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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 are informed of the hazards of those materials. Employees shall be trained in the precautions to take to prevent exposure and actions to take if an accidental exposure occurs. No employee shall engage in or be required to perform any task which is unsafe or where hazards have not been mitigated.

## **2.0 PURPOSE**

The purpose of this program is to ensure that employees are aware of the hazards of the materials they work with, how to prevent exposure and what to do in the event of a spill or inadvertent exposure.

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 students. All persons 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 or classroom in such a manner that employees or students may be exposed under normal conditions of use or in a foreseeable emergency.

### **3.1 Exempt or Partially Exempted Operations & Substances**

#### **3.1.1 Research and Teaching Laboratories**



Use of hazardous chemicals in laboratories is covered by the campus [Chemical Hygiene Plan](#).

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

These operations which may exist occur in warehouses and shipping and receiving 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.

**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 significant; 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.

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**4.0 RESPONSIBILITIES**

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**4.1 Department Heads, Chairs, and Managers**

- 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.
- Develop departmental procedures with support from EH&S to ensure effective compliance with the hazard communication requirements.
- 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 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.
- With assistance from EHS as needed, complete a hazard assessment/ personal protective equipment certification (8 CCR, 3380 – Personal Protective Device) as needed
- Assist employees in identifying and correcting safety concerns.
- Identify and take appropriate action to correct safety and environmental health deficiencies.
- 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.
- 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.
- Provide department specific training and information to persons who work with hazardous chemicals, including ready access to SDSs and emergency procedures for hazardous chemicals used in the work area. SDSs can be found at <https://msdsmanagement.msdonline.com/8511b604-100d-449a-9a6b-366eff19da04/ebinder/?nas=True>, or the manufacturer's website.

## 4.3 Employees

- Review and follow the guidelines of the campus IIPP, Hazard Communication Program, and any other environmental health and safety programs.
- 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.
- Complete all assigned safety training requirements.
- Know the hazards and precautionary procedures for hazardous chemicals used in the work area.
- Follow safe work practices, standard operating procedures (SOPs) and wear proper personal protective equipment (PPE) when working with hazardous chemicals.
- Immediately report accidents, incidents (including near misses), and unsafe conditions to your supervisor.
- Stop Work Authorization: All employees are authorized to stop work when a perceived hazard or behavior may result in imminent danger. This authority is extended to all employees without fear of retribution.

## 4.4 Office of Environmental Health & Safety

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



- Developing, Implementing, and ensuring that the campus Hazard Communication program is reviewed annually.
- Oversee the development of written environmental health and safety documents, training programs, and employee training matrices and schedules.
- Assist with evaluation of hazardous properties of chemicals, hazard assessments and PPE selection. Provide guidance on new or proposed regulatory requirements.
- Training: Provide employee training on the contents of this program.

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## **5.0 CHEMICAL INVENTORY**

### **5.1 Chemical Inventory**

All departments that use, handle or store hazardous chemicals must maintain an inventory of the hazardous chemicals present in their work areas. Inventories will be maintained and regularly updated through the Risk and Safety Solutions (RSS) software Inventory tool. For assistance with setting up your chemical inventory, please contact the EH&S Chemical Hygiene Officer at 916-278-5176.

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## **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](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.
- Examples of acceptable labeling conventions include:
  - 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;
  - 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
  - Secondary container labeled with unique product or common name must also contain the appropriate hazard warning; example "Concentrated Degreaser"

### 6.3.3 Labeled/Unlabeled Pipes

Above-ground 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.

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## 7.0 SAFETY DATA SHEETS

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### 7.1 General Requirements

Departments must assure that SDSs are available in the workplace for all chemicals used or stored. SDSs may be maintained in electronic form so long as there are no barriers to employee access. Electronic SDSs can be found at: <https://msdsmanagement.msdsonline.com/8511b604-100d-449a-9a6b-366eff19da04/ebinder/?nas=True>. Most manufacturers also have electronic access to SDSs on their website. Departments may also maintain a binder of all active SDSs in the workplace.

