Table of Contents

Hazard Communication Program

Develop procedures to ensure effective compliance with requirements of this standard.
Provide the resources necessary to ensure that Personal Protective Equipment (PPE) is available for affected employees.
Develop and maintain an inventory of hazardous substances present in all work areas within the department.
If an SDS is not currently present in the department, obtain the SDS using the website: MSDS Online, contacting the manufacturer, or EHS.
Forward a hard or electronic copy of the MSDS to EH&S and keep original in departmental files.
Inform employees of the hazards and controls for non routine tasks.
Inform outside contractor's employees who work in areas under department jurisdiction of the hazardous substances to which those employees may be exposed.
Ensure that all exposure incidents are documented on the Employee Injury Accident Report and Supervisors Accident Investigation Report, and reported to Environmental Health and Safety.
Contact EHS for assistance when necessary.

2. Employees covered by the Hazard Communication Program:
   Understand the applicable components of the Hazard Communication Program.
   Report any exposure, accident, injury or illness to their supervisor or EH&S.
   Be certain that you understand the hazards of the chemicals and equipment with which you work. If you are not certain of the potential hazards, consult your supervisor, SDS and/or EHS. Any questions should be referred to Environmental Health and Safety at extension 4139.
   If a chemical spill occurs, immediately contact Environmental Health and Safety at extension x4139 or University Police Department at x3791. Do not attempt to clean up a hazardous materials spill unless you have been appropriately trained.
   Use personal protective equipment, including eye protection, gloves, coveralls, respirators, and other protective equipment, as the job requires.
   Post warning signs when hazards, such as radiation, lasers, flammable materials, biological hazards, mechanical hazards, or when other special hazards exist.

3. Environmental Health and Safety Office:
   EH&S will function as a technical resource to departments and their supervisors and will advise them as to the requirements of the CSUEB Hazard Communication Program. Supervisors are encouraged to utilize EH&S services to assist them in carrying out their responsibilities EH&S shall provide the following services to UCSB departments as requested:

   Develop and maintain the written "Hazard Communication Program".
   Advise and assist departments in complying with the program requirements including labeling, Safety Data Sheets (SDS), employee information and training.
   Provide consultation, monitoring, and training support services related to chemical safety.

Arrange for employee exposure monitoring as required.
Provide regular, formal audits for compliance with the HCP.
Monitor chemical procurement, use and disposal.
Maintain master inventory of hazardous substances on campus.
Maintain all environmental and employee exposure monitoring records.
Provide employees with exposure records.
Maintain training records related to the Hazard Communication Program.

4. Non-University Employees (Contractors)

This section outlines the University Representative's and Contractor's responsibilities when campus personnel or a contractor's employees may be exposed to hazardous substances during a project.

a) University Responsibilities:
In order to ensure the health and safety of outside vendors it is the responsibility of the Project Manager or other university representative to provide contractors with the following:
A list of campus hazardous substances that employees

6.0 Definitions

ACUTE: Acute effects usually occur rapidly as a result of short term exposures, and are of short duration.

CARCINOGEN: A substance is considered to be a

IRRITANT: A substance, which is not corrosive, but which causes a reversible inflammatory effect on living tissue by chemical action at the site of contact.

LABEL: Any written, printed, or graphic material displayed on or affixed to containers of hazardous substances.

MATERIAL SAFETY DATA SHEETS (MSDS): Written or printed material concerning a hazardous substance, which is prepared in

TARGET ORGAN EFFECTS: The following table categorizes target organ effects which may occur:

AGENT:

TOXIC: A substance falling within any of the following categories:

1. A substance that has a median lethal dose (LD50) of more than 50 milligrams per kilogram but not more than 500 milligrams per kilogram.
2. A substance that has a median lethal dose (LD50) of more than 200 milligrams per kilogram but not more than 1,000 milligrams per kilogram.
3. A substance that has a median lethal concentration (LC50) in air of more than 200 parts per million but not more than 2,000 parts per million by volume of gas or vapor, or more than 2 milligrams per liter but not more than 20 milligrams per liter of mist, fume, or dust, when administered by continuous inhalation for one hour.

TRADE

9. See Appendices A through C for examples of Global Harmonization System labeling, Department of Transportation labeling and other labeling used at CSUEB.

9.0 Safety Data Sheets (SDS)

1. Employers shall have a material safety data sheet available for each hazardous substance in use.
2. Each material safety data sheet shall be in English and shall contain at least the following information:

   Section 1, Identification;
   Section 2, Hazard(s) identification;
   Section 3, Composition/information on ingredients;
   Section 4, First aid measures;
   Section 5, Fire fighting measures;
   Section 6, Accidental release measures;
   Section 7, Handling and storage;
   Section 8, Exposure controls/personal protection;
   Section 9, Physical and chemical properties;
   Section 10, Stability and reactivity;
   Section 11, Toxicological

5. Employees shall be trained in the physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area, and the measures they can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.
6. Employees shall be trained in the details of the hazard communication program developed by the employer, including an explanation of the labels received on shipped containers and the workplace labeling system used by their employer and the safety data sheet, and how employees can obtain and use the appropriate hazard information.
7. Employees shall be informed of their right:
    a. To personally receive information regarding hazardous substances to which they may be exposed;
    b. For their physician or collective bargaining agent to receive information regarding hazardous substances to which the employee may be exposed;
    c. Against discharge or other discrimination due to the employee's exercise of rights afforded pursuant to the provisions of the Hazardous Substances Information and Training Act.
8. Whenever the employer receives a new or revised material safety data sheet, such information shall be provided to employees on a timely basis not to exceed 30 days after receipt.

11.0 Trade Secrets

1. Trade secret information must be released in certain circumstances. Information on the specific chemical identity of a trade secret substance may be requested in medical emergencies as well as in non-emergency situations.
2. In the case of a medical emergency, the chemical identity must be immediately disclosed to medical personnel.
3. In non-emergency situations, disclosure shall be made to health or safety professionals and to employees and their designated representatives upon a written request, which
    a. Explains why the disclosure of the specific chemical identity is essential, and
    b. Describes the procedures by which the disclosed information will be kept confidential.

12.0 Document History

Document Revision	Date	Prepared by:	Approved by:	Comment
New – Version 0	01 Nov 2010	EHS	D. Placzek	New program
Version 1	30 May 2012	EHS	D. Placzek	Added EHS Sega[illegible]

AppendixA: GlobalHarmonization „N¦V4aâT# aB)bPÀ 0

Appendix B: Other Pictograms used at CSUEB

Biohazardous

Radioactive

National Fire Protection Association Diamond (NFPA)

Blue = Health Hazard, Ranges from 0 (Normal material) to 4 (Deadly)
Red = Flammability, Ranges from 0 (Will not burn) TO 4 (Flashpoint 73 F)
Yellow = Reactivity, Ranges from 0 (Stable) TO 4 (May detonate)
White = Special hazard

Signal Words or Degrees of Hazards

= Highest (Stable)

Appendix C: Department of Transportation Labels