

REDWOODS COMMUNITY COLLEGE DISTRICT

Hazard Communication Program

INTRODUCTION

The Redwoods Community College District has developed a Hazard Communication Plan to enhance our employees' health and safety by protecting employees against hazardous substances in the workplace. The Hazard Communication Plan is in accordance with 8 CCR 5194 and Board of Trustees Policy No. 815.

The Redwoods Community College District intends to provide information about chemical hazards and other hazardous substances, and the control of hazards via our comprehensive Hazard Communication Program which includes container labeling, Material Safety Data Sheets (MSDS) and employee training.

The following program outlines how we will accomplish this objective.

CONTAINER LABELING

It is the policy of the District that no container of hazardous substances will be released for use until the following label information is verified:

- > Containers are clearly labeled as to the contents
- > Appropriate hazard warnings are noted
- > The name and address of the manufacturer are listed

The responsibility has been assigned to the Cost Center Managers in the area where the material was ordered. To further ensure that employees are aware of the hazards of materials used in their work areas, it is our policy to label secondary containers. At no time should any material be in any non-labeled container. Reused/recycled containers must have their original label removed or completely obliterated.

The Division Chairperson/Cost Center Manager in each area will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identity and blocks for the hazard warning. (refer to Attachment #1)

All other containers (non-hazardous materials) are to be labeled at all times with the contents of

the container. If a container is reused to hold any substance other than the original product the original label is to be completely removed or obliterated before the container is relabeled. Under no circumstances and at no time should any product, material, or substance be in any unlabeled container.

MATERIAL SAFETY DATA SHEETS (MSDS)

Copies of MSDS for all hazardous substances to which employees of this District may be exposed are kept in all division and service area offices. The purchaser will be responsible for obtaining MSDS at the time of purchase.

The Environmental Health and Safety Manager (EH&S), science lab technicians at Del Norte, Eureka, Mendocino Campuses and supervisors will review incoming MSDS for new and significant health/safety information. He/she will see that any new information is passed on to the affected employees.

MSDS will be reviewed for completeness by Purchasing/Warehouse. If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer.

MSDS are available to all employees in their work area for review during each work shift. If MSDS are not available or new hazardous substances(s) in use do not have MSDS, employees should contact their supervisor or EH&S ext. 4181 immediately. Employees should not use any chemical or product without having first read the MSDS. (refer to Attachment #2)

EMPLOYEE INFORMATION AND TRAINING

Employees are to attend a health and safety orientation set up by Human Resources and EH&S prior to starting work for information and training on the following:

- > An overview of the requirements contained in the Hazard Communication Standard, including their rights under the Regulation.
- > Inform employees of any operations in their work area where hazardous substances are present.
- > Location and availability of the written hazard communication program.
- > Physical and health effects of the hazardous substances.
- > Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.

- > How to lessen or prevent exposure to these hazardous substances through usage of control, work practices and personal protective equipment.
- > Steps the District has taken to lessen or prevent exposure to these substances.
- > Emergency and first aid procedures to follow if employees are exposed to hazardous substances(s).
- > How to read labels and review MSDS to obtain appropriate hazard information.

NOTE: It is critically important that all of our employees understand the training. If you have any additional questions, please contact EH&S.

When new hazardous substances are introduced, Division Chairpersons/Cost Center Managers will review the above items as they are related to the new material in your work area safety meeting.

LIST OF HAZARDOUS SUBSTANCES BY CAMPUS LOCATION

Attached is a list of all known hazardous substances present at campus locations. Specific information on each noted hazardous substance(s) can be obtained by reviewing the Material Safety Data Sheets.

DEL NORTE CAMPUS:

<u>Material</u>	<u>Location</u>
Liquified Petroleum Gas	West and south side of general education building: South side of Applied-tech building
Miscellaneous Chemicals	Science Prep. Room

EUREKA CAMPUS:

Acetylene	North side of welding, machine, auto, and diesel shops; east side of Maintenance shops; and CA 135
Carbon Dioxide	North side of welding shop, PS 109 and 112A
Helium	PS 107A
Nitrogen	PS 107A
Latex and Oil Based Paint	Paint storage building, south of Firing Range
Solvents, Petroleum Naphtha	Machine, Diesel, Printing, Auto, and Wood shops, AT Building; Maintenance Shops

