



**SANTA BARBARA CITY COLLEGE**

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT  
HAZARD COMMUNICATIONS STANDARD  
COMPLIANCE PROGRAM**

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# HAZARD COMMUNICATIONS STANDARD COMPLIANCE PROGRAM

## TITLE 8, CALIFORNIA CODE OF REGULATIONS §5194

To enhance our employees' health and safety, the Santa Barbara Community College District has developed, implemented, and maintains this hazard communication program as required by the Hazard Communication Regulation (Title 8, CCR 5194).

The Hazard Communication Program Manager for the Santa Barbara Community College District is the Director of Facilities & Operations (F&O) or designee. This position has full authority and responsibility for implementing and maintaining this program. The District 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.

## LIST OF HAZARDOUS SUBSTANCES

Each Manager/Department Chair for any department that uses hazardous substances will prepare and keep a current inventory list of all known hazardous substances present in their work area. Specific information on each noted hazardous substance can be obtained by all District employees by reviewing the SDS sheets at MSDSOnline. MSDSOnline can be accessed as follows:

<https://login.ehs.com/?returnUrl=>

This link will take employees to the site. See Attachment F for instructions on the view only site of MSDSOnline.

## PROPOSITION 65 LIST OF CHEMICALS

The Director of Facilities & Operations or Designee is responsible for obtaining updates of chemicals listed on the Proposition 65 site and providing new information to affected employees. When new chemicals are added to the Proposition 65 list, warning requirements take effect 12 months from the date of listing. Use the following link for Proposition 65 list updates:

[http://oehha.ca.gov/prop65/prop65\\_list/Newlist.html](http://oehha.ca.gov/prop65/prop65_list/Newlist.html)

## SAFETY DATA SHEETS (SDS)

Any employee who purchases hazardous substances/materials is responsible for obtaining SDS (usually provided by the vendor). Director of Facilities & Operations or Designee, will review them for new and significant health and safety information and pass those changes on immediately to the affected employees by additional training sessions, posting of memos or other means of communication.

SDS are readily available from the MSDSOnline website. If a District department intends to use new hazardous substances, or if an SDS is obviously incomplete, the Department Manager should review the MSDSOnline website to determine if an SDS already exists. If there is no current SDS for the chemical in question, the Department Manager/Chair should contact the Director of Facilities & Operations or Designee immediately. A new SDS will be requested from the manufacturer and provided to the requestor. If a District employee has specific questions or needs additional information on an SDS, the employee should be directed to contact the Director of Facilities & Operations or Designee.

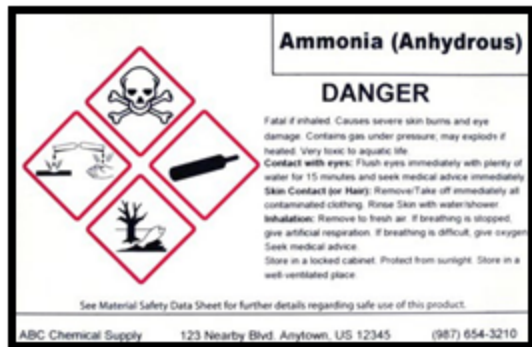
#### LABELS and OTHER FORMS OF WARNINGS

Before hazardous substance containers are released to the work area, it is the practice of Santa Barbara Community College District that the site Designated Staff member (s) will verify that all primary and secondary containers are labeled as follows:

Label Information	Primary Container	Secondary Container
Identity of the hazardous substance(s)	X	X
Applicable hazard warnings	X	X
Name and address of the manufacturer	X	

A **sample** of a container label is provided below:

EMPLOYEE INFORMATION and TRAINING



Designated employees are to complete Hazard Communication GHS training via Keenan Safe Colleges within 30 days of hire or when a new hazardous substance is introduced. This training session will provide information on the following topics:

- The requirements of the hazard communication regulation, including the employees' rights under the regulation.
- The location and availability of the written hazard communication program.
- Any operation in their work area, including non-routine tasks, where hazardous substances or Proposition 65 carcinogens/reproductive toxins are present and exposures are likely to occur.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- Protective practices the District has taken to minimize or prevent exposure to these substances.
- How to read labels and review chemical SDS to obtain hazard information.
- Physical and health effects of the hazardous substances.
- Pictograms, Hazard Statements, Labels and Signal Words.
- Symptoms of overexposure.
- Measures employees shall strive to reduce or prevent exposure to these hazardous substances including 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 used to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace.

