



**MT. SAN JACINTO COMMUNITY  
COLLEGE DISTRICT**

**HAZARD  
COMMUNICATION  
PROGRAM**

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## **INTRODUCTION AND POLICY**

The Hazard Communication Standard (Cal/OSHA - California Code of Regulations, Title 8, Section 5194) establishes uniform requirements to ensure that all chemicals used in California workplaces are evaluated and classified by their hazards utilizing the Globally Harmonized System of Classification of Chemicals and Labeling (GHS.) This information must be provided to employers and to their affected employees. Chemical manufacturers must perform these evaluations, classify and convey the hazard information obtained to users by means of labels on containers and Safety Data Sheets (SDS). Employers must educate their employees to understand the hazards associated with the hazardous materials they work with and ensure that resources such as SDS's and container labels for the materials are maintained and accessible.

The purpose of this written Hazard Communication Program is to establish guidelines and policies to ensure that all members of the Mt. San Jacinto Community College District are apprised of the chemical hazards to which they may be exposed and to provide a foundation of knowledge to permit employees to make informed decisions about these materials. The safe conduct of work with potentially hazardous chemicals is dependent upon the value the institution places on protecting health and the environment, and on the motivation and good judgement the individual chemical user exercises. Therefore, it is the responsibility of the Superintendent/President, Site Administrators, Supervisors, and staff to adhere to the specifics and the intent of the Hazard Communication Program to reduce the risk.

## **RESPONSIBILITIES**

The Mt. San Jacinto Community College District program establishes responsibilities for the implementation of the Hazard Communication Program.

The Associate Dean of Support Services is responsible for ensuring that the applicable operations of the District are conducted in accordance with these provisions.

The Director of Regulatory Compliance is the Hazard Communication Program Coordinator and is responsible for overall program development, serves as a central repository for SDS's, provides general hazard communication training, and assists users of chemicals.

The Hazard Communication Program Coordinator may obtain assistance from Campus site Coordinators, Maintenance and Operations (M&O) personnel, Purchasing staff, or other District personnel for program maintenance. This includes the development and maintenance of an inventory of all hazardous materials used and stored onsite as well as procurement and maintenance of an SDS file for these hazardous materials. The Coordinator will also ensure chemical containers are adequately labeled, and that employees are provided specific training for the materials they use. Training must also include details of their specific Hazard Communication Program (such as location of the SDS file and any in-house procedures). The written Hazard Communication Program and SDS file must be accessible to employees during their normal working hours.

Chemical users are responsible for maintaining familiarity with the materials they use, using them in a safe and responsible manner, and seeking supervisory support before using new materials or using materials in unusual situations. Employees are not permitted to use chemicals/cleaners from sources outside the District without approval from the Hazard Communication Program Coordinator.

### **SITE SPECIFIC HAZARD COMMUNICATION INFORMATION**

The Mt. San Jacinto Community College District program applies to all faculty, staff, and volunteers.

The areas/campus sites covered by this specific plan are:

<u>Site</u>	<u>Site Coordinator</u>
San Jacinto Campus	Elden Shoemaker, Facilities Supervisor
Menifee Valley Campus	Brian Twitty, Director of Maintenance & Operations
Temecula Valley Campus	David Johnson, Director of Maintenance & Operations

SDS's are maintained and accessible at [P&C Bridge via Keenan SafeColleges SDS page.](#)

An inventory of all hazardous chemicals used and stored by each campus site will be maintained and updated as necessary. This inventory will be maintained by the Director of Regulatory Compliance.

The Hazard Communication Coordinator monitors and maintains records of employee training.

Training Records will be maintained in Keenan Safe Colleges portal and/or the Risk Management office.

In general, each employee in the facility will be informed of the substance of the Hazard Communication Program, the hazardous properties of chemicals they work with, and measures to protect themselves from these chemicals.

### **LIST OF HAZARDOUS CHEMICALS**

A list of hazardous chemicals will be maintained and updated upon receipt or removal of hazardous chemicals from the District or site. Materials such as cleaning agents, adhesives, copying supplies, art materials, paints, strippers, solders and welding supplies, fertilizers, pesticides, and compressed gases contain hazardous materials and must be included in the inventory. The list of materials for each campus site is attached (Appendix A). A compiled list of materials stored in the District can be found in the [Keenan SafeColleges SDS webpage.](#)

### **SAFETY DATA SHEETS (SDS)**

The objective of a Safety Data Sheet (SDS) is to concisely inform employees of the hazards of the materials they work with or may be exposed to so they can protect themselves and respond to

emergency situations. Each department will maintain an SDS library on every substance on their list of hazardous chemicals. The Hazard Communication Coordinator will secure and maintain an SDS for each hazardous material used in their area.