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## **8.0 EMPLOYEE INFORMATION AND TRAINING**

### **8.1 General & Department Specific**

Employees must complete the initial online or instructor-led Hazard Communication training prior to using hazardous chemicals and retrained whenever a new chemical hazard is introduced into their work area. Training must cover the following:

- Requirement of this section, and location of the written Hazard Communication Plan
- Signs and symptoms related to the exposures to hazardous chemicals used in the work area;
- 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;
- 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;
- Physical, health, simple asphyxiation, combustible dust, pyrophoric gas hazards, as well as hazards not otherwise classified;
- Details of manufacturer labels, SDSs and workplace labeling system, and how that information can be used to assure safe handling and storage; and
- 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 and whenever a new chemical is used. Additionally, 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.

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## **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 ([https://www.csus.edu/campus-safety/environmental-health-safety/safety-management/construction-safety/documents/contractor\\_safety\\_guidelines.pdf](https://www.csus.edu/campus-safety/environmental-health-safety/safety-management/construction-safety/documents/contractor_safety_guidelines.pdf)) 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 PREVENTION OF SPILLS, ACCIDENTS AND CHEMICAL RELEASES**

**10.1 Overview and Responsibilities**

The majority of spills or releases can be prevented through careful planning, using good techniques, maintenance of good housekeeping and careful, deliberate action.

<b>Potential Cause of Spill</b>	<b>Prevention Technique</b>
Container tips over	Secure containers and equipment to minimize the possible of tipping. Keep benches clear of non-essential items. Do not rush through procedures.
Container dropping	Keep containers and equipment as low as possible. Use bottle carriers or carts to move chemicals.
Breaking a container or a piece of experimental apparatus	Assure apparatus is effectively secured. Provide pressure relief where necessary and vent into fume hood or other safe location. Use caution when removing or replacing chemical containers from shelving and cabinets.
A runaway reaction	Plan experimental reactions to anticipate and to provide controls for undesired outcomes such as overheating and excessive pressures.
Releases during transfer of materials from one container to another	Pay attention to what you are doing. Provide secondary containment or absorbent pads under work area.
Holes and other leaks in transfer equipment such as pipes, hose, or valves	Inspect for holes, cracking or other evidence of deterioration.
Placing material in an incompatible container or apparatus	Check for chemical compatibility with all vessels used to store or transport chemicals prior to use.
Breakage of thermometers or similar experimental equipment	Select equipment that has reduced potential for breakage, e.g., replace mercury thermometers and electronic temperature devices.





This section provides the information needed to respond to these events in laboratories, shops and classrooms where chemicals are used or stored.

**Faculty, and any other University employee, graduate student or designee who supervises students have the responsibility to respond to a situation involving students; employees who do not supervise students in a classroom or laboratory do not have responsibility to respond to injury or spill incidents involving students.**

1. Learn and understand the information in this section.
2. Using the chemical inventory, know exactly which chemicals are being used as teaching and research materials and stored where you work, where you do research, and for the classes you teach, and how to safely use those chemicals, use personal protective equipment (PPE) as necessary, know what to do in the event of a spill or accident, and know how to properly dispose of any chemical or hazardous waste generated by the instructional or research activity.
3. Be aware that to the best of your ability, you may need to distinguish between a basic first aid situation and one that requires medical attention beyond first aid.
4. Be aware that to the best of your ability, you may need to distinguish between a simple chemical spill and a complex chemical spill using the information in this section (10.3).
5. Know how to respond to a simple spill or a complex spill using the information in this section (10.3).
6. Know whom to call, what numbers to use, and where the campus emergency phones are.
7. Know the procedures and locations of exits in the event the area needs to be evacuated.
8. Know the locations for closest eye wash fountains and emergency showers and know the procedures for when and how to use them.
9. Know when and how to contact the University's Environment Health and Safety (EHS) Department in advance of any incident to answer any questions about these responsibilities, or other questions related to chemical inventory, chemical use, chemical hazards, personal protective equipment (PPE), emergency response procedures or hazardous waste.
10. Provide detailed information and training to all students for whom you have teaching responsibility about how to properly identify chemicals being used as teaching or research materials in each and every laboratory or classroom you teach, know and understand the hazards of those chemicals, the exact personal protective equipment (PPE) that must be



used when these chemicals are present, how to respond in the event of an injury, or either simple or complex accident spill, and how to properly dispose of used and unwanted hazardous chemicals as hazardous waste.

