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# Hazard Communication Program

October 2016

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San Bernardino Valley College  
701 South Mount Vernon Avenue  
San Bernardino, California 92410

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Crafton Hills College  
11711 Sand Canyon Road  
Yucaipa, California 92399

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## Policy Statement

The Hazard Communication Standard (California Code of Regulations, Title 8, Section 5194) establishes uniform requirements to ensure that all chemicals used in California workplaces are evaluated to determine their hazards. New changes to the Hazard Communication Standard are bringing the United States into alignment with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS), further improving safety and health protections for America's workers. This information must be provided to employers by the manufacturer and subsequently to their affected employees. The modified standard provides a single set of harmonized criteria for classifying chemicals according to their health and physical hazards and specifies hazard communication elements for labeling 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 and container labels for the materials are maintained, accessible and consulted as necessary.

The purpose of this written Hazard Communication Program is to establish guidelines and policies to ensure that all members of the San Bernardino Community College District are apprised of the chemical hazards to which they may be exposed to 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 judgment the individual chemical user exercises. Therefore, it is the responsibility of the President, site administrators, supervisors, and staff to adhere to the specifics and the intent of the Hazard Communication Program in order to reduce the risk. The SBCCD Hazard Communication Program applies to all faculty, staff, students, visitors, and volunteers.

The provisions of the Hazard Communication Program (HCP) apply to any hazardous substance, which is known to be present in the workplace, with the exception of specific research and teaching activities within laboratories. The Chemical Hygiene Plan applies to most activities performed by research and teaching laboratory workers. The full scope of the HCP does apply to all non-research or teaching uses of chemicals conducted within laboratories.

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. Consumer products packaged for and used by the general public, and used in a manner that will not result in significantly greater exposure than that of the general consumer, are excluded from the program.

A complete copy of the SBCCD Hazard Communication Program (HCP) will be kept in a common location available to all employees to review. A copy will be given to each employee upon hiring, and all employees will sign a certificate or receipt which will be maintained in their file.

# Responsibilities

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## HCP Coordinator

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The Vice President of Administrative Services (VPAS) serves as the designated Hazard Communication Program Coordinator and responsible for compliance with the provisions described above. Responsibilities include, but are not limited to:

- Develop and administer an HCP that is specific to the campus;
  - Ensure that the HCP is periodically reviewed and updated, and updated whenever new hazards are introduced into the workplace;
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- Maintaining a current version of the written program in a manner such that it is accessible to all employees; and
- Ensure that all affected employees are adequately trained.

Assigned campus designees are as follows:

Vice President of Administrative Services/SBVC, Site Safety Officer  
San Bernardino Valley College  
Tel: (909) 384-8958  
&  
Vice President of Administrative Services/CHC, Site Safety Officer  
Crafton Hills College  
Tel: (909) 389-3210

The VPAS office(s), located in the SBVC, AD/SS bldg., Room 206 & the CHC, Crafton Center bldg., Room 246, and is the designated repository for hard copies of all SDS documents. SDS sheets must also be maintained in the immediate work area where the product is actually used. Please refer to Appendix A of this document to review the components and interpretation of a typical SDS.

The Hazard Communication Program Coordinator will request support from each SBCCD employee to maintain a current and accurate library of SDS documents and an accurate inventory of hazardous materials.

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**ELECTRONIC COPIES OF SDS FORMS ARE AVAILABLE AT ANY TIME BY UTILIZING THE FOLLOWING WEBSITE:**

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<http://sbccd.org/ehs/msds>

All SBCCD employees are responsible for being familiar with the materials they use, using them in a safe and responsible manner. Employees are also responsible for requesting and seeking supervisory support before using new materials or using materials in unusual situations. Employees who are aware of new materials being introduced into the workplace must confirm their supervisor's awareness of the development.

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## Managers

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Management or supervisory employees are responsible for:

- Ensuring that chemical containers used and stored within their respective departments are appropriately labeled.
- Maintaining and updating the chemical inventor.;
- Ensuring that all employees are provided specific training for working with those materials. Such training must include details of this specific Hazard Communication Program, the location of SDS files and site-specific safety procedures.
- Assure there is an adequate supply of PPE available for all employees. Enforce proper use and storage of appropriate PPE, per SBCCD protocol.
- Ensure that this written Hazard Communication Program and SDS file/library is accessible to all employees during their normal working hours.

