

## Hazard Communication Program

### 1. PURPOSE STATEMENT

Associated Students, California State University, Northridge, Inc. (AS) is committed to providing a safe and healthy work environment. In pursuit of this endeavor, we have adopted this Program in order to reduce the occurrence of employee occupational illness and injury due to hazardous chemicals in accordance with [California Code of Regulations, Title 8, Section 5194, Hazard Communication](#). Department Supervisors shall evaluate potential hazards of chemicals in the work place and will communicate that information and appropriate protective measures to AS employees, volunteers and independent contractors.

### 2. DEFINITIONS

**Chemical** - Any element, chemical compound, or mixture of elements and/or compounds.

**Hazardous chemical** - Any chemical which is a physical hazard or a health hazard.

**Health hazard** - A chemical that has been shown to cause acute or chronic health effects.

**Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS)** - Written or printed material prepared by the manufacturer of a hazardous chemical that contains information about the hazards of the chemical and the appropriate work practices required for use.

**Physical hazard** - A chemical that has been shown to be combustible, explosive, flammable, reactive, a compressed gas, an organic peroxide, or an oxidizer.

### 3. RESPONSIBILITIES

#### 3.1 AS ADMINISTRATION

It is the responsibility of AS Administration to ensure compliance with the Hazard Communication Program.

Administrative staff will also be responsible for:

- Developing and implementing a company-wide program;
- Monitoring compliance with the California Code of Regulations, Title 8, Section 5194, Hazard Communication standard;
- Providing general hazard communication training; and
- Providing appropriate training for Department Supervisors.

#### 3.2 DEPARTMENT SUPERVISORS

Department Supervisors are responsible for:

- Ensuring employee compliance with all the procedures outlined in this program;
- Ensuring employees with potential exposure to hazardous chemicals receive appropriate training before working with those chemicals;
- Maintaining a chemical inventory and identifying and listing hazardous chemicals in their work area; (a current as chemical inventory is located with each department)
- Obtaining Material Safety Data Sheets/Safety Data Sheets for each hazardous chemical from suppliers;
- Ensuring that chemical containers are labeled properly; and
- Providing site-specific hazard communication training as appropriate.

#### 3.3 EMPLOYEES & VOLUNTEERS

Employee and volunteers are responsible for:

- Following all procedures outlined in this program;
- Reporting hazardous conditions and work related injuries or exposures to their supervisors; and

- Using personal protective equipment when recommended.

#### **4. HAZARD DETERMINATION**

AS will rely on the hazard evaluation performed by the manufacturer or importer of the chemical as the official hazard assessment for commercially acquired chemicals.

#### **5. LABELING**

Every container of hazardous material delivered to or used in all work areas must be labeled with the following information:

- A. Name of the chemical,
- B. Name and address of the manufacturer, and
- C. Appropriate hazard warnings such as pictograms, a signal word, hazard and precautionary statements, the product identifier and supplier identification.

The labels must be maintained in a readable condition. Manufacturer labels must not be defaced or removed unless the container is immediately labeled with the required information. Any container without a label should be reported to a supervisor immediately.

If chemicals are transferred out of the original container, the secondary container must be labeled with the information listed above.

##### **Service Containers**

Labeling is not required for portable/service containers into which hazardous chemicals are transferred from labeled containers. These service containers are intended only for the immediate use of the individual who performs the transfer on that work shift. They may not be stored or left out after the work shift without required labeling.

#### **6. MATERIAL SAFETY DATA SHEETS/SAFETY DATA SHEETS**

AS Administration or Department Supervisors will request Material Safety Data Sheets/Safety Data Sheets when placing orders with our vendors. Immediately upon receipt, supervisors who obtain a new Material Safety Data Sheet/Safety Data Sheet directly from vendors are to include the sheet in the department's master file and update the master inventory list. Each time the master file is updated to include new or updated sheets for hazardous chemicals, a copy of the master inventory list must be sent to the AS Assistant to the General Manager.

Each Department Supervisor is required to maintain current Material Safety Data Sheets/Safety Data Sheets for each hazardous material used at their location(s), which include:

- A. AS/CSUN Children's Center
- B. Recycling Yard
- C. Sport Club Athletic Training office
- D. Outdoor Adventures

Material Safety Data Sheets/Safety Data Sheets must be readily accessible to employees during all work shifts. It is the responsibility of Department Supervisors to ensure that employees review the Material Safety Data Sheets/Safety Data Sheets prior to working with the chemical. Supervisors must notify employees of any changes in Material Safety Data Sheets/Safety Data Sheets.

#### **7. REDUCING EMPLOYEE EXPOSURE TO CHEMICALS**

##### **7.1 SUBSTITUTION**

When possible, Department Supervisors will substitute a less hazardous material or process to reduce or eliminate chemical exposures in AS operations.

