

Hazard Communication Program

The California Code of Regulations, Title 8 §5194, a.k.a. the Hazard Communication Standard (hereafter referred to as the Standard), requires manufacturers or importers to assess the hazards of substances which they produce or import, and all employers to provide information to their employees about the hazardous substances to which they may be exposed, by means of a hazard communication program, labels and other forms of warning, material safety data sheets, and information and training.

The Standard applies to any hazardous substance which is known to be present in the work place in such a manner that employees may be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from work place operations.

Hazard Communication Program

The Standard requires the employer to develop, implement, and maintain a written hazard communication program for their employees. The plan describes how the criteria for labels and other forms of warning, material safety data sheets, and employee information and training will be met, and which also includes a list of the hazardous substances known to be present, the methods used to inform employees of the hazards of non-routine tasks, and the hazards associated with substances contained in unlabeled pipes in their work areas.

Labels

The Standard defines a label as any written, printed, or graphic material displayed on or affixed to containers of hazardous substances. Manufacturers, importers, and/or distributors of hazardous substance are required to ensure that each container of hazardous substance leaving the workplace is labeled, tagged or marked with:

- 1) The identity of the hazardous substance(s),
- 2) Appropriate hazard warnings and
- 3) The name and address of the manufacturer, importer, or other responsible party.

Employers (HSU supervisors) are required to ensure that each container of hazardous substance(s) in the workplace is labeled, tagged, or marked with the following information:

- 1) Identity of the hazardous substance(s) contained therein and
- 2) Appropriate hazard warnings.

The departmental person(s) responsible for ensuring that hazardous materials containers are labeled in correctly is/are: _____

Bldg. _____ Room _____ Ext. _____

Materials Safety Data Sheets (MSDS)

The Standard requires manufacturers and importers of hazardous substances to obtain or develop a material safety data sheet for each hazardous substance they produce or import.

Employers are required to maintain copies of material safety data sheets for each hazardous substance in the workplace, and to ensure that they are readily accessible during each work shift to employees when they are in their work area(s).

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 may be kept at a central location at the primary workplace facility. In this situation, the employer shall ensure that employees can immediately obtain the required information in an emergency.

Material safety data sheets may be kept in any form, including operating procedures, and in electronic form accessible from disc or the Internet. However, the employer shall ensure that in all cases the required information is provided for each hazardous substance, and is readily accessible during each work shift to employees when they are in their work area(s).

Departmental MSDS are located in bldg.: _____ room: _____

The person(s) responsible for maintaining the MSDS file(s) is: _____

Bldg: _____ Room: _____ Extension: _____

Note: In the event a department has difficulty obtaining a MSDS, contact EH&OS (Ext. 5711 or 3302)

Training

The Standard requires employers to provide employees with information and 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.

Training must cover at least the following topics:

- 1) The requirements of the Standard,
- 2) Information about operations in their work area where hazardous substances are present, and
- 3) The location and availability of the written hazard communication program, including the of hazardous substances inventory lists and material safety data sheets.

The departmental person(s) responsible for ensuring employees meet all training requirements is: _____

Bldg. _____ Room: _____ Ext: _____