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APPENDICES

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1.0 POLICY

It is the policy of the California State University, Sacramento (Sacramento State or the University) to ensure that 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. Employees shall be trained in the precautions to take to prevent exposure and actions to take if an accidentally exposed occurs as required by California Code of Regulations, Title 8, Sections 337-340.2, and 5194. No employee shall engage in or be required to perform any task which is determined to be unsafe or reasonably hazardous.

This document uses the Globally Harmonized System (GHS) for classification and labeling of chemicals which was incorporated into the 2013 Cal/OSHA Hazard Communication Standard (California Code of Regulation (CCR), Title 8, §5194). Sacramento State is transitioning to the GHS system beginning with completion of GHS training for all affected employees.

2.0 PURPOSE

Hazardous substances in the workplace, in some forms and concentrations, pose potential acute and chronic health hazards to employees who are exposed to these substances. Departments and employees have a right and a need to know the properties and potential hazards of substances to which they may be exposed. Such knowledge is essential in reducing the incidence and cost of occupational disease. The purpose of this program is to improve the detection, treatment, and prevention of occupational illness and disease and to support workers’ 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. This program is also intended to ensure that departments 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.

This document is to establish systems and procedures to meet the following Hazard Communication (HazCom) requirements:

- Identification and listing of hazardous chemicals present in the workplace
- Establish a system for ensuring access to safety data sheets
- Identify method of informing employees of labeling system and other forms of warning
- Establish a system of informing employees of hazards for routine and non-routine tasks
- Training
- Establish a system to inform contractors of potential chemical hazards and precautionary measures
- Ensure written program is available to employees
3.0 SCOPE

This document applies to all University employees (including paid work study students, paid student employees, and also volunteers) and Departments. All personnel shall comply with the provisions outlined in this document.

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 or use or in a foreseeable emergency.

3.1 Exempt or Partially Exempted Operations & Substances

3.1.1 Research and Teaching Laboratories that meet the “laboratory use of hazardous chemicals” definition.

If all of the following criteria are met then the lab is classified as an “excepted lab” and is covered under the Occupational Exposures to Hazardous Chemicals in Laboratories (8 CCR §5191) and Sacramento State Chemical Hygiene Plan requirements:

• Chemical manipulations are carried out on a “laboratory scale”;
• Multiple chemical procedures or chemicals are used;
• The procedures involved are not part of a production process, nor in any way simulate a production process; and
• “Protective laboratory practices and equipment” are available and in common use industry-wide to minimize the potential for employee exposure to hazardous chemicals.

These laboratories are typically under the direct supervision and regular observation of an individual who has knowledge of the physical hazards, health hazards, and emergency procedures associated with the use of the particular hazardous chemicals involved, and who conveys this knowledge to employees in terms of safe work practices.

3.1.2 Operations where chemicals are only handled in sealed containers and are not opened under normal conditions.

These operations are partially exempt from the regulatory requirements. However, employees of such operations must:

• Ensure labels are not removed or defaced;
• Maintain SDSs and ensure SDSs are readily accessible during the work shift; and
• Be provided information and training to the extent necessary to protect employees in the event of a spill or leak of a hazardous chemical from a sealed container.

Such operations could include warehouses, store rooms, and shipping and receiving.

3.1.3 Exempted Substances

• Hazardous waste;
• Tobacco or tobacco products;
• Wood or wood products;
• Articles;
• Food, drugs or cosmetics intended for personal use;
• Consumer products used in the workplace when used as a normal consumer would (example: white out, glass cleaner, spray paint for short, one-time applications, etc.). Employee exposure to the product cannot be significantly; and
• The use of a chemical in compliance with regulations of the Director of the Department of Pesticide Regulation issued pursuant to section 12981 of the Food and Agricultural Code.

4.0 RESPONSIBILITIES

4.1 Department Heads, Chairs, and Managers

- **Ensure Compliance:** Ensure that the IIPP is being followed within their Departments. 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.

- **Document Department Procedures:** Develop departmental procedures to ensure effective compliance with the hazard communication requirements of Section 5194, Title 8, California Administrative Code.

- **Complete & Up-to Date Inventories:** Develop and maintain an inventory of hazardous substances present in all work areas within the department.

- **Resource Allocation:** Substantiate the need for, and request through the appropriate management command chain, resources necessary for the correction of safety hazards.

- **Ensure Effectiveness:** Evaluate, with the assistance of staff input, the effectiveness of safety programs implemented, and provide recommendations for improvement to the Campus Safety and Environmental Health Committee.

- **Disciplinary Actions:** Assist supervisors in taking appropriate actions against employees, who knowingly and/or consistently violate safety rules and guidelines.