##### **7.2 ENGINEERING CONTROLS**

When possible, mechanical or area ventilation will be used to reduce employee chemical vapor exposures.

### 7.3 ADMINISTRATIVE CONTROLS

If engineering controls cannot be implemented, AS will alter work practices to reduce employees chemical exposures. This could include limiting the amount of time employees spend working in high exposure areas by rotating people to different tasks.

### 7.4 PERSONAL PROTECTIVE EQUIPMENT (PPE)

AS will use protective clothing and equipment to prevent chemical contact with employee's eyes or skin. Such PPE must be impervious to the chemicals used and will vary depending on the concentration, amount used and the potential for splashing. The manufacturer's label and Material Safety Data Sheets/Safety Data Sheets will be reviewed and PPE recommendations followed.

**Respirators.** Before respirators are used, AS shall contact its Workers Compensation carrier to conduct air sampling and work place industrial hygiene monitoring to determine if employee chemical exposures exceed the Permissible Exposure Limits. AS will use respirators only when engineering controls, material substitution, and administrative controls cannot be used and only with proper medical surveillance, fitting, and training. Respirator selections shall be based upon air monitoring results from a safety professional or industrial hygienist.

***For purposes of this plan a nuisance dust mask such as a 3M 8710 is not considered to be a fitted respirator.***

All PPE must be inspected by employees prior to each use. PPE must be stored in a clean and sanitary manner. Respirators should be inspected by supervisors each month to ensure they are being used, stored, and cleaned properly.

### 7.5 HYGIENE

Eating, drinking and smoking are prohibited in areas where chemicals are used. Additionally, employees must wash their hands after using chemicals.

## 8. EMPLOYEE INFORMATION AND TRAINING

Supervisors are responsible for ensuring that employees with potential exposure to hazardous chemicals receive the appropriate training before working with those chemicals.

**All training must be documented by the individual presenting the training session, and a copy of the training records will be submitted to the AS Human Resources Manager.**

### 8.1 BASIC ORIENTATION AND TRAINING

AS employees will receive a basic orientation and training on the Hazard Communication Program. General Hazard Communication training will be conducted at the time of the employee's initial assignment and refreshed annually. It will include the following:

- Requirements of the California Code of Regulations, Title 8, Section 5194, Hazard Communication standard;
- Explanation of the Hazard Communication Program, including labeling system, Material Safety Data Sheets/Safety Data Sheets, and how employees can obtain hazard information;
- Description of the various methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
- General guidance on the selection of protective measures to reduce chemical exposure;
- Information on safety resources; and
- Emergency procedures to be used in the event of accidental exposure to hazardous chemicals, including emergency phone numbers.

### 8.2 AREA-SPECIFIC TRAINING

In addition to the general Hazard Communication training, AS employees must be provided with area-specific, on-the-job training. Area-specific training will be conducted at the time of the employee's initial assignment, whenever a new hazard is introduced into the work area, when the employee transfers to another job, and whenever the employee demonstrates behavior that indicates a lack of understanding of the safe handling of chemicals. This training will be conducted by their supervisor and will inform employees of the following:

- The location of the AS written Hazard Communication Program and Material Safety Data Sheets/Safety Data Sheets for their work area;
- The specific physical and health hazards present in their work area;
- The operations in their work where hazardous chemicals are used;
- The specific protective measures required when using the chemicals in their work area, including the procedures that have been implemented to protect them from exposure to hazardous chemicals;
- The specific methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area; and
- The location of eye washes and safety showers, to be used in the event of a chemical exposure.

### **8.3 NON-ROUTINE TASKS**

AS will provide, or cause to be provided by qualified individuals, a special training session to all employees who perform any non-routine tasks that are hazardous (e.g., enter confined spaces, cleaning tanks, etc.) prior to starting work on such tasks. Non-routine tasks are those not within the scope of day-to-day activities. Such training will cover, at a minimum, the following elements:

- The hazardous chemicals that may be encountered during such task
- An explanation of the appropriate precautions to take
- An explanation of the steps AS is taking to reduce hazards
- An explanation of emergency procedures

## **9. INFORMING CONTRACTORS, VENDORS, VOLUNTEERS, GUEST AND PARTICIPANTS**

If chemicals are to be used by AS employees in the same area that volunteers or participants are assigned, or a contractor or outside vendor employees or guests will be exposed, the appropriate AS supervisor has the responsibility of informing those individuals of the potential hazards in the area. The AS supervisor will provide the following information:

- The hazardous chemicals to which they may be exposed while working in the area;
- Precautionary measures that should be taken to lessen the risk of exposure and the steps AS has taken to lessen the risks;
- The location of Material Safety Data Sheets/Safety Data Sheets for the products used by AS employees;
- AS Hazard Communication Program; and
- AS chemical labeling system.

Effective Date: 06/2014

**Attachment 1 – Chemical inventory listing**

*In progress as of June 2014. See individual departments.*