11. Before beginning any laboratory task where you teach students as faculty or instructor, or conduct research as investigator, know what to do in the event of an emergency situation, including the location of first aid kits, eye washes, emergency showers, fire extinguishers, fire alarm pull stations, and spillkits.
12. Follow instructions in Section 10.2 or 10.3 to ensure that in the event of a student injury or chemical exposure, appropriate medical attention is received.
13. Know how to report to the EHS Department injuries requiring medical treatment or complex chemical spills or chemical exposures to any employee or student as soon as possible.

**University employees who work with chemicals or where they are stored, used, or disposed have the following responsibilities:**

1. Learn and understand the information in this section, 10.0
2. Using the chemical inventory, know exactly which chemicals are present and being used and stored where you work, and how to safely use hazardous chemicals, use personal protective equipment as necessary, know what to do in the event of a spill or accident, and know how to properly dispose of any chemical or hazardous waste generated by your work activity.
3. Be aware that to the best of your ability, you may need to distinguish between a basic first aid situation and one that requires medical attention beyond first aid for all incidents that occur in your workplace, except for those that involve students who are already under direct supervision of faculty.
4. Be aware that to the best of your ability, you may need to distinguish between a simple chemical spill and a complex chemical spill using the information in this section (10.3) for all incidents that occur in your workplace, except for those that involve students who are already under direct supervision of faculty.
5. Know how to respond to a simple spill or a complex spill using the information in this section (10.3).
6. Know who to call, what numbers to use, and where the campus emergency phones are.
7. Know the procedures and locations of exits in the event the area needs to



be evacuated.

8. Know the locations for closest eye wash fountains and emergency showers and know the procedures for when and how to use them.
9. Know when and how to contact the University's Environment Health and Safety (EHS) Department in advance of any incident to answer any questions about these responsibilities, or other questions related to chemical inventory, use, personal protective equipment, emergency response procedures or hazardous waste.
10. Before beginning any work task involving chemicals, know what to do in the event of an emergency situation, including the location of first aid kits, eye washes, emergency showers, fire extinguishers, fire alarm pull stations, and spill kits.
11. Follow instructions in Section 10.2 or 10.3 to ensure that in the event of any injury or chemical exposure appropriate medical attention is received for incidents that involve persons who are not under the direct supervision of faculty.
12. Know how to report to the EHS Department and Workers Compensation Department any injuries requiring medical treatment or complex chemical spills or hazardous chemical exposures to any employee as soon as possible.

**Students who are in classrooms, laboratories, or other campus facilities where chemicals are used have the following responsibilities:**

1. Learn and understand the information in this section
2. Using the chemical inventory and information provided by your faculty instructor, graduate assistant, or room supervisor, know exactly which chemicals you are using, know how to safely handle those chemicals, how to use personal protective equipment as necessary, and know what to do in the event of a spill or accident.
3. Know and understand the specific chemical safety and emergency response information and training provided by your faculty or other university instructor or supervisor.
4. Know how to report any incident that requires first aid or medical treatment to your faculty or other university instructor or supervisor.
5. Know how to report any chemical spill using the information in this section to your faculty or other university instructor or supervisor.



Additional information is available including:

- [Crisis Planning / Emergency Preparedness](#)
- [Emergency Response Manual](#)
- [Building Evacuation Plans](#)
- Recognizing First Aid:  
<https://www.osha.gov/SLTC/medicalfirstaid/recognition.html>

## 10.2 Accidents – No chemicals involved

**In the event you sustain an injury or illness in a university facility where chemicals are present or being used, but the incident does not involve a chemical spill or any chemical exposure:**

