

Chemical Hazard Communication Program
California State University Bakersfield
Rev: 10/98

INTRODUCTION

A Hazard Communication Program is required by Cal OSHA (8 CCR 5194) to protect the health and safety of the faculty, staff and students. This program includes guidelines for container labeling, provision of material safety data sheets (MSDS), maintaining chemical inventories and training.

CONTAINER LABELING

No container of hazardous substances will be released for employee or student use until it is labeled with:

- a. The name of the contents; and
- b. Appropriate hazard warnings.

Supervisors are responsible for adequate container labeling in their work area. All secondary containers will be labeled with a copy of the manufacturer's label or a generic label that provides space for material identification and hazard warnings.

MATERIAL SAFETY DATA SHEETS (MSDS)

Department heads are responsible for maintaining alphabetical MSDS files in areas under their control. All employees must have access to material safety data sheets in their work areas. If MSDS are not available, the area supervisor should be notified. If a MSDS is missing or is obviously incomplete, a new MSDS will be requested from the manufacturer. If the manufacturer does not respond to a request for a MSDS, report the situation to the Office of Safety and Risk Management (S&R) for follow-up. Cal OSHA will be notified if a manufacturer refuses to provide MSDS.

CHEMICAL INVENTORIES

Department heads are responsible for maintaining a complete inventory listing of hazardous substances in areas under their control. The inventory must list materials using an identity that is referenced in the appropriate MSDS. The storage location and maximum quantity to be stored must also be included. Departments are responsible for keeping chemical inventory spread sheets current. S&R will periodically request copies of current departmental chemical inventories for the annual campus wide chemical inventory file.

EMPLOYEE INFORMATION AND TRAINING

Everyone who works with or is potentially exposed to hazardous chemicals will receive training on the Hazard Communication Standard and the safe use of hazardous materials.

The training provided by S&R or qualified departmental staff will emphasize:

- a. The requirements of the hazard communication regulation, including worker rights;
- b. The location and availability of the written Hazard Communication Program;
- c. The chemical and physical properties of hazardous materials;
- d. The health effects of hazardous substances;
- e. Detection of a chemical release;
- f. Selection and use of personal protective equipment;
- g. Procedures for emergency response and the clean up of chemical spills; and
- h. Instructions for interpreting the information provided on labels and material safety data sheets.

It is important that all personnel understand the training. Supervisors are responsible for answering questions from employees, monitoring work practices and providing additional training whenever new hazards are introduced.

EMERGENCY RESPONSE PLANS AND PROCEDURES

Chemical spill response procedures are contained in the Chemical Hygiene Program and CSUB Hazardous Materials Response Plan. Those plans identify key campus personnel who must be notified in the event of an emergency. All employees will be informed of evacuation plans and emergency reporting procedures.

AUDITS

The Safety and Risk Manager will periodically audit departmental hazardous material inventories and MSDS files to make sure they are complete.

COMMUNICATION WITH CONTRACTORS

Upon notification from the Construction Coordinator, Procurement Staff or a department head arranging for contract services, the Office of Safety and Risk Management will provide contractors with written hazard communication information including:

- a. A list of hazardous substances the contractor's employees may be exposed to at the job site;
- b. Protective measures employees may take to lessen the possibility of exposure; and

- c. The location of material safety data sheets.

Each contractor bringing chemicals onto the campus must provide an inventory, container labels and MSDS.

ADDITIONAL INFORMATION

Employees and their designated representatives may obtain a copy of this program, interpretation of MSDS and chemical inventory lists at the Office of Safety and Risk Management.