## HAZARDOUS NON-ROUTINE TASKS

Periodically, our employees perform non-routine hazardous tasks. Prior to starting work on such tasks, designated employees will be provided information by their supervisor on hazards to which they may be exposed to during the activity. This information will cover:

- Specific hazards.
- Measures the District 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 and safety measures.

<i>Sample</i> Non-Routine Task	Hazardous Substance
Removing outdated chemicals from science storage	Hydrochloric Acid
Interior and Exterior painting	Lead

## INFORMING CONTRACTORS

To ensure ALL outside contractors work safely in our facilities, and to protect our employees from chemicals used by outside contractors, the District is responsible for receiving and distributing the following information from contractors to the responsible parties.

- Hazardous substances, including Proposition 65 chemicals, to which they may be exposed while on the job site. This includes substances they will be bringing into the workplace. To this end, the District will provide contractors with information on our labeling system and access to SDSs.
- Precautions and protective measures the employees of the contractor may take to minimize the possibility of exposure.

Questions about this plan should be directed to the Director of Facilities & Operations or Designee. SBCC's Hazard Communications Plan will be maintained by the Director of Facilities & Operations or Designee and will be reviewed annually by the Facilities & Safety Committee.

## **DISTRICT PROCEDURES**

### **HAZCOM - HAZARDOUS MATERIALS HANDLING AND DISPOSAL PROCEDURE**

#### **ACQUISITION**

The Department Designee shall get approval of purchases and acquisitions of hazardous materials, in accordance with District purchasing policies and procedures. In general, the following guidelines shall apply:

- Materials ordered must be the least hazardous.
- The purchase of extremely hazardous materials must be avoided and less toxic and hazardous materials substituted, whenever possible.
- All purchases must be made in quantities that will be used before the chemical becomes retrograde.

#### **STORAGE and INVENTORY**

New and existing containers shall be dated when received and added to the inventory. The oldest materials must be used first. Materials shall be stored as recommended by the manufacturer, including the use of flammable materials cabinets, as needed. Containers shall be properly labeled, using warning signs, as needed. Materials must be segregated so that incompatible materials are not stored together. SDS will be requested from the manufacturers and vendors of these materials and supplied to the Director of Facilities & Operations or Designee and the department designee.

#### **SAFETY DATA SHEETS (SDS)**

The SDS is a guide to safe handling and effective emergency response. The SDS will be obtained with each order and maintained for each hazardous material. The SDS must be maintained using the MSDSOnline system. Any materials received without the appropriate SDS require a follow-up by the Director of Facilities & Operations or Designee responsible for the purchase of materials to the vendor within twenty-five (30) days of receipt. Copies of all SDS sheets must be sent to the Director of Facilities & Operations or Designee.

#### **EMPLOYEE TRAINING**

Hazardous Communications/GHS On-Line training for SBCC employees is available at the Keenan Safe Colleges training website at <http://santabarbaraccd.keenan.safecolleges.com/login>  
See Attachment E for instructions.

Training shall be provided to employees for all hazardous materials to which there is a potential exposure. Department Managers/Chairs shall notify the Risk Manager when there are new employees to the department including student workers. The Risk Manager will assign training which shall comply with, and consist of, the components of the Hazard Communication Standard, including identification of hazards, hazard prevention and protection, warning labels, Safety Data Sheets, product information, exposure actions, and first aid.

