

**HAZARD COMMUNICATION PROGRAM**

**For**

**CRAFTON HILLS COLLEGE**

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## **INTRODUCTION AND POLICY**

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. 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 and policies to ensure that all members of the Crafton Hills College community 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 President, site 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, with the exception of specific research and teaching activities within laboratories. The Chemical Hygiene Plan applies to most activities performed by research and teaching laboratory workers. The full scope of the HCP does apply to all non-research or teaching uses of chemicals conducted within laboratories.

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.

The San Bernardino Community College District program applies to all faculty, staff, students, visitors, and volunteers. Crafton Hills College is covered by this specific plan.

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.

## **RESPONSIBILITY**

The Crafton Hills College program establishes responsibility for the implementation of the Hazard Communication Program.

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

The Vice President of Administrative Services is the Hazard Communication Program Coordinator for this site and is responsible for overall program development and provides general hazard communication training, and assists users of chemicals.

The Hazard Communication Program Coordinator will obtain assistance from District Human Resources, site administrators, supervisors, and staff for program maintenance. This includes general hazard communication training, the development and maintenance of an inventory of hazardous materials as well as procurement and maintenance of an MSDS file for these hazardous materials. Each department supervisor will 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 MSDS file and any inhouse procedures). The written Hazard Communication Program and MSDS 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.

### **LIST OF HAZARD CHEMICALS**

The personnel listed below are responsible for preparing and keeping an inventory list of all known hazardous substances present in their respective departments. The lists of materials for each department including specific information on each noted hazardous substance can be obtained by reviewing the MSDSs on line at: <http://sbccd.keenan.schoolmsds.com>.

Custodial Supervisor (Donna Garcia)

Director of Facilities, Maintenance and Operations (Mike Strong)

Dean of Instruction for Art, Theater, Biology, Microbiology, Anatomy and Physiology, and Chemistry (Rick Hogrefe)

Dean of Instruction, Career Technical Education (June Yamamoto)

Cafeteria Manager (Marty Rea)

Dean of Student Services for the Health and Wellness Center (Joe Cabrales)

The hazardous chemical list will be updated upon receipt or removal of hazardous chemicals from the site. 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 Standard.

### **MATERIAL SAFETY DATA SHEETS (MSDS)**

The following are responsible for obtaining MSDSs, reviewing them for completeness, and maintaining the data sheet system for their respective areas:

Custodial Supervisor (Donna Garcia)

Director of Facilities, Maintenance and Operations (Mike Strong)

Dean of Instruction for Art, Theater, Biology, Microbiology, Anatomy and Physiology, and Chemistry (Rick Hogrefe)

Dean of Instruction, Career Technical Education (June Yamamoto)

Cafeteria Manager (Marty Rea)

Dean of Student Services for the Health and Wellness Center (Joe Cabrales)

In the reviewing of incoming data sheets, if new and significant health/safety information becomes available, this new information will be passed on immediately to the affected employees by additional training sessions, posting of memos, and other means of communication.

Legible MSDS copies for all hazardous substances to which employees of Crafton Hills College may be exposed are kept on line at: <http://sbccd.keenan.schoolmsds.com/>. Copies of MSDS are also kept in:

#### Custodial Areas

- LADM Building, 2<sup>nd</sup> Floor (Custodial Closet)
- Library 1<sup>st</sup> Floor (Custodial Closet)
- Library 2<sup>nd</sup> Floor (Custodial Closet)
- Library 3<sup>rd</sup> Floor (Custodial Closet)
- Maintenance and Operations Building, Custodial Storage

#### Grounds Area

- Maintenance and Operations Building, Grounds Shop

#### Maintenance Areas

- Maintenance and Operations Building, Maintenance Shop

#### Art Area

- OE-1 Building, Room 132

#### Theater Area

- PAC Building, Backstage

#### Microbiology Area

- LADM Building, Room 203

#### Biology Area

- LADM Building, Room 209

Anatomy and Physiology Area

- LADM Building, Room 227

Chemistry Area

- CHS Building, Room 233

Child Development Center Area

- CDC Building, Room 114

Cafeteria Area

- College Center Building, Room 103

Health and Wellness Center Area

- SSB Building, Room 106

MSDSs are readily available for review to all employees in their work area and during each work shift. If MSDSs are missing or new hazardous substance(s) in use do not have MSDSs, or if an MSDS is obviously incomplete, please contact the respective department supervisor immediately, and a new MSDS will be requested from the manufacturer. If we are unable to obtain the MSDS from the vendor within 25 calendar days of the request, we will either call our local Cal/OSHA compliance office or write to:

Division of Occupational Safety and Health  
Deputy Chief of Health and Engineering Services  
PO Box 420603  
San Francisco, CA 94142.0603

If anyone has specific questions or needs additional information on an MSDS, please call the Cal/OSHA Consultation Service at (800) 963-9424 or HESIS of the Occupational Health Branch at (510) 622-4317.

In using the online MSDS system, we will make sure that employees have ready access to and know how to operate the system for retrieval and printing of legible hard copies. In the event of failure of the online MSDS system, employees are required to request paper MSDSs by telephone. An MSDS hard copy will be provided to the requester as soon as possible after the telephone request is made.

The objective of a Material Safety Data Sheet (MSDS) is to concisely inform you of the hazards of the materials you work with or may be exposed to so you can protect yourself and respond to emergency situations. The MSDS will consist of a fully completed OSHA Form 174 or equivalent. Each department will maintain an MSDS library on every substance on

their list of hazardous chemicals. The Hazard Communication Coordinator will secure and maintain an MSDS for each hazardous material used in their area.

MSDS's must be readily accessible to employees working in remote or field locations. Appropriate MSDS's will be maintained in a binder in each vehicle, in each department, or immediately accessible by phone or fax.

MSDS's must be readily available to all employees and Cal/OSHA upon request.

MSDS's must be received at the facility 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 supervisor shall secure the needed MSDS by contacting the chemical manufacture.

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

The local Hazard Communication Coordinator provides oversight to ensure that hazardous chemicals in their area 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 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 MSDS, and an appropriate hazard warning. Chemical users must be trained in the recognition and purpose of the placard if one is used in the area. Placards are frequently used in laboratories on small containers and squeeze bottles. 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.

Each department supervisor will check frequently to ensure that containers in the facility are labeled and that the labels are up-to-date.

### **EMPLOYEE INFORMATION AND TRAINING**

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 Human Resources Department provides initial hazard communication training online at: <http://www.sbccd.keenan.safecolleges.com/login>.

Additional training will be provided for employees by the department supervisor 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 MSDS'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 supervisory personnel. 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.

Each department supervisor assists users of chemicals, monitors employee training, and submits to District Human Resources records of employee training.

### **CONTRACTOR EMPLOYERS**

Each department supervisor will advise outside contractors of any chemical hazards in their respective areas which may be encountered in the normal course of their work at the College 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. 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.