- **Training:** Ensure that employees are appropriately trained for the responsibilities assigned.

4.2 Supervisors & Principle Investigators (PI)

Supervisors and Principal Investigators (PIs) are responsible for implementing HazCom at the operational level and ensuring the safe use of hazardous chemicals for all areas under their supervision. Responsibilities include:

- **Ensure Compliance:** Ensure that the IIPP and other safety programs are followed within their work groups. 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.

- **Hazard Assessment:** Completing a hazard assessment/ personal protective equipment certification (8 CCR, 3380 – Personal Protective Device) as needed

- **Safety Concerns:** Assist employees in identifying and correcting safety concerns.
Corrective Actions: Identify and take appropriate action to correct safety and environmental health deficiencies.

Notification: Notify their Manager/Chair when the correction of deficiencies requires the allocation of financial and physical resources beyond the Supervisor’s or Lead Person’s authority.

Disciplinary Action: Recommend corrective or disciplinary action to the manager when employees knowingly and/or consistently violate safe work practices.

Enforcement: Enforce the use of all required personal protective equipment (PPE), safety programs or procedures necessary for the safe completion of an employee’s job responsibilities.

Training: Provide training and information to anyone who may be affected by work with hazardous chemicals, including ready access to SDSs and emergency procedures for hazardous chemicals used in the work area.

4.3 Employees

Compliance: Review and follow the guidelines of the Sacramento State University IIPP, Hazard Communication Program, and any other environmental health and safety programs.

Corrective Action: Take appropriate action to protect themselves and coworkers from recognized hazards. Immediately take appropriate action to abate and correct unsafe or potentially hazardous conditions or report them to a supervisor, manager, or someone who can abate the unsafe condition.

Training: Complete all assigned safety training requirements. Refrain from entering into work tasks that require specialized training, until such training has been completed.

Hazard Awareness: Know the hazards and precautionary procedures for hazardous chemicals used in the work area;

Safe Work Practices: Following safe work practices, standard operating procedures (SOPs) and wearing proper personal protective equipment (PPE) when working with hazardous chemicals; and

Reporting: Immediately reporting accidents, incidents (including near misses), and unsafe conditions to your supervisor.

4.4 Office of Environmental Health & Safety
The Hazard Communication Administrator is the Office of Environmental Health & Safety. Responsibilities include:

Annual Review: Developing, Implementing, and ensuring that the CSUS Hazard Communication program is reviewed annually.

Oversight: Oversee the development of written OSHA required environmental health and safety documents, training programs, and employee training matrices and schedules.
• Consultation: Assist with evaluation of hazardous properties of chemicals, hazard assessments and PPE selection. Provide guidance on new or proposed regulatory requirements.

5.0 CHEMICAL INVENTORY

5.1 Chemical List (Inventory)
All departments that use, handle or store hazardous chemicals must maintain an inventory of the hazardous chemicals present in their work areas. Inventories must be documented, kept in the Department office or space where hazardous chemicals are present, and copy provided to the Office of Environmental Health & Safety.

6.0 LABELS

6.1 General Requirements
Every container of a hazardous chemical, except containers that will contain chemicals for immediate use, must be labeled, tagged, or marked to identify the substance and appropriate hazard warnings.

6.2 Manufacturers Labels
The manufacturer’s original label shall provide:
• Identity of the hazardous substance;
• Signal word;
• Hazard statement(s);
• Pictograms (see Appendix C);
• Precautionary statement(s); and
• Name and address of the manufacturer, importer or responsible party.

Detailed information on manufacturer labels and label requirements can be found online: http://www.osha.gov/dsg/hazcom/appendix_c.pdf

Labels shall be:
• Legible;
• In English; and
• Prominently displayed on the container.

The original label shall not be removed or defaced unless the container is immediately marked with the required information

6.3 Workplace Labels
6.3.1 Minimum Requirements
• Every container of a hazardous chemical must be labeled, tagged, or marked, in English, to identify the chemical and to provide appropriate specific hazard warnings for physical and/or health hazards;
• Portable secondary (workplace) containers used immediately by the person performing the transfer are not required to have labels; and
• Non-hazardous substances (e.g., distilled water) should be labeled in order to avoid confusion.