Training on the proper use of new materials, and specific requirements for employee safety while using these products must be provided by the responsible manager or supervisor. It is the responsibility of the department supervisor or administrator to forward SDS information for any new product to the Office of the Vice President of Administrative Services. SBCCD administrators, managers and supervisors are responsible for maintaining copies of these employee

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training records, evaluating training requirements for employees working within that area, and forwarding copies of employee training records to the Office of the Vice President of Administrative Services.

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## Employees

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Each SBCCD employee is to be informed of the content of the Hazard Communication Program, the hazardous properties of chemicals they work with, and provided with appropriate training to work safely with these chemicals. Failure to abide by the conditions referenced in this program will be grounds for progressive disciplinary action, as referenced in the SBCCD Injury Illness Prevention Program.

## List of Hazardous Chemicals

Current inventories of hazardous chemicals must be updated whenever new or different materials are received, or products are discontinued. Each area manager or supervisor is responsible for sending updates to the Office of the Vice President of Administrative Services.

Materials that must be inventoried include cleaning agents, adhesives, copying supplies, art materials, paints, strippers, solders and welding supplies, fertilizers, pesticides, and compressed gases that present potential hazards according to the manufacturer's SDS.

Many 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 on the inventory. Materials used in a similar quantity and fashion as household consumers are excluded from this Standard.

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THE LISTS OF MATERIALS FOR EACH DEPARTMENT INCLUDING SPECIFIC INFORMATION ON EACH NOTED HAZARDOUS SUBSTANCE CAN BE OBTAINED BY REVIEWING THE SDS ON LINE AT:

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<http://sbccd.org/ehs/msds>

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## Proposition 65

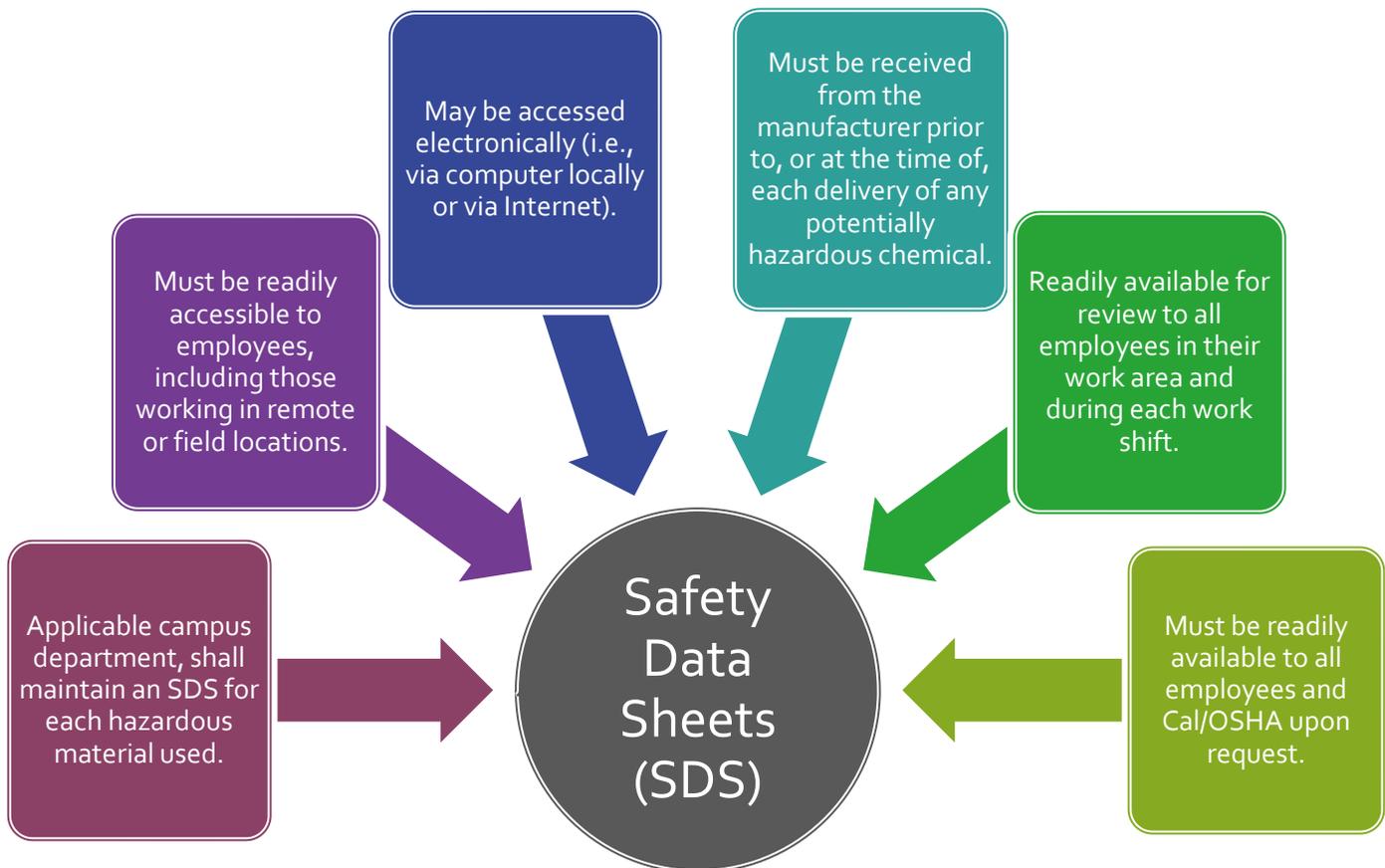
A clear and reasonable warning must be given to all individuals prior to any exposure to any listed chemical that can cause cancer, birth defects, or other reproductive harm. Under Proposition 65, warnings are required for consumer product exposures, occupational exposures and environmental exposures.