The employee training program shall be ongoing, with additional training given for new substances utilized by the District, or retraining if the SDS for substances in present use are revised significantly. A significant revision entails receipt of new information indicating increased risks in the use of the substances and/or changes in the measures necessary to protect employees from exposure, as compared to prior SDS. Retraining shall be provided for all employees utilizing or having exposure to said substances. All newly hired employees will receive training as soon as practical after starting employment with the District. All training sessions will be thoroughly documented as to the trainers, content, and attendees. Records of these sessions will be kept online through Keenan Safe Colleges. The employee Hazard Communication training shall include the following:

- An explanation of what a Safety Data Sheet is, its intended purpose, and how to read and interpret the information provided on the SDS.
- An explanation of the information provided on the SDS, including:
  1. The health hazards associated with the use and/or exposure to the substance;
  2. Proper handling to safely reduce the exposure;
  3. Personal protective equipment (PPE) which is necessary or recommended during the handling or use of the substance;
  4. Emergency procedures for spills, fire, first aid, and disposal; and
  5. Other safety precautions necessary to prevent or minimize exposure to the substance.
- An explanation of the information on the container labels.
  1. An explanation of what Pictograms are and what they mean.
  2. An explanation of the right of the employees to obtain copies of the SDS from the District and the procedures to be followed.
  3. An explanation of the right for the treating physician to receive an SDS from the District and the procedures to be followed.
  4. Specific training on non-routine tasks as determined by the site manager, or designee, prior to employees undertaking these tasks.



Contracts with vendors shall state that the contractors will properly train their employees before beginning work at the District.

## SECONDARY CONTAINERS

All secondary containers holding hazardous substances will be labeled with the following information:

- Product Identifier - Generic name of the material.
- Signal Words - Degree of hazard of the material (danger, warning).
- Hazard Statement - Type of hazard (poison, causes burns, flammable, harmful vapors, explosive, toxic, corrosive, etc.).
- Date of receipt.
- Precautionary Statement - Measures (for example, keep away from heat, sparks, or open flame, personal protective equipment required, personal protective measures), instructions in the event of ingestion, contact, or exposure.
- Supplier Identification - Manufacturer's name and address, emergency phone number(s).

It is the responsibility of the Department manager or department designee to be certain the new container has the proper label and information and that the label is securely attached to the container.

## UNIDENTIFIED SUBSTANCES

Substances, which do not have the proper label and/or cannot be identified, are not to be used, handled, or stored. The Director of Facilities & Operations or Designee must be notified immediately. The substance will then be identified and properly labeled or removed under the direction of the manager.

## SECONDARY CONTAINER LABELS

All secondary container labels are available from MSDSOnline. Contact Risk Management for access.

## HOUSING/STORAGE

All hazardous materials must be stored in accordance with laws, regulations, and procedures. Refer to the label on the hazardous material and SDS to determine appropriate storage requirements and recommendations.

## CORRECTIVE ACTIONS/RESPONSIBILITIES

Employees must comply with all safety rules and regulations implemented by the District for the purchase, storage, handling, and/or use of hazardous materials. Employees found negligent in handling or managing hazardous materials will be disciplined per current District guidance/policy.

## LINK TO THE STATE OF CALIFORNIA PROPOSITION 65 LIST OF CHEMICALS

Use the following link for Proposition 65 List updates:

[http://oehha.ca.gov/prop65/prop65\\_list/Newlist.html](http://oehha.ca.gov/prop65/prop65_list/Newlist.html)










# EXAMPLES

## PICTOGRAMS

### Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

### HCS Pictograms and Hazards

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>▪ Carcinogen</li> <li>▪ Mutagenicity</li> <li>▪ Reproductive Toxicity</li> <li>▪ Respiratory Sensitizer</li> <li>▪ Target Organ Toxicity</li> <li>▪ Aspiration Toxicity</li> </ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>▪ Flammables</li> <li>▪ Pyrophorics</li> <li>▪ Self-Heating</li> <li>▪ Emits Flammable Gas</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>▪ Irritant (skin and eye)</li> <li>▪ Skin Sensitizer</li> <li>▪ Acute Toxicity</li> <li>▪ Narcotic Effects</li> <li>▪ Respiratory Tract Irritant</li> <li>▪ Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>▪ Gases Under Pressure</li> </ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>▪ Skin Corrosion/Burns</li> <li>▪ Eye Damage</li> <li>▪ Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>▪ Explosives</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>
<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>▪ Oxidizers</li> </ul>	<p><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>▪ Aquatic Toxicity</li> </ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>▪ Acute Toxicity (fatal or toxic)</li> </ul>

