
**CHABOT/LAS POSITAS
COMMUNITY COLLEGE DISTRICT**

HAZARD COMMUNICATION PLAN

Hazard Communication Program Policy

Policy Statement

It is the policy of the Chabot/Las Positas Community College District that all staff who may come into contact with hazardous chemicals in the work place receive information concerning the hazards which may be posed, and the methods by which they may deal with such materials in a safe and healthful manner. To implement this policy, all facilities using or storing hazardous materials must follow the Hazard Communication Program (Haz Com) and provide required information to employees. This policy identifies roles, responsibilities and required elements of the Hazard Communication Program.

References: Title 8 California Code of Regulations Section 5194, 29 CFR. 1910.120. 29

Definition:

Hazardous Materials: chemical substances, which are physical, or health hazards. Typical examples are: flammable liquids, corrosives, explosives, radioactive materials, compressed gasses, poisons, oxidizers and materials on the following lists:

1. Directors list of hazardous substances, 8 CCR 339.
2. Toxic and Hazardous Substances List, 29 CFR 1920, Subpart Z.
3. Threshold Limit Values for Chemical Substance in the Work Environment, American Conference of Governmental Industrial hygienists, 1984.
4. Third Annual Report on Carcinogens, National Toxicology Program, 1984.
5. Any other chemical with recognized hazardous properties.

Material Safety Data Sheets (MSDS) Material Safety Data Sheets (MSDS) are information sheets provided by the manufacturer or distributor of products containing hazardous materials. These sheets contain information about the physical and chemical properties of the hazardous ingredients as well as important health information

Responsibilities:

IIPP program administrator

The Responsible Safety Officer is charged with making reasonable efforts to institute the Hazard Communication Program in the District. The Hazard Communication Program is a part of the IIPP. The IIPP program administrator, in consultation with department supervisors, may elect to implement the Haz COM program or to assign all or part of it to suitably qualified staff in their department.

The IIPP program administrator does retain responsibility for monitoring implementation of the Haz Com Program. The ultimate responsibility for ensuring implementation of health and safety programs at their site is College Presidents and department managers.

Supervisors

The supervisor has the ultimate responsibility for assuring safe work practices are followed in areas under their supervision. Implementation of the hazard communication program is a critical part of that responsibility.

Hazard communication Implementation designee(s)

1. Ensure implementation of the program.
2. Develop and post a list of all chemicals containing hazardous substances within their department.
3. Ensure all employees are trained to work safely with chemicals.
4. Monitor employees to ensure compliance with safe work practices.
5. Identify those work areas and employees, which involve the potential use of or exposure to hazardous substances.
6. Collect and make available all MSDS's for hazardous substances used in the work place.
7. If an MSDS is not available, contact the IIPP program administrator
8. Review incoming MSDS's for completeness and any new or revised information.
9. Ensure that all chemical containers are properly labeled.

Employees

1. Follow all safe work practices including use of appropriate PPE.
2. Read and understand the MSDS on chemicals they will use.
3. Notify the supervisor if material safety data sheets are not available for chemicals in the work place or if they do not understand information on the MSDS.
4. Ensure all chemicals transferred to containers, by them, are labeled to identify contents and hazards of the material.

Hazard Warnings

Material Safety Data Sheets

Work sites with multiple locations may keep MSDS's at a central location, which is visited daily by employees. MSDS's may also be kept on computer.

Whenever a new or revised material safety data sheet is received the information shall be given to affected employees in a timely manner but no more than thirty days after the information is received. If the information indicates a previously unknown, serious hazard, the employee shall be notified immediately. All new chemicals used in the work place must be accompanied by an MSDS.

Containers

Each container of a hazardous substance must be labeled or tagged. Labels must identify the hazardous chemical present, appropriate hazard warnings and the name and address of the manufacturer, importer or other responsible party. If a chemical is transferred into another container, the container must be labeled with the name of the chemical and an appropriate hazard warning.

Piping

Pipes carrying hazardous materials must be labeled to clearly identify the contents. Labeling must be at an interval, which is frequent enough so labels are clearly visible to any person working on the piping system.

Unlabeled pipes

It is important to ensure that employees and contractors who work on unlabeled pipes have been informed as to the hazardous substances contained within. Prior to starting work, these workers must contact their supervisor for the following information:

1. The identity of any hazardous substances in the pipe;
2. The potential hazards of the substance(s); and
3. Appropriate safety precautions to be taken.

Building Coordinators and Physical Plant maintenance staff are available to assist in identifying the contents and purpose of pipes and lines

Non-routine tasks

Employees are occasionally asked to perform non-routine tasks using chemicals. Each department shall identify the means they will use to inform employees of chemical hazards presented by non-routine activities. The supervisor will ensure that employees are informed of:

1. The specific hazards of the task.
2. Protective measures that must be used.
3. Steps the department has taken to lessen the hazard.

4. Specific emergency procedures to be used in the event of an emergency

Training

Employees must be trained on hazardous substances in their work area at the time of their initial assignment and when a new hazard is introduced into the work area. Training must be in a language and at a level of comprehension suited to the employee. Employees must demonstrate their understanding of the information by passing a written or verbal examination.

Documentation of all employee training and any test results must be maintained in departmental or individual training records for at least one year after the employee leaves service. Note: Training must be pro-active. It is insufficient to inform the employee of the availability of information and leave it to the employee's discretion to seek out the information.

Training shall consist of:

1. Requirements of the hazard communication standard.
2. Operations in their work area where hazardous substances are present.
3. Methods that may be used to detect a leak of a hazardous substance.
4. Physical and health hazards of substances in the work area.
5. Methods to prevent exposure including selection and use of Personal Protective Equipment (PPE).
6. Location of material safety data sheets.
7. Any special procedures the department has implemented to eliminate or reduce exposure to a hazardous chemical.

Contractors

To ensure the safety of outside contractors, working on Chabot/Las Positas Community College District property, it is the responsibility of the Chabot/Las Positas Community College District project manager or their designee to provide contractors with the following information before they begin work:

1. Hazardous substances used by Chabot/Las Positas Community College District, to which they may be exposed while on the job.
2. Precautions and protective measures that can be taken to lessen the
3. Possibility of exposure.
4. List of University contacts should an exposure occur.

Contractors shall provide MSDS's to the site representative, supervising the project, for all substances covered by this policy and used in district work places by the contractor or any subcontractors engaged by the principle contractor.

Emergency procedures

The range and quantity of hazardous substances used requires pre-planning to respond safely to chemical spills. Knowledgeable and experienced personnel who are familiar with the chemical hazards and the safety precautions needed should only do the clean up of chemical spills.

All wastes generated from a spill must be properly labeled and disposed of as hazardous waste.