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UNIVERSITY**

Hazard Communication Program

San José State University
One Washington Square
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.

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 material 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.

d) Employees

Every employee who is at risk of exposure to hazardous materials will ...

- i) Receive hazard awareness training on an annual basis.
- ii) Be provided with the necessary work implements, such as tools, gloves, personal protective equipment to protect employees from the harmful effects of hazardous materials.
- iii) Be provided access to material safety data sheets and be informed of their right to access safety information.
- iv) Follow the prescribed work practices and methods designed to control or eliminate the risk of exposure to hazardous materials.
- v) Report incidents to the supervisor immediately.

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				

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) Material 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 warning. Any words, pictures, symbols, or combination of methods appearing on a label or other appropriate form of warning which convey the health hazards and physical hazards of the substance(s) in the container(s).
- 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) Identity. Any chemical or common name which is indicated on the material safety data sheet (MSDS) for the substance.
- 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.

¹ CCR T8 §5194. Hazard Communication.

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	Utilities Maintenance & Operations Automobile Repair Technicians Central Plant Carpenters Painters Energy Control Technicians Electricians HVAC Technicians Plumbers Grounds Keepers Custodial Service Workers	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	Student Housing Services	Maintenance Plumbing Electrical Paint Custodial Services	Performing maintenance and repairs on systems or equipment. Contact with hazardous waste materials in equipment, plumbing systems, pesticides, cleaning agents and paints.	20
4	College of Engineering	Laboratory Technicians	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.	5
5	College of Science	Laboratory Technicians	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.	5

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) Identity of the hazardous substance(s);
 - (2) Appropriate hazard warnings; and
 - (3) Name and address of the manufacturer, importer, or other responsible party.
- ii) 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.

b) Material Safety Data Sheets.

- i) Material 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 MSDS database for employees to access information from the World Wide Web from any computer terminal with internet connectivity. This database is located at MSDS Online <http://hq.msdsonline.com/csuedusl/Search/Default.aspx> .
- 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 material safety data sheets are kept at a central location at the primary workplace facility or on the MSDS Online System.

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 material 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 completed 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 Material Safety Data Sheets and Chemical Inventories

Environmental Health and Safety will retain Material Safety Data Sheets and chemical inventory data.

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Appendix

Reading a Material Safety Data Sheet

The Material Safety Data Sheet, or MSDS, is written information that can help protect you from overexposure to chemicals you find on the job. The MSDS is part of the campus' Hazard Communications Program. Each chemical supplier or manufacturer can design its own MSDS form, and the sections may be in different order. But, the basic kinds of information on any MSDS will be the same.

- **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 safety, 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.

Required Information on a MSDS:

- (A) The Chemical Name
- (B) Any Common Names
- (C) The CAS Number of the "Hazardous Substance"
- (D) The Potential for Explosion
- (F) The Potential for Reactivity
- (G) Acute and Chronic Health Effects
- (H) Potential Routes of Exposure
- (I) Symptoms of Overexposure
- (J) Proper Precautions
- (K) Handling Practices
- (L) Necessary Personal Protective Equipment
- (M) Other Safety Precautions in the Use of or Exposure to the "Hazardous Substance"
- (N) Emergency Procedures for Spills
- (O) Emergency Procedures for Fire
- (P) Disposal Procedures
- (Q) First Aid Procedures Risks Posed by the "Hazardous Substance"
- (R) A Description in Lay Terms of the Specific Potential Health Hazard
- (S) The Month and Year the Information was Compiled
- (T) Name and Address of the Manufactures Responsible for Preparing the Information

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