For more information:

**OSHA**<sup>®</sup> Occupational Safety and Health Administration  
 U.S. Department of Labor  
[www.osha.gov](http://www.osha.gov) (800) 321-OSHA (6742)

# GHS LABEL EXAMPLE

## Hazard Communication Standard Labels

OSHA has updated the requirements for labelling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information: [www.osha.gov](http://www.osha.gov)



(800) 321-OSHA (6742)

### SAMPLE LABEL

#### PRODUCT IDENTIFIER

CODE \_\_\_\_\_  
Product Name \_\_\_\_\_

#### SUPPLIER IDENTIFICATION

Company Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Emergency Phone Number \_\_\_\_\_

#### PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.  
Keep away from heat/sparks/open flame. No smoking.  
Only use non-sparking tools.  
Use explosion-proof electrical equipment.  
Take precautionary measure against static discharge.  
Ground and bond container and receiving equipment.  
Do not breathe vapors.  
Wear Protective gloves.  
Do not eat, drink or smoke when using this product.  
Wash hands thoroughly after handling.  
Dispose of in accordance with local, regional, national, international regulations as specified.

**In Case of Fire:** use dry chemical (BC) or Carbon dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.

#### First Aid

If exposed call Poison Center.  
If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

#### HAZARD PICTOGRAMS



**SIGNAL WORD**  
Danger

#### HAZARD STATEMENT

**Highly flammable liquid and vapor.  
May cause liver and kidney damage.**

#### SUPPLEMENTAL INFORMATION

##### Directions for use

\_\_\_\_\_

\_\_\_\_\_

Fill weight: \_\_\_\_\_ Lot Number \_\_\_\_\_

Gross weight: \_\_\_\_\_ Fill Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

## GHS SAFETY DATA SHEETS

### Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

**Section 1, Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

**Section 2, Hazard(s) identification** includes all hazards regarding the chemical; required label elements.

**Section 3, Composition/information on ingredients** includes information on chemical ingredients; trade secret claims.

**Section 4, First-aid measures** includes important symptoms/ effects, acute, delayed; required treatment.

**Section 5, Fire-fighting measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.

**Section 6, Accidental release measures** lists emergency procedures; protective equipment; proper methods of containment and cleanup.

**Section 7, Handling and storage** lists precautions for safe handling and storage, including incompatibilities.

**Section 8, Exposure controls/personal protection** lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

**Section 9, Physical and chemical properties** lists the chemical's characteristics.

**Section 10, Stability and reactivity** lists chemical stability and possibility of hazardous reactions.

**Section 11, Toxicological information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information\*

Section 13, Disposal considerations\*

Section 14, Transport information\*

Section 15, Regulatory information\*

**Section 16, Other information**, includes the date of preparation or last revision.

\*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

**Employers must ensure that SDSs are readily accessible to employees.**

See Appendix D of 1910.1200 for a detailed description of SDS contents.

For more information: [www.osha.gov](http://www.osha.gov)



U.S. Department of Labor

(800) 321-OSHA (6742)

## HAZARD COMMUNICATION STANDARD GHS TERMS

### Hazard Statement(s):

Describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. For example: “Causes damage to kidneys through prolonged or repeated exposure when absorbed through the skin.” All of the applicable hazard statements must appear on the label. Hazard statements may be combined where appropriate to reduce redundancies and improve readability. The hazard statements are specific to the hazard classification categories, and chemical users should always see the same statement for the same hazards, no matter what the chemical is or who produces it.

### Signal word:

Used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. There are only two signal words, “Danger” and “Warning.” Within a specific hazard class, “Danger” is used for the more severe hazards and “Warning” is used for the less severe hazards. There will only be one signal word on the label no matter how many hazards a chemical may have. If one of the hazards warrants a “Danger” signal word and another warrants the signal word “Warning,” then only “Danger” should appear on the label.