1. Notify the person supervising the location immediately, if possible. If the injured person is the location supervisor, the Department leadership must be notified. In the event the injured person cannot initiate this notification, another person close to the situation must make that immediate notification.
2. To the best of the ability of the injured person and the location's faculty or supervisor, determine if the situation requires basic first aid or will require medical treatment. If a determination cannot be immediately made, the immediate response is to assume the situation requires medical treatment.
3. For all cases that require medical treatment, the faculty or supervisor or other witness must immediately call **911 on the campus phone** and indicate an event has occurred that requires immediate medical attention.
4. If a **cell phone** is used, call **Campus Police Dispatch (916) 278-6000** - the caller must provide exact location information (Building-Floor-Room) and indicate that there is a need for immediate emergency medical response.
5. Faculty or supervisors are to assist the injured as possible and remain with the injured person until campus police and professional emergency medical technicians (EMTs) arrive.
6. Additional persons who are available can assist arriving EMTs in speedily locating the building, floor and room.
7. For simple first aid cases, the faculty or location supervisor may choose to assist the injured person with first aid, using materials found in the first aid kit.
8. In the event a student believes additional medical observation and advice is needed after the simple first aid is rendered, he or she may choose to



visit the WELL. It is advised to call the WELL at 916-278-6461 to make sure they are open if the incident occurs after 4pm.

9. If the student decides to visit the Well, the faculty or supervisor may choose to accompany the student to the Well depending on circumstances.
10. Immediately after calling for medical assistance or providing first aid, the Department Chair is to be notified.
11. If any person receives medical attention beyond basic first aid, whether or not it involves chemical exposure, the **EH&S Department** must be notified as soon as possible but not more than 8 hours after the incident at **(916) 278-2020**. EH&S will report the event to Cal-OSHA if necessary, investigate the accident, and conduct exposure monitoring as needed.
12. For medical treatment cases involving Faculty, university employees or students employed by the university, the 24/7 Workers Compensation line (844) 253-6460 must be contacted as soon as possible and a Workers Compensation case initiated.

### 10.3 Accidents – Chemical Spill

**In the event there is a chemical spill, or you sustain an injury or illness or chemical exposure in a university facility where chemicals are present or being used:**

1. Notify the person supervising the location immediately, if possible
2. If the injured or chemically exposed person is the location supervisor, the Department leadership must be notified.
3. In the event the injured or chemically exposed person cannot initiate this notification, another person close to the situation must make that immediate notification.
4. To the best of the ability of the location's faculty or supervisor, use the information in this section (14.3) to **determine if the situation is a simple chemical spill or a complex chemical spill**. If a determination cannot be immediately made, the immediate response is to assume the situation is a complex chemical spill. How to respond both types of spills is below.
5. For cases where a hazardous chemical exposure has occurred that requires medical treatment, the faculty or supervisor or other witness must immediately must **call 911 on the campus emergency phone** and indicate a chemical exposure event has occurred that requires immediate medical attention.
6. If a **cell phone** is used, call **Campus Police Dispatch (916) 278-6000** - the caller must provide exact location information (Building-Floor-Room)



and indicate that there is a need for immediate emergency medical response.

7. Faculty or supervisors are to assist the injured as possible and remain with the injured person until campus police and professional emergency medical technicians (EMTs) arrive.
8. Faculty, instructors, or other University personnel with supervisory responsibility for the location where the incident has occurred make the determination whether to use the showers or eye washes.
9. For hazardous chemical exposures, this assistance may involve immediately using the eyewash fountain, or the emergency shower.
10. Eyewash fountain and showers are to be used for 15 minutes. Contaminated clothing and lab coats must be removed to the extent possible.
11. Washing off a minor exposure to a non-hazardous chemical or using only the eyewash fountain is first aid, not medical treatment, and may not require calling 911.
12. Assisting personnel are advised to limit contamination of the building with a hazardous chemical by NOT taking the exposed person outside the lab and into hallways and bathrooms, unless immediate evacuation from the location is warranted, based on significant hazards of the spilled or released chemical.
13. Faculty, staff and supervisors, and any other assisting personnel must use appropriate Personal Protective Equipment to limit their own exposure while assisting the person exposed to a hazardous chemical, so that only those with proper PPE may assist.
14. For first aid cases and simple spills only, the faculty or location supervisor may assist the injured person by providing first aid, or for minor or non-hazardous chemical exposure, in ensuring that the person can appropriately remove contaminated clothing or PPE and ensuring the chemically exposed body parts are washed.
15. For students who have a minor or non-hazardous exposure, after washing or first aid as appropriate, the student may choose to have additional medical observation and advice. In these cases, he or she may choose to visit the WELL. It is advised to call the WELL at 916-278-6461 to make sure they are open if the incident occurs after 4pm.
16. If the student decides to visit the Well, the faculty or supervisor may choose to accompany the student to the Well depending on circumstances.
17. Immediately after medical assistance has been called or first aid rendered, the Department Chair is to be notified.