SDS's may be accessed electronically (i.e., via computer locally or via the Internet). If electronic access is used, the procedure to access those sheets is attached and employees will be trained in the access procedure.

SDS's must be readily available and accessible to all employees during working hours and Cal/OSHA upon request.

SDS's must be readily accessible to employees working in remote or field locations. Appropriate SDS's may be maintained in a binder in each vehicle, on each job site or immediately accessible by phone, fax, or computer.

SDS's must be received at the facility at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. If materials are received for which no SDS is available in the area of use, the Hazard Communication Coordinator shall secure the needed SDS by contacting the chemical manufacturer.

SDS's will also note "**Danger**" for the more severe hazards, and "**Warning**" for the less severe hazards.

SDS's follow the uniform GHS format detailed below:

**Section 1 – Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

**Section 2 – Hazard(s) identification** includes all hazards regarding the chemical; required label elements.

**Section 3 – Composition/information on ingredients** includes information on chemical ingredients; trade secret claims.

**Section 4 – First Aid measures** includes important symptoms/effects, acute, delayed; required treatment.

**Section 5 – Firefighting measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.

**Section 6 – Accidental release measures** lists emergency procedures; protective equipment; proper methods of containment and cleanup.

**Section 7 – Handling and storage** lists precautions for safe handling and storage, including incompatibilities.

**Section 8 – Exposure controls/personal protection** lists OSHA’s Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

**Section 9 – Physical and chemical properties** lists the chemical’s characteristics.

**Section 10 – Stability and reactivity** list chemical stability and possibility of hazardous reactions.

**Section 11 – Toxicological information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

**Section 12 – Ecological information** (Enforced by agencies other than OSHA)

**Section 13 – Disposal consideration** (Enforced by agencies other than OSHA)

**Section 14 – Transport information** (Enforced by agencies other than OSHA)

**Section 15 – Regulatory information** (Enforced by agencies other than OSHA)

**Section 16 – Other information**, includes the date of preparation or last revision.

## PICTOGRAMS

As of June 1, 2015, the Hazard Communication Standard will require pictograms (below) on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed with a red border and represents a distinct hazard. The pictogram on the label is determined by the chemical hazard classification.

### Physical Hazards



#### **Exploding Bomb**

- Explosives
- Self-Reactives
- Organic Peroxides



#### **Flame**

- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides



### **Gas Cylinder**

- Gases Under Pressure



### **Corrosion (Also listed under Health Hazards)**

- Corrosive to Metals



### **Flame over Circle**

- Oxidizers

## **Health Hazards**



### **Skull and Crossbones**

- Acute Toxicity (fatal or toxic)



### **Corrosion (Also listed under Physical Hazards)**

- Skin Corrosion/Burns
- Eye Damage



### **Exclamation Mark**

- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity (harmful)
- Narcotic Effects
- Respiratory Tract
- Irritant
- Hazardous to Ozone Layer (Non-Mandatory)



## Health Hazard

- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity

## Environmental Hazard (Non-Mandatory)



## Environment

- Hazardous to the Aquatic Environment

## LABELS AND OTHER FORMS OF WARNING

The Hazard Communication Coordinator provides oversight to ensure that hazardous chemicals in their area are properly labeled. Labels on incoming containers should not be defaced while they contain the indicated material. Labels on these primary containers should list the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party.

Secondary containers (those containers into which material is transferred) must be labeled with the name of the material and the manufacturer as it appears on the SDS, and an appropriate hazard warning and pictogram (see label provided below.) Common immediate-use containers (those in which the hazardous substance will be under the control and used only by the person who transfers it from a labeled container and within that work shift) do not require labeling.





### Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information:  
 Occupational Safety and Health Administration  
 (800) 321-OSHA (6742) [www.osha.gov](http://www.osha.gov)

**SAMPLE LABEL**

CODE _____ Product Name _____	Product Identifier	  Signal Word <b>Danger</b>	Highly Flammable liquid and vapor. May cause liver and kidney damage.	Hazard Statements
Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____	Supplier Identification			
Keep container tightly closed. Store in a cool, well-ventilated place that is locked. Empty away from heat/spark/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measures against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear protection gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.		Precautionary Statements		
In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO <sub>2</sub> ) fire extinguisher to extinguish.		Supplemental Information		
<b>First Aid</b> If inhaled: Call Poison Center. If on skin (or hair): Take off immediately any contaminated clothing. Wash skin with water.		Directions for Use _____ _____ _____ Fill weight: _____ Lot Number: _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____		

OSHA 3046-02-002

The department supervisor will ensure that containers in the facility are labeled and that the labels are up to date.