### Product identifier:

How the hazardous chemical is identified. This can be (but is not limited to) the chemical name, code number or batch number. The manufacturer, importer or distributor can decide the appropriate product identifier. The same product identifier must be both on the label and in Section 1 of the SDS (Identification).

### Precautionary Statement(s):

Means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.

Keenan Safe Colleges Instructions

<http://santabarbaraccd.keenan.safecolleges.com/login>

Your Username is your Employee ID #

1. Once you enter your username, click “Login.” The system will verify who you are on the next page. If it is correct, click the “Log Me In” button.
2. Your Keenan SafeColleges page will reflect the mandatory training that has been assigned for your position. After you click on the course title, you will need to accept the “Disclaimer”. This will then take you to the modules for the course. The courses have audio, so if you would like to listen to the course, be sure to turn up your speakers.
3. You must complete each section of the course and pass the quiz in order to receive full credit.

Keenan SafeColleges will track where you left off in each of the courses, as long as you complete the entire module. In the event you log off in the middle of a module, you will need to begin that same module once logging back in. You will see a green check mark to the left of the modules you have already completed. You will log back in by typing in your username and repeat step 1.

Should you have any questions, please contact Risk Management at (805) 730-4266.

## MSDSOnline HQ Viewer Quick Reference Guide

Go to SBCC’s HQ link:

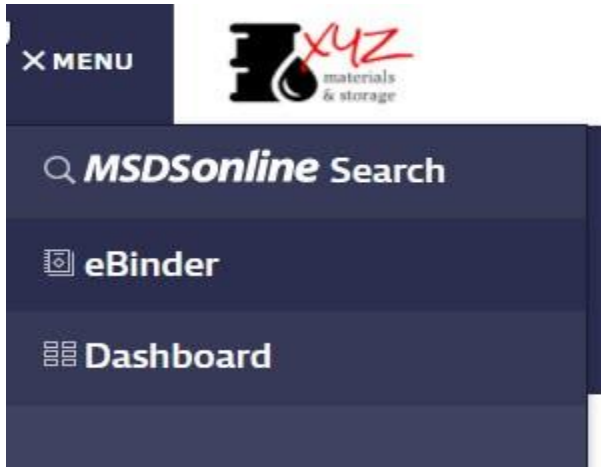
<https://login.ehs.com/?returnUrl=>

If you don’t already have a username and password you will need to contact Risk Management.

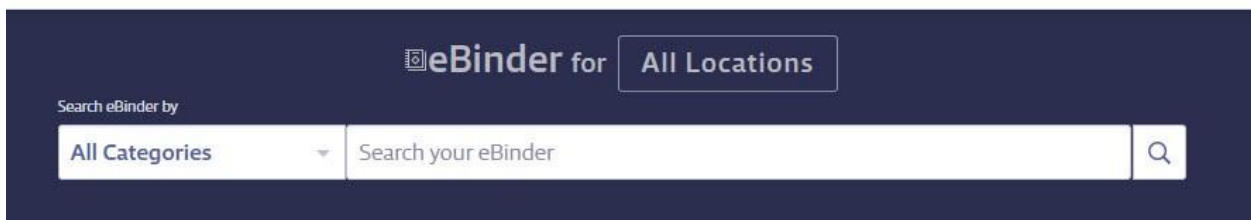
### Accessing the eBinder (Safety Data Sheets)

If your account does not default to your eBinder, click on the Menu button in the upper left corner of the screen and then click on the eBinder button.



