



Environmental
Health & Safety

Hazard Communication Program

Revised June 07, 2013

Prepared by

Author Name: Beiwei Tu, CIH, CSP

Title: Safety and IH Manager

Email: Beiwei.tu@ucr.edu

(951) 827-2964

Approved by

Russell Vernon, PhD

Direction, EH&S

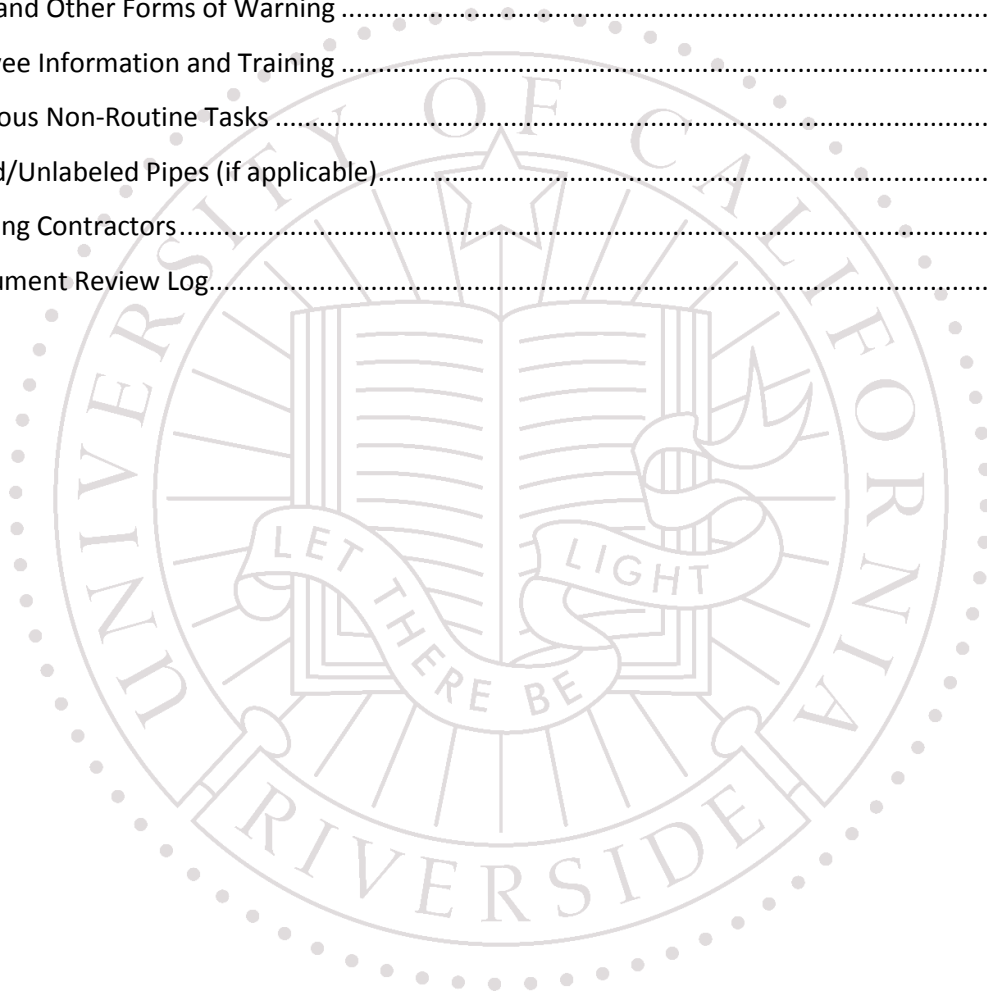
Russell.Vernon@ucr.edu

(951) 827-5119



Table of Contents

I.	Introduction	3
II.	List of Hazardous Substances	3
III.	Proposition 65 chemicals	3
IV.	Safety Data Sheets (SDS)	4
V.	Labels and Other Forms of Warning	4
VI.	Employee Information and Training	4
VII.	Hazardous Non-Routine Tasks	5
VIII.	Labeled/Unlabeled Pipes (if applicable).....	5
IX.	Informing Contractors.....	6
	Hazcom Document Review Log.....	7



I. Introduction

To enhance our employees' health and safety, University of California in Riverside (UCR) has developed, implemented, and maintains a hazard communication program as required by Title 8, California Code of Regulations, §5194, the Hazard Communication Regulation. According to the provisions of this section all employees at UCR including their personal physicians and collective bargaining agents have the right to personally receive information regarding hazardous substances to which UCR employees may be exposed. In addition, employees have the right against discharge or other discrimination due to the employee's exercise of the afforded rights pursuant to the provisions of the Hazardous Substances Information and Training Act.

The Environmental Health and Safety Department (EH&S) has full authority and responsibility for developing, and maintaining the hazard communication program. UCR provides information about the hazardous substances in our workplace, the associated hazards, and the control of these hazards through a comprehensive hazard communication program that includes the elements listed below.

