



Hazard Communication Program

San José State University

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San José, California

Facilities Development and Operations Department

Environmental Health and Safety

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1) Purpose and Scope

The purpose of the Hazard Communication Program is to protect San José State University employees from the potential hazards associated with exposure to hazardous substances under normal conditions of use or in a reasonably foreseeable emergency resulting from work place operations.

2) Standards, Regulations and References

- a) California Code of Regulations,
Title 8, Subchapter 7. General Industry Safety Orders
Group 16. Control of Hazardous Substances
Article 109. Hazardous Substances and Processes
Section §5194. Hazard Communication.
- b) Health and Safety Code Section 25249.5 and 25249.11(a) and (b)

2) Roles and Responsibilities**a) The University**

The University is committed to and has a duty to provide a safe and healthful work environment for all employees from the occupational exposure to hazardous substances.

b) Environmental Health and Safety

Environmental Health and Safety will ...

- i) Establish, implement and maintain the Hazard Communication Program, which is designed to eliminate or minimize employee exposure to hazardous substances.
- ii) Perform an employee exposure determination and document the findings.
- iii) Develop and implement campus-wide training requirements and materials. Employee information and training are provided at the time of initial assignment and annually thereafter.
- iv) Maintain a record of training given to employees for 3 years.
- v) Audit and review the Hazard Communication Program annually.

c) Department Management

Each affected Department will ...

- i) Collaborate with Environmental Health and Safety in the employee exposure determination process.
- ii) Enable employees who are at risk of exposure to receive hazard awareness training and access to hazardous material health and safety information, such as a safety data sheet.
- iii) Develop and enforce work practices and methods designed to control or eliminate the risk of exposure to hazardous materials, such as container labeling.
- iv) Provide the necessary work implements, such as tools, gloves, personal protective equipment to protect employees from the harmful effects of hazardous materials.

Employees, Students and Volunteers

Every employee, student, and volunteer who is at risk of exposure to hazardous materials will ...

- v) Receive hazard awareness training on an annual basis.
- vi) Be provided with the necessary work implements, such as tools, gloves, personal protective equipment to protect employees from the harmful effects of hazardous materials.
- vii) Be provided access to safety data sheets and be informed of their right to access safety information.
- viii) Follow the prescribed work practices and methods designed to control or eliminate the risk of exposure to hazardous materials.
- ix) Report incidents to the supervisor immediately and notify their supervisor or EH&S about any hazardous conditions observed on the worksite;
- x) Review SDSs to become familiar with the hazards substances used in their area;
- xi) Utilize all appropriate safety equipment and clothing properly and routinely;
- xii) Assure chemical labels are in place, legible and meet the requirements of this procedure. Secondary container labels can be obtained through EH&S.

d) Non-University Employees (Contractors)

- i) To protect University employees from potential hazards created by outside vendors, each contractor must provide the Project Manager or other university representative with the following information:
 - (1) A list of hazardous substances which will be used on the job;
 - (2) The location of SDSs for products used by the contractor within University facilities;
 - (3) Precautions and appropriate measures campus employees should take to reduce the possibility of exposure to these substance;
 - (4) Details about the labeling system used for hazardous substances as required;
 - (5) Information required in the UCSB Building Design Standards, Division 1, Section 013513.43 – Control of Airborne Contaminates where applicable.
- ii) These shall be presented by the contractor to the Project Manager or other university representative overseeing the project prior to commencing work. It is the responsibility of the Project Manager to ensure this information is disseminated to supervisors and employees of areas that may be impacted by the project.

3) Program Audit

Environmental Health and Safety will perform a program audit annually and make improvements to the Hazard Communication Program as conditions change.

4) Document History and Control

The San José State University Hazard Communication Program described herein supersedes all prior program documents.

<i>Rev #</i>	<i>Document Revision History</i>	<i>Author</i>	<i>Reviewer</i>	<i>Date</i>
00	Revision No Change Initial Document	David Krack Director Environmental Health and Safety		July 11, 2012
01			Matt Nymeyer	12-4-18
02	Revised to current standard, added to definitions, roles and responsibilities, labeling requirements, SDS information.		Lisa Torralba	5-21-19
03	Revised to reference location of campus chemical inventory		Matt Nymeyer	6-27-19
04	Update SDS library location and exposure determination		Matt Nymeyer	11/1/23

The Hazard Communication Program

The University is committed to and has a duty to provide a safe and healthful work environment for employees from the occupational exposure to hazardous materials.

1) The Hazard Communication Program is designed to provide employees the necessary information that they need to perform their job safely.

