

**California State University, Bakersfield
Hazard Communication Safety Program**



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD
Safety and Risk Management

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California State University Bakersfield

Hazard Communication Program

1. INTRODUCTION

A written hazard communication program is required by Cal OSHA Title 8 Section 5194 to protect the health and safety of the faculty, staff, students, and campus community. This program includes guidelines for labeling of containers, provision of Safety Data Sheets (SDS), maintenance of chemical inventories, and training for the use and storage of all hazardous materials.

- 1.1. 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 be taken to prevent exposure and how to respond if they are accidentally exposed. No employee shall engage in or be required to perform any task, which is determined to be unsafe or unreasonably hazardous.
- 1.2. The University shall make available to appropriate employees the information it has about any substance listed in the National Institute of Occupational Safety & Health (NIOSH) Registry of Toxic Effects of Chemical Substances which employees may use or to which they may be or have been exposed.

2. PURPOSE

The purpose of this program is to improve the detection, treatment, and prevention of occupational injuries, illness, and disease and to support a worker's right to know. It is further intended to ensure that departments and workers have the information necessary for them to know when they are working with or may be exposed to hazardous substances. Departments shall provide their employees with training in how to avoid exposure to hazardous substances and what to do if they are accidentally exposed to such substances.

3. SCOPE

This program shall apply to all campus departments that use, handle, or store hazardous substances (see Title 8 CCR 5194, Appendix A). This program applies to any hazardous substance that 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. RESPONSIBILITIES

4.1. The Office of Safety & Risk Management (SRM)

- Develop, implement, and monitor the Hazard Communication Program
- SRM will provide general Hazard Communication Training to university employees
- Assist departments in complying with the program requirements including labeling, Safety Data Sheets (SDS), employee information and training, and recordkeeping
- Conduct periodic inspections to document hazard communication compliance
- Maintain all environmental monitoring, employee exposure, and employee medical records

4.2. DEPARTMENT

- Develop local procedures to ensure effective compliance with hazard communication requirements of Cal OSHA Title 8 Section 5194 and the CSUB Injury and Illness Prevention Program (IIPP).
- 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 during an emergency.
- Develop methods to inform employees of the hazards of non-routine tasks in their work areas.
- With the assistance of SRM provide necessary training to their employees in how to avoid exposure to hazardous substances and what to do if they are accidentally exposed to such substances.

4.3. EMPLOYEE

Because of the number of potential hazards that may exist or be created in the work environment, each employee assigned to work with a hazardous substance will read and comply with all campus safety procedures including the IIPP and Haz Com Program, whether training is written or oral, prior to performing assigned duties.

5. LABELING

The employer shall ensure that all workplace containers are labeled and adhere to the following:

- Manufacturer labels shall not be removed or defaced.
- All users are required to label workplace containers into which hazardous substances are transferred from labeled containers.
- Workplace containers of hazardous substances must contain the original manufacturer label or be labeled, tagged, or marked with the following information:
 - Name of contents or product identifier cannot be chemical formula only.
 - Hazard statement, pictogram, precautionary statement and/or a combination thereof to provide hazard information of the container.
 - Date container was received.
- No container of hazardous substances will be released for employee or student use until it is properly labeled as described above.

6. SAFETY DATA SHEETS (SDS)

Department heads are responsible for maintaining alphabetical SDS files in areas under their control. All employees must have access to safety data sheets in their work areas or in a central location. If SDS are not available, the area supervisor should be notified. If an SDS is missing or is obviously incomplete, a new SDS will be requested from the manufacturer or vendor within 7 days. Manufacturers are required to provide an SDS at the time of initial order and anytime the SDS is updated. If an SDS is not provided by a manufacturer or vendor, the ordering personnel will:

- Obtain an electronic copy of the SDS from vendor or manufacturers website if available.
- Send a written request (i.e. email) to the manufacturer or vendor within seven (7) working days from the delivery date of the purchase. If not received by the 8th day, notify SRM that SDS was not received.
- SRM will notify the employee within fifteen (15) days of receipt of the SDS.
- SRM will notify the Director of the State Department of Industrial Relations if a response has not been received from the manufacturer within twenty-five (25) working days from the date of the request.

7. 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 at the time of assignment, when new hazards are introduced into the work area, and anytime the employer deems necessary. The training provided by Safety & Risk Management departmental staff will emphasize:

- The requirements of the hazard communication regulation, including worker rights;
- Operations in the work area where hazardous materials are used;
- The location and availability of the written hazard communication program and chemical inventory;
- The chemical and physical properties of hazardous materials;
- The health effects of hazardous substances;
- Detection of a chemical release;
- Selection and use of personal protective equipment (PPE);
- Procedures for emergency response and the cleanup of chemical spills; and
- Instructions for interpreting the information provided on labels and safety data sheets.

It is important that all personnel understand the training. Supervisors are responsible for answering questions from employees, monitoring work practices and informing employees of the hazards associated with chemicals used in nonroutine tasks.

8. RECORDKEEPING

- All environmental monitoring, employee exposure and employee medical records required by Cal OSHA shall be maintained by the Safety & Risk Management for a period of the term of employment plus thirty (30) years..
- All records will be made available upon request to the employee, former employee, an employee representative of either, or representative of the Chief of the Division of Occupational Safety and Health (DOSH), or the Director of NIOSH.
- Information considered to be pertinent to an employee exposure record to hazardous substances:
 - Workplace monitoring or measurement,

- Biological monitoring results which assess the absorption of a substance by body systems, and
 - SDS or if these are not available, any other information which reveals the identity of a toxic substance or harmful physical agent.
- Information considered to be pertinent to an employee medical record made or maintained by a physician, nurse, or other health care professional or technician is:
 - Medical and employment questionnaire or histories,
 - Results of medical examinations and laboratory and other diagnostic tests,
 - Medical opinions, diagnoses, progress notes, and recommendations
 - Descriptions of treatments and prescriptions, and
 - Employee medical complaints.
- A copy of SDS, written or electronic shall be maintained for a period of at least 30 years after the last date of employment for all individuals working with hazardous materials.
- Safety & Risk Management will make a copy of this Hazard Communication Program available, upon request, to employees, their designated representatives, DOSH, or NIOSH.

9. 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 SDS. Departments are responsible for keeping chemical inventories current using the Risk & Safety Solutions (RSS) software platform and are responsible for reconciling and certifying their inventories annually. For regulatory reporting purposes departments will certify their inventories by January 31st each year. Containers of hazardous substances will be kept no longer than five (5) years or no longer than manufacturer expiration date or whichever comes first. SRM will periodically monitor chemical inventories using the RSS inventory system.

10. COMMUNICATION WITH CONTRACTORS AND VENDORS

Upon notification from Facilities Management, Facilities Planning or Procurement staff or a department head arranging for contract services, the Office of Safety & Risk Management will provide contractors with written hazard communication information including:

- A list of hazardous substances or conditions that the contractor's employees may be exposed to at the job site;
- Information regarding the CSUB container labeling system;
- Protective measures employees may take to lessen the possibility of exposure;
- The location of safety data sheets.

This information will be provided at a pre-job meeting. Contractors are responsible for conveying this information to all subcontractors on their work site. Each contractor bringing chemicals onto the campus must provide an inventory, container labels, and SDS.