Proposition 65 warnings for such exposures on the SBCCD campuses will be communicated by one, or a combination of, the following:

1. A warning on a product label;
  2. A warning or sign posted conspicuously in the workplace; or
  3. a warning that complies with the California "Hazard Communication Regulation" (T8CCR5194).
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# Safety Data Sheets (SDS)

Safety Data Sheets (SDS) are designed to inform the user of the potential hazards associated with the materials you are using. The information provided on the SDS can help to protect the employee and enable them to respond appropriately to emergency situations. The new format requires 16 specific sections, ensuring consistency in presentation of important protection information. Each department, shop or operational unit must have available an SDS for every substance on their hazardous chemical inventory. Please refer to Appendix A of this document to review the components of a typical SDS.



**ELECTRONIC COPIES OF SDS FORMS ARE AVAILABLE AT ANY TIME BY UTILIZING THE FOLLOWING WEBSITE:**

<http://sbccd.org/ehs/msds>

If SDS's are missing or new hazardous substance(s) in use do not have SDS's, or if an SDS is obviously incomplete, please contact the respective department supervisor immediately, and a new SDS will be requested from the manufacturer. If we are unable to obtain the SDS from the vendor within 25 calendar days of the request, please call the Safety and Risk Management Office:

## Labels and Other Forms of Warning

All SBCCD administrators shall provide the necessary oversight to ensure that hazardous chemicals found in SBCCD facilities are properly labeled. If a label is defective or deteriorating, it is every employee's responsibility to see that a proper replacement label is applied so that the identity of a material is not lost. Damaged or defaced labels on incoming containers should be noted upon receipt and refused for delivery. Chemical manufacturers and importers must provide a label that includes a signal word, pictogram, hazard statement, and precautionary statement for each hazard class and category.

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, concentration along with related hazard warnings and PPE requirements. Managers and supervisors must ensure that employees are trained to recognize label warnings when working with hazardous chemicals.

The area supervisor shares responsibility for ensuring that containers are properly labeled and that the label data is current.

## Employee Information and Training

Each employee who works with, or is potentially exposed to, hazardous chemicals will receive initial and refresher training on the Hazard Communication Standard and the safe use of hazardous chemicals. Such training will be provided by a competent individual familiar with the material. Additional training must be provided for employees whenever new or different hazardous materials are introduced into their work areas. This training will emphasize these elements:

1. Requirements of the new hazard communication regulation, including employee rights (e.g., employees receiving and sharing with their physician information on hazardous chemicals to which they may be exposed)
2. Information about the location and availability of the employer's written hazard communication program
3. Identification of any operation in the employee work area where hazardous materials are present
4. Information on how to obtain, read, and understand SDS and labels, including data on the physical and health hazards of the substances
5. How to detect the presence or release of hazardous substances (e.g., appearance and odor)
6. Protective measures to be used, such as work practices, personal protective equipment, and emergency procedures

Note: T8CCR3203(b)(1), "Injury and Illness Prevention Program", requires that employee training be documented and records retained for at least one year.