The Program includes the following key elements:

- a) Determination of Employee Exposure
- b) Methods of Implementation and Control
 - i) Labeling
 - ii) Safety Data Sheets
- c) Employee Information and Training
- d) Recordkeeping

2) Definitions¹

- a) Container. Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, tank truck, or the like that contains a hazardous substance. Pipes or piping systems are not considered to be containers.
- b) Exposure or Exposed. Any situations arising from work operation where an employee may ingest, inhale, absorb through the skin or eyes, or otherwise come into contact with a hazardous substance.
- c) Hazard statement. A statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.
- d) Hazardous substance. Any substance which is a physical hazard or a health hazard or is included in the List of Hazardous Substances prepared by the State of California.
- e) Health hazard. A chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.
- f) Immediate use. The hazardous substance will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.
- g) Label elements. The specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.
- h) Physical hazard. A chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; combustible liquid; water-reactive; or in contact with water emits flammable gas.

¹ CCR T8 §5194. Hazard Communication.

- i) Pictogram. A composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.
- j) Precautionary statement. A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.
- k) Product identifier. The name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical.
- l) Signal word. A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are “danger” and “warning.” “Danger” is used for the more severe hazards, while “warning” is used for the less severe.

3) Determination of Employee Exposure

An exposure determination was made of the University staff positions by Environmental Health and Safety. It was determined that the following employees may have an occupational exposure to hazardous materials.

#	Department Building Location Responsible Administrator	Job Title of Employees at Risk of Exposure	Nature of Exposure Risk	Approximate Number of Employees at Risk
1	Facilities Development and Operations Department, Student Housing Services	Utilities Maintenance & Operations Automobile Repair Technicians Central Plant Carpenters Painters Energy Control Technicians Electricians HVAC Technicians Plumbers Grounds Keepers Custodial Service Workers EHS staff	Performing maintenance and repairs on systems or equipment. Contact with hazardous waste materials in equipment, plumbing systems, pesticides, cleaning agents and paints.	200
2	University Police Department	Police Officers	Responding to incidents	20
3	Academics: Teaching and Research	Deans Associate Deans Chairs Principle Investigators Laboratory or Support Technicians EHS staff Any staff entering into lab and/or shop environments	Performing maintenance and repairs on systems or equipment. Contact with hazardous waste materials in equipment, plumbing systems, pesticides, cleaning agents and paints. Maintaining college laboratories, chemical store rooms, working with chemicals during teaching and/or research	1000

4) Methods of Implementation and Control

a) Container Labeling

- i) The manufacturer of products procured for use on campus will ensure that each container of hazardous substances is labeled with the following information in accordance with the Hazard Communication Standard:
 - (1) Product identifier;
 - (2) Signal word;
 - (3) Hazard statement(s);

- (4) Pictogram(s);
- (5) Precautionary statement(s); and,
- ii) Name, address, and telephone number of the manufacturer, importer, or other responsible party. Employees who use the product must not remove or intentionally deface existing labels on incoming containers of hazardous substances.
- iii) Employees who use the product are not required to label portable containers into which hazardous substances are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer.
- iv) Portable (secondary) containers must comply with the labeling requirements listed above if any of the following events occur:
 - (1) The material is not used within the work shift of the individual who makes the transfer.
 - (2) The worker who made the transfer leaves the work area.
 - (3) The container is moved to another work area and is no longer in the possession of the worker who filled the container
 - (4) Labels on portable containers are not required if the worker who made the transfer uses all of the contents during the work shift.
- v) A secondary container label must contain the identity of the hazardous chemical(s) in the container (e.g., chemical name) and the hazards present. These labels are available at the EH&S office.

b) Safety Data Sheets.

- i) Safety data sheets are maintained and kept readily accessible during each work shift to employees when they are in their work area(s).
- ii) The University maintains a web based SDS database for employees to access information from the World Wide Web from any computer terminal or mobile device with internet connectivity. This database is located here: <https://app.riskandsafety.com/sds>
- iii) Where employees must travel between workplaces during a work shift, i.e., their work is carried out at more than one geographical location, the safety data sheets are kept at a central location at the primary workplace facility or on the MSDS Online System.
- iv) See Appendix A for more detailed information on how to read a Safety Data Sheet

c) Employee Information and Training.

- i) Employees are provided with training on hazardous substances in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area.
- ii) Information and training given to employees will consists of the following topics:
 - (1) The key elements of the Cal/OSHA Hazard Communication Standard.
 - (2) Operations in their work area where hazardous substances are present.
 - (3) Location and availability of the written University Hazard Communication Program.