6.3.2 Acceptable Labeling Conventions

• Best practice is to include all information that is provided on the manufacturer’s label.
• If a set of abbreviations is used routinely in the work area, definitions of the abbreviations must be posted in a prominent place in the work area and available to all employees.
• Alternative methods such as signs, placards, process sheets, and operating procedures are acceptable for individual stationary process containers, provided that the information is conveyed to all affected persons. Commonly used labeling systems include Department of Transportation, National Fire Protection Association and Hazardous Materials Identification System (see Appendix D).
• Examples of acceptable labeling conventions include:
  o Small volume containers such as micro-scale test tubes and vials can be placed in a rack and the rack can be labeled with the name of the hazardous chemical and the appropriate hazard;
  o Containers are labeled with a symbol and a sign is posted defining the meaning of the symbol; the posted information must include the name of the hazardous chemical and the appropriate hazard; and
  o Secondary container labeled with unique product or common name must also contain the appropriate hazard warning; example “Concentrated Accelerant”

6.3.3 Workplace Signage

The poster "Safety Data Sheets, Labels, and Hazardous Chemical Emergencies," (see Appendix E) must be displayed in all areas where hazardous chemicals are used, handled or stored. Departments must fill in all blank spaces (e.g., location of SDSs) on the poster.

6.3.4 Labeled/Unlabeled Pipes

Aboveground pipes transporting hazardous substances (gases, vapors, liquids, semi-liquids, or plastics) shall be labeled in accordance to 8 CCR §3321, “Identification of Piping.” Employees shall not work on any unlabeled pipes until:
• The contents of the pipe are determined; and
• Appropriate safety precautions have been determined for the work.

7.0 SAFETY DATA SHEETS

7.1 General Requirements

Departments must maintain copies of any SDS received with incoming shipments of hazardous chemicals, obtain SDS of hazardous chemicals if received without an SDS, and shall ensure that
SDSs are readily accessible during each work shift. SDSs may be maintained in electronic form so long as there are no barriers to employee access.

7.2 **Globally Harmonized System format**

By June 2015, all SDSs must be GHS-compliant. SDSs will have a consistent 16-section format with the following sections (see Appendix B for details):

- 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 Control/Personal Protection
- Section 9: Physical and Chemical properties
- Section 10: Stability and Reactivity
- Section 11: Toxicological Information
- Section 12: Ecological Information (non-mandatory)
- Section 13: Disposal Considerations (non-mandatory)
- Section 14: Transportation Information (non-mandatory)
- Section 15: Regulatory Information (non-mandatory)
- Section 16: Other Information

8.0 **EMPLOYEE INFORMATION AND TRAINING**

8.1 **General & Department Specific**

Employees must complete the *initial online Hazard Communication training*. Also, *employees must be retrained whenever a new chemical hazard is introduced into their work area*. In addition, employees must be trained on the specific hazards of the chemicals used in their department. Training must cover the following:

a. Requirement of this section, and location of the written Hazard Communication Plan

b. Signs and symptoms related to the exposures to hazardous chemicals used in the work area;

c. Methods that may be used to detect the presence or release of a hazardous chemical. This could include industrial hygiene monitoring, the use of continuous monitoring devices, visual appearance, or odors of chemicals;

d. Specific procedures to protect employees such as safe work practices, standard operating procedures (SOPs), emergency response procedures, and use of personal protective equipment to protect themselves from exposure to hazardous substances;

e. Physical, health, simple asphyxiation, combustible dust, pyrophoric gas hazards, as well as hazards not otherwise classified;

f. Details of manufacturer labels, SDSs and workplace labeling system, and how that information can be used to assure safe handling and storage; and
g. Procedure for addressing non-routine tasks involving hazardous chemicals.

8.2 Frequency

Supervisors and Principal Investigators must provide employees information and training regarding the physical and health hazards of the chemicals in the work area before assigning employees to work with hazardous chemicals. Refresher training is required whenever a new chemical hazard is introduced into the workplace or a new or updated SDS is received. Refresher training must be completed at least once every three years.

8.3 Non-routine Tasks

Employees must be provided training or refresher training prior to engaging in a non-routine task. Employees must be provided hazard notification and precautionary measures to avoid or minimize the potential for risk of exposure.

9.0 MULTI-EMPLOYER WORKPLACES (INFORMING CONTRACTORS & CONTRACT WORKERS)

9.1 Contractor requirements

Hazard information, which includes access to SDS, must be made available to contractors and contract workers if the work is to be performed in the presence of hazardous chemicals. Contractors and contract workers must also disclose hazard information for hazardous chemicals that are brought into the work area that may affect campus employees.

The CSUS Contractor Safety Program (http://www.csus.edu/aba/ehs/safety-management/construction-safety/contractor-safety-program.html) will be used to inform Contractors of the potential hazardous chemicals or materials that are present at the job site on campus. The program includes Contractor Safety Guidelines, Potential Hazard Notification, Health & Safety Information Sheet, Job Start Safety Checklist, and Notice of Non Compliance.

10.0 EMERGENCY PROCEDURES