If any person receives medical attention beyond basic first aid, whether or not it involves chemical exposure, the **EH&S Department** must be notified as soon as possible but not more than 8 hours after the incident at **(916) 278-2020**. EH&S will report the event to Cal-OSHA if necessary, investigate the accident, and complete exposure monitoring as needed.

For medical treatment cases involving Faculty, university employees or students employed by the university, the 24/7 **Workers Compensation** line **(844) 253-6460** must be contacted as soon as possible and a Workers Compensation case initiated.



**DETERMINING A SIMPLE CHEMICAL SPILL:**

**All** of the following criteria **must** be met to define a simple chemical spill.

1. The material released must be known to the faculty, employee, graduate student or supervisory designee in charge of the location where the release occurs.
2. This particular knowledge of the chemical teaching/research material enables the faculty, employee, graduate student or supervisory designee to immediately determine if the volume, toxicity, flammability or environmental effects of the material can be safely managed and cleaned up using the standard personal protective equipment (PPE) already being worn in the location.
3. Standard PPE ( fresh gloves, lab coat, goggles) are used to safely work with the chemical
4. A fume hood is NOT needed to work with material (see fume hood spill below)
5. The spill has NOT occurred in a public space (ex. hallway, elevator, etc.)

**ADDITIONAL SIMPLE SPILL DEFINITIONS**

1. Low volume incidental release, splash, or drip of chemical teaching/research materials which are known to the faculty, staff, and graduate students responsible for the specific classroom, laboratories, countertops, measuring/weighing locations and fume hoods is not a spill, if it can be managed safely with standard PPE.
2. Safe housekeeping of these incidental releases while wearing standard PPE is not a spill clean-up.
3. Spills in a functioning fume hood that are in secondary containment may be defined as a simple spill by the faculty or supervisor in that location, based on exact knowledge of the spilled chemical and the certainty that it presents no hazard to the location in which the fume hood is located.
4. Solid chemical spills are generally a simple spill. Unless the faculty, employee, graduate student or supervisory designee in charge of the location has determined that the substance cannot be managed with standard PPE in use, use damp paper towels to transfer it into plastic bags to prevent causing an airborne hazard by dry sweeping.

**SIMPLE Chemical Spill Response**

1. Determine that all criteria are met for a Simple Spill.
2. Immediately notify the Faculty or supervisor where the spill occurred.
3. Because it is a simple spill, the people cleaning the spill are knowledgeable about the spilled material, are current on all required EH&S training, and are approved to do so by the faculty, employee, graduate student or supervisory designee.
4. Ensure all personnel or students who are non-essential for the clean-up process are not in the immediate area of the spill.
5. Limit contamination of other areas by avoiding walking through the spill.
6. Use appropriate clean up techniques and the local spill response kit if needed. Call EH&S at (916) 278-2020 for guidance if necessary.
7. If a person is involved in a simple spill incident where the chemical has contacted skin, eye or mouth despite wearing PPE, that person must wash off the material as soon as possible.
8. Faculty or supervisor may assist those who need to have the chemical washed off by directing them to the appropriate location to do so. Simple spills are low volume, low hazard chemicals and a sink, rest room, or eye wash fountain may be all that is needed to provide the individual with the ability to wash the chemical off. The full body emergency shower is likely not necessary for a simple spill.
9. Work with another person to clean-up the spill. Do not clean-up a simple spill alone.
10. Use an appropriate chemical spill kit to neutralize and absorb inorganic acids and bases.
11. For other chemicals, use the appropriate spill kit or absorb the chemical with sorbent pads, paper towels, vermiculite, dry sand, or diatomaceous earth.
12. Collect the clean-up materials and residue and place it in a clear plastic bag. Double bag the waste and label the bag with a properly completed Hazardous Waste label.

