

## HAZARD COMMUNICATION PROGRAM

### I. REFERENCES

- A. California Code of Regulations, Title 8, Section 5194
- B. UCSD Policy and Procedure Manual (PPM)
  - 516-4 Chemical Carcinogens
  - 516-5 Chemical Safety
  - 516-19 Laboratory Safety
  - 516-26 Safety Training
- C. *UCSD Laboratory Safety Guide*

### II. POLICY

The California Hazard Communication Standard provides that every employee at UCSD has a legal right to be informed about hazardous materials which they may be potentially exposed to during their work and educational activities. Although not required by law, it is UCSD policy to afford equal protection to all officially affiliated students, volunteers, and official visitors.

### III. PROCEDURE

Each administrative or functional unit that uses chemicals for non-laboratory purposes shall prepare and implement a written Hazard Communication Plan. The purpose of the Hazard Communication Program is to establish guidelines and policies to ensure that all members of the UCSD community 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 provisions of the Hazard Communication Program (HCP) apply to any hazardous substance, other than use of laboratory chemicals for laboratory work, known to be present in the workplace. The Laboratory Safety Standard and Chemical Hygiene Plan apply to most activities performed in research and teaching laboratories (see the *UCSD Laboratory Safety Guide*).

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.

Each department or shop will develop and maintain an inventory of hazardous chemicals. A Material Safety Data Sheet (MSDS) will be secured for each substance on their list of hazardous chemicals. MSDSs must be readily accessible to employees working in remote or field locations. Appropriate MSDSs will be maintained in a binder in each vehicle, on each job site, or immediately accessible by phone and fax. Alternatively, MSDSs may be accessed electronically (i.e., via computer locally or via Internet). If electronic access is used, the procedure to access those sheets will be attached and employees will be trained in the access procedure.

Labels on incoming containers of hazardous chemicals should not be defaced while they contain the material listed on the label. Labels on these primary containers should include: 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 as it appears on the MSDS, and an appropriate hazard warning. A

placard containing the chemical or product name, an appropriate hazard warning, and a "key" to link it to an abbreviation or a code displayed on the secondary container may be used.

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 Office of Environment, Health and Safety (EH&S) will perform general Hazard Communication training as part of formal Injury and Illness Prevention Plan training. Specific hazardous chemical training is conducted by the supervisor or their designate. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. The training will emphasize these elements:

- A. A summary of the standard and this written program.
- B. Hazardous chemical properties, and methods that can be used to detect the presence or release of hazardous chemicals including visual appearance and odor.
- C. Physical and health hazards associated with potential exposure to workplace chemicals.
- D. Procedures to protect against hazards; e.g., personal protective equipment, work practices, and emergency procedures.
- E. Hazardous chemical spill and leak procedures.
- F. Where MSDSs are located, how to understand their content, and how employees may obtain and use appropriate hazard information. This would include computer-based access when appropriate.
- G. The procedures for conducting non-routine tasks involving hazardous materials.

Accurate records on all safety training must be maintained by supervisory personnel. Records should include: the employee name, date of training, topic covered, employee signature, and name of instructor.

In the event outside contractors are working in UCSD controlled spaces, the UCSD project manager will advise the outside contractors of any chemical hazards which may be encountered in the normal course of their work at UCSD facilities. Supervisors/project managers are also responsible for informing contractors of any known hazards to which they may be exposed and any known precautions to reduce the possibility of exposure by the use of controls, work practices, and personal protective equipment.

#### IV. RESPONSIBILITY

##### A. Environment, Health and Safety

The Environment, Health and Safety Office is responsible for overall program development, serves as a central repository for hard copy MSDSs and Internet access to MSDS, provides general hazard communication training, and assists users of chemicals with local program implementation.

##### B. Departments and/or Shops

Individual departments and/or shops are responsible for designating a Hazard Communication Coordinator and implementing the program for their area. The Hazard Communication Coordinator will be the liaison with EH&S for all Hazard Communication Program issues. This would include the development and maintenance of an inventory of hazardous materials as well as procurement and maintenance of an MSDS file for these

hazardous materials. The coordinator would 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 MSDS and any in-house procedures). The written hazard communication program and MSDS must be accessible to employees during their normal working hours.

**C. Individuals**

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 use of new materials or materials in unusual situations.