II. List of Hazardous Substances

The EH&S maintains chemical inventory database for all chemicals present at UCR (<http://ucriverside.ecompliance.net/>). All departments are required to input their current chemical inventory into the online database annually. Contact EH&S at 951-827-5528 to obtain login instruction for the online chemical inventory database. A detailed explanation of health hazard definitions and assessment can be found in Appendix A. Specific information on each noted hazardous substance can be obtained by reviewing the Safety Data Sheet (SDS) available at:

<http://ehs.ucr.edu/services/msds.html>

III. Proposition 65 chemicals

As a state agency UCR is exempt from Proposition 65 requirements according to CA Health and Safety Code, Section 25249.11(b)

An updated list of chemicals known to the state of California to cause cancer or reproductive toxicity is available on the web at:

http://www.oehha.ca.gov/prop65/prop65_list/Newlist.html.

IV. Safety Data Sheets (SDS)

SDSs are available through an online database on the Environmental Health and Safety website:

<http://www.ehs.ucr.edu/services/msds.html>

If an employee is potentially exposed to a chemical whose identity is a trade secret AND a medical professional (nurse or doctor) determines there is a medical emergency, then a manufacturer's representative must provide that information to the medical professional for treatment purposes.

V. Labels and Other Forms of Warning

UCR policy prohibits the defacing or removal of labels on materials obtained from manufacturers. UCR policy is that all containers of hazard materials are labeled with the identity of the hazardous substance(s), sign word, hazard statement(s), pictogram(s), and precautionary statement(s). Portable containers do not need to be labeled if the portable containers are intended for the immediate use of the employees who transfer the chemical from a labeled container to the portable container.

Labels must be legible, in English, and prominently displayed on the container. If applicable, the supervisor will arrange for additional labels, signs, and other warnings to be printed in other languages as needed. Hazardous waste tags need to be placed on the waste containers before waste pickup. Prior to shipment of hazardous materials, a Material Management must be contacted regarding safe shipping requirements.

VI. Employee Information and Training

Prior to beginning work, UCR employees, volunteers, students, or visitors who use hazardous chemical at work are required to complete a hazardous communication or equivalent health and safety training course.

These training modules will provide information on the following:

- The requirements of the hazard communication regulation, including the employees' rights under the regulation
- The location and availability of the written hazard communication program, chemical inventory and Safety Data Sheets.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area
- Protective practices to minimize or prevent exposure to these substances
- How to read labels and review SDS to obtain hazard information
- Physical, health, simply asphyxiation, combustible dust and pyrophoric gas hazards and other hazards not otherwise classified of chemicals used in the work areas.
- Symptoms of overexposure

- Measures employees need to put into practice to reduce or prevent exposure to these hazardous substances by engineering controls, work practices, and use of personal protective equipment
- Emergency and first-aid procedures to follow if employees are exposed to hazardous substances
- The location and interpretation, if needed, of warning signs or placards to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace.
- Where applicable, training is conducted in languages other than English.

Supervisors are required to provide site specific training on specific hazards which their employees may encounter in the workplace. In addition, supervisors are required to provide employees with additional training when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer's work site. Both general and site specific training shall be documented.

VII. Hazardous Non-Routine Tasks

Periodically, UCR employees are required to perform hazardous non-routine tasks. Prior to beginning work on a project, the employee will be given information by his/her supervisor regarding hazards to which they may be exposed. EH&S are available to assist supervisors to provide the appropriate training to their employees.

This information will cover:

- specific hazards
- measures the UCR and the supervisor has taken to reduce the risk of these hazards, such as providing ventilation, ensuring the presence of another employee, providing a respiratory protection program, and establishing emergency procedures
- required protective/safety measures
- Example of a non-routine tasks performed by employee at UCR: Cleaning sewage tank with sodium hydroxide.

VIII. Labeled/Unlabeled Pipes (if applicable)

Aboveground pipes transporting hazardous substances (gases, vapors, liquids, semi-liquids, or plastics) shall be identified in accordance with T8 CCR, Section 3321, "Identification of Piping." Other above-ground pipes that do not contain hazardous substances but may have associated hazards if disturbed or cut (e.g., steam lines, oxygen lines) shall be addressed as follows: Before employees enter the area and initiate work, (persons/position) will inform them of:

- The location of the pipe or piping system or other known safety hazard
- The substance in the pipe
- Potential hazards
- Safety precautions

IX. Informing Contractors

To ensure that outside contractors work safely at UCR and to protect members of UCR community from chemicals used by outside contractors, the host of the contractor, such as Capital Programs, Architect and Engineers project managers/inspectors, are responsible for giving and receiving the following information to and from contractors:

- hazardous substances to which contractors may be exposed while on the job site.
- precautions and protective measures the contractors may take to minimize the possibility of exposure
- This information is provided verbally and through a written handout- Guidelines for Contractors.

Contractors who come on to UCR property to perform work are required to provide the project manager/inspectors with SDS for the hazardous materials they will be using and measures they will employ to minimize exposure of UCR employees to those materials. Project managers/inspectors are responsible for communicating this information to affected UCR employees with assistance of EH&S where needed.