## **TRAINING AND INFORMATION**

Each employee who works with, or is potentially exposed to, hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals. The Program Coordinator or their designate conducts hazardous chemical training. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. The training will emphasize these elements:

- A summary of the standard and this written program.
- A discussion of all operations in the employee's workplace where hazardous substances are present.
- The location and availability of the written Hazard Communication Program, which will include a list of hazardous substances.
- Methods and observations that may be used to detect the presence or release of hazardous substances in the work area.
- The physical and health hazards of substances in the work area, and the measures to take to protect employees from those hazards, emphasizing appropriate work practices, emergency procedures and personal protective equipment (PPE) to be used.
- An explanation of the labeling system used, GHS Pictograms, the Safety Data Sheet (SDS), and how employees can obtain and use the appropriate hazard information.
- The procedures for conducting non-routine tasks involving hazardous materials.
- Employees shall also be informed of their rights:
  1. To personally receive information regarding hazardous materials to which they may be exposed.
  2. For their physician or collective bargaining agent to receive information regarding hazardous substances to which they may be exposed.
  3. Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substance Information and Training Act.

## **CONTRACTOR EMPLOYERS**

The Director of Maintenance and Operations (M&O) on each campus will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work at the District facilities and will provide copies of Safety Data Sheets (SDS) if necessary.

## **NON-ROUTINE TASKS AND WORK IN LABORATORIES**

Periodically, employees may be required to perform hazardous non-routine tasks. Any employee contemplating a non-routine task involving possible chemical hazards (e.g., acid washing bricks, chlorine line repair) will contact their supervisor or manager prior to doing so. The supervisor will ensure that employees are informed of:

- 1) The specific hazards associated with the performance of these tasks.
- 2) Protective measures that must be used.
- 3) Measures the department has taken to lessen these hazards such as ventilation, personal protective equipment, or the presence of another employee.
- 4) Specific emergency procedures to be used in the event of an accident or injury.

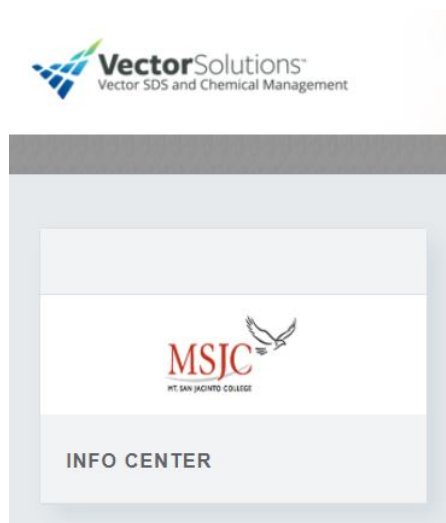
All work in laboratories may involve potential hazards from chemicals used and stored. All work should be coordinated with the laboratory staff to identify and minimize potential hazards in the work area. No work should be conducted that requires entering the fume hood body or moving laboratory equipment or stored chemicals without the permission of the supervisor.

All laboratories within the District will follow OSHA's Occupation Exposure to Hazardous Chemicals in Laboratories standard 29 CFR 1910.1450, referred to as the Laboratory standard, which specifies the mandatory requirements of the Chemical Hygiene Plan to protect laboratory workers from harm due to hazardous chemicals.

## APPENDIX A

### LIST OF HAZARDOUS MATERIALS COVERED BY THIS PLAN

Visit <https://msjc-keenansafecollegesds.com/>



## **APPENDIX B**


### **HAZARD COMMUNICATION INITIAL TRAINING EXAM**

**HAZARD COMMUNICATION TRAINING EXAM**

Training Date: \_\_\_\_\_ Department: \_\_\_\_\_

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

- 1) What does SDS stand for?
- 2) Where can a complete list of SDS's be found at your district?
- 3) What section of the SDS describes the effects of exposure to the product?
- 4) Other than the paper copy SDS file, are SDS's available through other means?  
a. Describe:
- 5) What does 'PEL' stand for?
- 6) What does 'PPE' stand for?
- 7) What are considered the four routes of entry on a human body?  
a. \_\_\_\_\_ c. \_\_\_\_\_  
b. \_\_\_\_\_ d. \_\_\_\_\_
- 8) What does this pictogram  stand for?
- 9) What should you do when faced with a non-routine situation involving a hazardous chemicals spill?
- 10) Whose responsibility is it to know what chemical exposures exist in the workplace?