect to see the appropriate pictogram for the corresponding hazard class.
    - ✓ Explain that when there are similar precautionary statements, the one providing the most protective information will be included on the label.
- Training on the format of the SDS must include information on:
- Standardized 16-section format, including the type of information found in the various



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sections.

- ✓ For example, the employee should be instructed that with the new format, Section 8 (Exposure Controls/Personal Protection) will always contain information about exposure limits, engineering controls and ways to protect yourself, including personal protective equipment.
- How the information on the label is related to the SDS
- ✓ For example, explain that the precautionary statements would be the same on the label and on the SDS.

As referenced in Dr. Michaels' OSHA Training Standards Policy Statement (April 28, 2010) – with all training, OSHA requires employers to present information in a manner and language that their employees can understand. If employers customarily need to communicate work instructions or other workplace information to employees in a language other than English, they will also need to provide safety and health training to employees in the same manner. Similarly, if the employee's vocabulary is limited, the training must account for that limitation. By the same token, if employees are not literate, telling them to read training materials will not satisfy the employer's training obligation. OSHA's Hazard Communication website ([http:// www.osha.gov/dsg/hazcom/index.html](http://www.osha.gov/dsg/hazcom/index.html)) has the following QuickCards and OSHA Briefs to assist employers with the required training:

- Label QuickCard (English/Spanish)
- Pictogram QuickCard (English/Spanish)
- Safety Data Sheet QuickCard (English) (Spanish)
- Safety Data Sheet OSHA Brief
- Label/Pictogram OSHA Brief (to come)

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us. We can help. It's confidential.



U.S. Department of Labor  
[www.osha.gov](http://www.osha.gov) (800) 321-OSHA (6742)