- (4) Methods and observations that may be used to detect the presence or release of a hazardous substance in the work area.
- (5) Physical and health hazards of the substances in the work area, and the measures they can take to protect themselves from these hazards, including specific procedures to protect employees from exposure to hazardous substances, such as appropriate work practices, emergency procedures, and personal protective equipment.
- (6) Details of the Hazard Communication Program, including an explanation of the labeling system and the safety data sheet, and how employees can obtain and use the appropriate hazard information.
- (7) Employee right to information and the 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 according to provisions of this section;
 - (c) Against discharge or other discrimination due to the employee's exercise of the rights afforded.

5) Recordkeeping

a) Training Records

- i) Records are kept for each employee upon completion of training. These documents will be kept for at least three years at San José State University, Environmental Health and Safety, Industrial Studies, Room 134 B.
- ii) The training records include:
 - (1) The dates of the training sessions.
 - (2) The contents or a summary of the training sessions.
 - (3) The names and qualifications of persons conducting the training.
 - (4) The names and job titles of all persons attending the training sessions.
- iii) Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to San José State University, Environmental Health and Safety.

b) Retention of Safety Data Sheets and Chemical Inventories

- i) Environmental Health and Safety will retain Safety Data Sheets via our online access portal at RSS SDS
- ii) Chemical inventory data is maintained in an online chemical inventory management system. A copy of the inventory is maintained in the Environmental Health and Safety office.

End

Appendix A**Reading a Safety Data Sheet**

The Safety Data Sheet, or SDS, is written information that can help protect you from overexposure to chemicals you find on the job. The SDS is part of the campus' Hazard Communications Program. The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) to communicate the hazards of hazardous chemical products.

- 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, Fire-fighting 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); ACGIH Threshold Limit Values (TLVs); and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the SDS where available as well as appropriate engineering controls; personal protective equipment (PPE).
 - Section 9, Physical and chemical properties lists the chemical's characteristics.
 - Section 10, Stability and reactivity lists 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 (non-mandatory)
 - Section 13, Disposal considerations (non-mandatory)
 - Section 14, Transport information (non-mandatory)
 - Section 15, Regulatory information (non-mandatory)
 - Section 16, Other information, includes the date of preparation or last revision.
- **Chemical Name**

Lists the identity of the substance (the name on the label), any trade names date the MSDS was prepared, the name and address of the manufacturer, and usually a phone number for emergencies and more information.
 - **Hazardous Ingredients/Chemical Identity**

Includes names of substances in the chemical that might be dangerous, and safe exposure limits such as Permissible Exposure Limit or PEL (set by OSHA) or the Threshold Limit Value or TLV. Also lists common names for the chemical.

- **Physical Characteristics**

Describes many physical qualities of the chemical, and lets you know what's usual or safe. For example, how the chemical looks and smells; boiling and melting temperatures (important in case a chemical might become a gas you could breathe); evaporation rate (known as percent volatile); how easily the chemical dissolves; and how heavy it is (this tells you if it will sink, float, or dissolve in water.)

- **Fire and Explosion Data**

Tells you at what temperature a liquid gives off enough flammable vapor to ignite (flash point). Lets you know if the chemical is flammable (catches fire below 100 degrees F) or combustible (catches fire above 100 degrees F). Also lists extinguishing media-what will put out the fire safely, such as water, dry chemical, carbon dioxide and halon.

- **Reactivity**

Describes what happens if this chemical comes in contact with air, water, or other chemicals. Describes conditions (like heat) or materials (like water) that can cause the chemical to react violently due to the instability or incompatibility to common substances or circumstances. "Incompatibility" refers to materials that may cause the chemical to burn, explode, or release dangerous gases when mixed. "Instability" refers to the environmental conditions such as heat or direct sunlight that may cause a dangerous reaction.

- **Health Hazards**

Lists ways the chemical might enter your body, like splashing on your skin or being inhaled as vapor as well as possible symptoms of overexposure such as a skin rash, burn, headache, or dizziness. Lets you know if overexposure might make existing medical conditions worse, and describes first aid and emergency procedures.

- **Usage, Handling, And Storage**

Describes how to clean up an accidental spill, leak, or release, including special procedures. Tells you how to handle, store and dispose of chemicals safely. Remember, if there is an accident, notify your supervisor immediately, and take care of it yourself only if you are trained to do so and are wearing the proper personal protection equipment. Notify campus police by dialing 911, or the safety office at extension 7233 to report large spills or leaks.

- **Special Protection And Precautions**

Explains the kind of hand, body, eye, and respiratory protection (Personal Protective Equipment) to use when working with the chemical. Special procedures, extra health or safety information, signs that should be posted, and other information not covered in other sections of the MSDS.

End