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**THE HUMAN RESOURCES DEPARTMENT PROVIDES INITIAL HAZARD COMMUNICATION TRAINING.**

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Each department supervisor assists users of chemicals, monitors employee training, and submits to District Human Resources records of employee training.

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## Contractors

To ensure that outside contractors work safely on SBCCD campuses, and to protect SBCCD employees from chemicals used by outside contractors, the manager or supervisor issuing the Purchase Request is responsible for giving and receiving the following information from contractors:

- Hazardous substances, including Proposition 65 chemicals, to which they may be exposed while on the job site, as well as any substances they will be bringing into the workplace (To this end, we will provide contractors with information on the SBCCD labeling system and access to SDS.); and
- Precautions and protective measures that employees may take to minimize the possibility of exposure.

Note: If anyone has questions about the SBCCD Hazardous Communication Program, please contact the SBCCD Vice President of Administrative Service to ensure that the policies are carried out and the plan is effective.

Each department supervisor or designee will advise outside contractors of any chemical hazards in their respective areas which may be encountered in the normal course of their work at the College facilities and will provide copies of Safety Data Sheets if necessary.

## Non-Routine Work Tasks

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. The supervisor will ensure that employees are informed of:

1. The SBCCD Hazard Communication Program;
2. The specific hazards associated with the performance of these tasks;
3. Protective measures that must be used;
4. Measures the department has taken to lessen these hazards such as ventilation, personal protective equipment, or the presence of another employee; and
5. 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.

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# Appendix A: “How to Read an SDS”

## “HOW TO READ AN SDS”

Provided with approval from Flinn Scientific, Inc.

[http://www.flinnsci.com/media/1041084/how\\_to\\_read\\_an\\_sds.pdf](http://www.flinnsci.com/media/1041084/how_to_read_an_sds.pdf)

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## Appendix B: Current Chemical Inventory

Click This Link

<http://sbccd.org/ehs/msds>



Click This Link

<https://msdsmanagement.msdsoln.com/20562076-5619-4ef5-ac47-2428d957624f/ebinder/?nas=True>



**Click: SAFETY CENTER**



See Chemical Inventory Under Resources

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## Appendix C-1: SBVC Contact Information

### College President

- (909) 384-8298

### VP Administrative Services

- (909) 384-8958

### Administrative Services

- (909) 384-8965

### SBCCD Safety & Risk Management

- (909) 382-4040

### Web Links

- <https://sbccd.org/safetyrisk>

## Appendix C-2: SBVC Responsible Persons

The personnel listed below are responsible for preparing and keeping an inventory list of all known hazardous substances present in their respective departments. The list of materials for each department including specific information on each noted hazardous substance can be obtained by reviewing the SDS online.

Custodial Supervisor	<ul style="list-style-type: none"> <li>• Warehouse</li> <li>• Custodial Supply Room</li> <li>• Custodial Closets</li> </ul>
Director of Facilities	<ul style="list-style-type: none"> <li>• Maintenance Areas</li> <li>• Grounds Areas</li> <li>• Mechanical Equipment Rooms</li> <li>• Aquatics Center</li> </ul>
Dean of Science	<ul style="list-style-type: none"> <li>• Science Labs, Prep Rooms, and Stock Room</li> <li>• Nursing</li> <li>• Pharmacy</li> <li>• Psychiatric Technician</li> </ul>
Dean of Dean, Applied Technology, Transportation & Culinary Arts Division	<ul style="list-style-type: none"> <li>• Welding</li> <li>• Automotive</li> <li>• Transportation</li> <li>• Aeronautics</li> <li>• Culinary Arts</li> </ul>
Dean of Arts & Humanities	<ul style="list-style-type: none"> <li>• Art Labs</li> <li>• Theatre and Stage Craft Areas</li> <li>• Ceramics/Glass Blowing</li> </ul>
Cafeteria Manager (SBVC) Campus Store Assistant, Bookstore (CHC)	<ul style="list-style-type: none"> <li>• Cafeteria (SBVC)</li> <li>• Bookstore - Self Serve, Food Services (CHC)</li> </ul>
Dean of Student Services (SBVC & CHC)	<ul style="list-style-type: none"> <li>• Health and Wellness Center</li> </ul>