**COMPLEX CHEMICAL SPILLS:**

Any spill that is NOT a simple spill is a complex chemical spill. These are spills of larger quantities than 500 mL, known toxic substances for which standard PPE may not be sufficient, or a spill of an unknown chemical, or a spill of a toxic substance in a public area where people are not wearing PPE, or spills into or adjacent to drains.

Uncontrolled leaks from compressed gas cylinders can be considered a complex spill requiring an emergency response depending on the hazard of the gas.

**COMPLEX Chemical Spill Response**

**Complex spills require an emergency response from the Sacramento Fire Hazmat Team**

1. Faculty, Staff, and students do not respond directly to a complex chemical spill.
2. Unless you have been contaminated by the spilled material, when the faculty or location supervisor has declared a spill emergency, evacuate from the immediate area and leave the room where it occurred.
3. **Call 911 on the campus phone** and indicate the room location where a chemical spill has occurred that requires Sacramento Fire Hazmat response.
4. If a **cell phone** is used, call **Campus Police Dispatch (916) 278-6000** - the caller must provide exact location information (Building-Floor-Room) and indicate that there is a need for immediate Sacramento Fire Hazmat response.
5. If the spill presents a situation that is immediately dangerous to life, activate the fire alarm and clear the entire building.
6. Anyone who has been directly exposed to a significantly hazardous chemical should not evacuate the building unless the situation is immediately dangerous to life and health, and prioritize immediately washing the contamination off.
7. Faculty, instructors, or other University personnel with supervisory responsibility for students at the location where the incident has occurred make the determination whether to use the showers, eye washes, or restrooms, not the students or supervised staff.
8. Faculty or supervisors are to assist those who have been exposed to a significantly hazardous chemical by directing them to the nearest location outside the immediate spill area that has appropriate means to wash off the chemical, such as eye wash fountains, emergency showers, or rest rooms if appropriate.
9. For significantly hazardous chemicals, washing off the chemical must be immediate and continue for 15 minutes, unless trained EMTs and Hazmat

responders arrive on the scene and require other procedures. Contaminated clothing and lab coats must be removed to the extent possible before washing and appropriately bagged and labeled as hazardous waste.

10. Faculty, staff and supervisors, and any other assisting personnel must use appropriate Personal Protective Equipment to limit their own exposure to a hazardous chemical while assisting the person exposed, so that only those with proper PPE may assist.
11. Assisting personnel are advised to limit contamination of the building with a significantly hazardous chemical by NOT taking the exposed person into hallways, stairways, and elevators, unless immediate evacuation from the location is warranted, based on significant hazards of the spilled or released chemical.
12. Be sure to notify ***EH&S at (916) 278-2020 as soon as possible after calling the police/dispatch*** of any complex chemical spills. EHS will handle further notifications to regulatory authorities as needed. EH&S will report the event to Cal-OSHA if necessary, investigate the accident, and conduct exposure monitoring as needed.
13. For medical treatment cases involving Faculty, university employees or students employed by the university, the 24/7 **Workers Compensation** line **(844) 253-6460** must be contacted as soon as possible and a Workers Compensation case initiated.
14. **No re-entry of any evacuated space where a complex emergency chemical spill has occurred is permitted until approval is provided by the Environmental Health & Safety Department.**

### 10.3 Accidents – Fire

1. If a fire or smoke is detected in a laboratory or other University facility, the faculty or supervisor of that location must be alerted immediately.
2. Faculty, staff or supervisors in a location are not required to extinguish fires that occur in their work areas and should not attempt to do so unless:
  - It is a small fire (i.e., small trash can sized fire);
  - Appropriate fire extinguisher training has been received;
  - The person wishes to do so and is capable.
3. The immediate location must be evacuated, and a fire alarm pulled.
4. If the clothing of an individual catches on fire, the most immediate location where drenching water can be applied must be used.
5. Any time a fire occurs or a fire extinguisher is used, no matter for how brief a period, the incident must be reported to Police dispatch - **(916) 278-6000** (anytime) and then afterwards to EH&S **(916) 278-2020** (during normal business hours). All fires on state property must be reported to the State Fire Marshal by campus police.