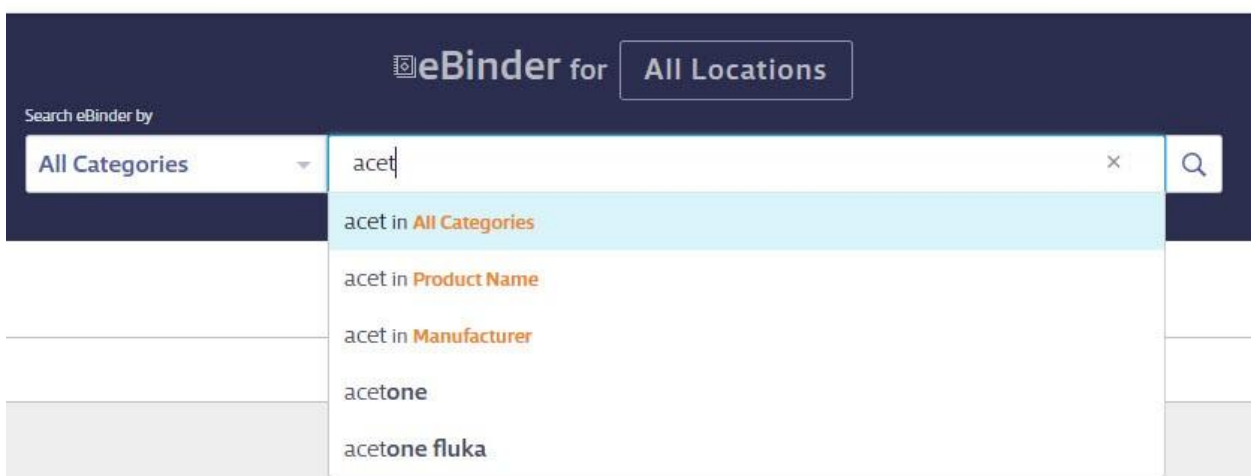


Searching for an (M)SDS within your eBinder



1. Type the product information into the single search field and click Search.

Hint: After you type at least three characters of your search term into the Search Bar, you will see suggested search results and categories. You can either click on one of these options, click the Search button, or press Enter on your keyboard.



2. You can also use the Categories menu drop down to pre-filter your search results. By default, the eBinder will search by “All Categories”. If you want to search in only one



specific category, click on the Categories menu drop down and select the category. After that has been selected, you can then proceed to type your search term into the Search Bar and click the Search button.

3. If searching your eBinder produces no results, you will have the options to either “Search MSDSONline” or “Request an SDS”. Note that these options will only be available if enabled in your account.

## Viewing and Printing Safety Data Sheets

The screenshot shows a web interface for a chemical product listing. On the left, there is a table with columns: Product Name, Revision Date, Product CAS #, and Date Added. The table contains one entry for ACETONE, Revision Date 01/26/2006, Product CAS # 67-64-1, and Date Added 02/05/2018. Below the table, there are options for 'Products per Page' (25, 50, 100) and a page number '1'. On the right side, there is a detailed view for 'ACETONE' with a list of synonyms and a 'View PDF' button. Below that, there is a 'Product Details' section with 'Manufacturer: Fluka Chemical Company' and 'Manufacturer Group: Fluka Chemical Company'.

Product Name	Revision Date	Product CAS #	Date Added
ACETONE Fluka Chemical Company	01/26/2006	67-64-1	02/05/2018

Products per Page: 25 50 100 1

**ACETONE**

Aceton (German, Dutch, Polish) \* Acetone (ACGIH:OSHA) \* Chevron acetone \* Dimethylformaldehyde \* Dimethylketal \* Dimethyl ketone \* Ketone, dimethyl \* Ketone propane \* beta-Ketopropane \* Methyl ketone \* Propanone \* 2-Propanone \* Pyroacetic acid \* Pyroaceti

[View PDF](#)

Actions ▾

**Product Details**

Manufacturer: Fluka Chemical Company      Manufacturer Group: Fluka Chemical Company

1. View the (M)SDS by clicking the Document icon to the left of the Product Name. Once open you will see options in the top right corner to rotate the document clockwise, download, or print the (M)SDS.
2. Clicking on the Product Name will take you to the Product Summary. From here you will see the Product Details and any indexed data.
3. Print labels for secondary containers by selecting the Labels button next to the View PDF button.
  - a) Choose your label
  - b) Select the data fields you would like to include on your label
  - c) Select “Generate Label”