## Appendix C-3: SBVC SDS Binder Locations

### Custodial Areas

- Custodial Closets throughout Campus
- Maintenance and Operations Building, Custodial Storage

### Grounds Area

- Maintenance and Operations Building, Conference/Training Room

### Maintenance Area

- Maintenance and Operations Building, Custodial Storage

### Grounds Area

- Maintenance and Operations Building, Conference/Training Room

### Art Area

- Art Building, Ceramics/Glass Blowing Areas

### Theatre Area

- Auditorium & North Hall #164

### Microbiology Area

- HLS Bldg., 2nd Floor

### Biology Area

- HLS Bldg., 2nd Floor

### Anatomy and Physiology Area

- HLS Bldg., 2nd Floor

### Chemistry Area

- Physical Science, Building, Chemistry Stock Room, 3rd Floor

### Cafeteria Area

- Campus Center

### Health and Wellness Center Area

- SSB Building

### Dean of Dean, Applied Technology, Transportation & Culinary Arts Division

- T/O Shops

## Appendix D-1: CHC Contact Information

**College President**

- (909) 389-3202

**VP Administrative  
Services**

- (909) 389-3210

**Administrative Services**

- (909) 389-3211

**SBCCD Safety & Risk  
Management**

- (909) 382-4040

**Web Links**

- <https://sbccd.org/safetyrisk>

## Appendix D-2: CHC Responsible Persons

The personnel listed below are responsible for preparing and keeping an inventory list of all known hazardous substances present in their respective departments. The list of materials for each department including specific information on each noted hazardous substance can be obtained by reviewing the SDS online.

### Custodial Supervisor

- Warehouse
- Custodial Supply Room
- Custodial Closets

### Director of Facilities

- Maintenance Areas
- Grounds Areas
- Mechanical Equipment Rooms
- Aquatics Center

### Dean of Social, Information & Natural Sciences

- Science Labs, Prep Rooms, and Stock Rooms
- Art Department
- Theatre and Stage Craft Areas

### Dean of Instruction, Career Technical Education

- Public safety Department (EMS, Fire Tech., Paramedic, Respiratory therapy)

### Campus Store Bookstore

- Self Serve - Food Services Area

### Dean of Student Services

- Health and Wellness Center

## Appendix D-3: CHC SDS Binder Locations

### Custodial Areas

- Custodial Closets throughout Campus
- Maintenance and Operations Building, Custodial Storage

### Grounds Area

- Maintenance and Operations Building, Conference/Trainign Room

### Maintenance Area

- Maintenance and Operations Building, Custodial Storage

### Grounds Area

- Maintenance and Operations Building, Conference/Trainign Room

### Aquatics Center

- Pool Attendant's Office

### Art Area

- OE-1 Building, Room 132

### Theatre Area

- PAC Building, Backstage

### Microbiology Area

- Canyon Hall Building

### Biology Area

- Canyon Hall Building

### Anatomy and Physiology Area

- Canyon Hall Building

### Chemistry Area

- Canyon Hall Building

### Cafeteria Area

- College Center, Room 106

### Health and Wellness Center Area

- SSB Building, Room 106



## Safety Program Approval Form

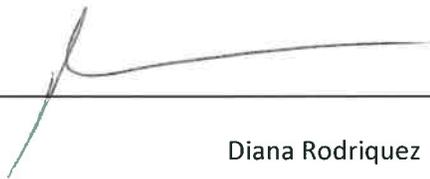
Safety Program: **Hazardous Communication/GHS Consolidated Safety Program – San Bernardino Valley College – September 2016**

Reviewed by:  Date 09/19/16  
Whitney J. Fields

SBCCD Director, Safety & Risk Management

Approved by:  Date 9-21-16  
Scott Stark

SBVC/Vice President Administrative Services/Business Services

Approved by:  Date 9.21.16  
Diana Rodriguez  
SBVC President



### Safety Program Approval Form

Safety Program: **Hazardous Communication/GHS Consolidated Safety Program – Crafton Hills College – September 2016**

Reviewed by:  Date 09/19/16  
Whitney J. Fields

SBCCD Director, Safety & Risk Management

Approved by:  Date 9/23/16  
Michael Strong

CHC/Vice President Administrative Services/Business Services

Approved by:  Date 9/27/16  
Dr. Wei Zhou  
CHC President