Motor Oil	Diesel and Auto Shops, AT Building, Diesel Shop fuel bunker; Maintenance Shops, Maintenance; Maintenance fuel bunker
Unleaded Gasoline	Maintenance fuel bunker
Diesel Fuel	Diesel shop fuel bunker
Oxygen	PS building 105, 106; East side Maintenance
Antiseptic Hand Cleaner	Custodial Storage in Maintenance
Isopropanol	Custodial Storage in Maintenance
Sterigent	Custodial Storage in Maintenance
Formaldehyde	LS 107
Miscellaneous Chemicals	Life Science Stockroom; Physical Science Stockroom; Chemical Storage, east of Firing Range
Nitric Acid	CA 135

MENDOCINO COAST CAMPUS:

Liquified Petroleum Gas	South end of Art Building and in Corp. Yard
Miscellaneous Chemicals	Science Prep Room

HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazards to which they may be exposed during such an activity.

This information will include:

- > Specific hazards.
- > Protective/safety measures which must be utilized.
- > Measures the District has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

HAZARDOUS SUBSTANCES IN UNLABELED PIPES

To ensure that our employees who work on unlabeled pipes have been informed as to the substances contained within, the following policy has been established:

Perform no work on unlabeled pipes until the contents of the pipe(s) has been determined and

verified. Prior to starting work on unlabeled pipes our employees are to contact the Director of Facilities & Grounds for the following information:

- > The substance in the pipe.
- > Potential hazards.
- > Safety precautions which shall be taken.

INFORMING CONTRACTORS

To ensure that outside contractors work safely in our facilities and grounds, it is the responsibility of Director of Facilities and Grounds to provide contractors the following information:

- > Hazardous substances to which they may be exposed while on the job site.
- > Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

PURCHASING GUIDELINES

The following guidelines have been established for the purchase of hazardous materials. If unsure if a material is hazardous check with EH&S or Purchasing.

- > Request MSDS on all Purchase Orders when ordering hazardous or potentially hazardous materials. Do not accept materials without MSDS.
- > Purchase only in quantities that can be used during the school year or a semester (if highly hazardous or have a short shelf life).
- > Chemicals on the "Not Recommended for Storage" list should be purchased only in quantities that will be used in one application. If storage is required follow the guidelines for purchasing chemicals on the "Generally More Hazardous Than Educationally Valuable" list.

Chemicals Not Recommended for Storage:

Aniline
Aniline Hydrochloride
Arsenic Powder

Arsenic Compounds
Asbestos dust or fibers
Benzene
Benzidine (or any of its salts)
Benzoyl Peroxide
Cadmium Powder
Cadmium, soluble compounds
Carbon Disulfide
Carbon Tetrachloride
Chloroform
Chromic Acid
Chromium Trioxide
Ethylene Dichloride (1,2-Dichloroethane)
Gun Powder
Hydrazine
Methylene Chloride (Dichloromethane or Methane Dichloride)
Lead Aresenate
Lead Chromate
Alpha-Naphthylamine
Beta-Naphthylamine
Phenol
Picric Acid
Potassium
Potassium Cyanide
Sodium Arsenate
Sodium Arsenite
Sodium Azide
Sodium Cyanide
Trinitrotoluene
Uranyl Acetate

- > Chemicals in the category of "Generally More Hazardous than Educationally Valuable" should not be purchased unless the purchaser provides the following:
- a. A written statement to the Dean or Cost Center Manager showing a demonstrated need.
 - b. A detailed written Standard Operating Procedures (SOP), that includes:
 1. Amounts to be purchased
 2. Storage precautions and security
 3. Who will use the chemical
 4. Under what conditions will it be used
 5. Safety precautions and emergency procedures
 6. Engineering, administrative &/or PPE controls to limit exposure

7. Shelf life and disposal considerations

- c. If criteria are met, chemicals should only be purchased in quantities that can be used in one semester
- > General categories of chemicals to avoid are carcinogens, explosives and highly toxic substances.

Chemicals Generally More Hazardous than Educationally Valuable

Calcium Carbide
Chlorine
Chlorosulfonic Acid
Colchicine
p-Dichlorobenzene
Diisopropyl Ether
Ethyl Ether
Formaldehyde
Hydrofluoric Acid
Mercury
Mercuric compounds
Nickel, soluble compounds
Nicotine
Perchloric Acid
Phosphorous, Yellow or White

EXPOSURE REPORTING

All exposures, releases, or threatened releases of hazardous materials or chemicals must be reported immediately to your supervisor, Campus Security and EH & S.

Questions about the Hazard Communication Plan should be addressed to the Coordinator, Environmental Health and Safety. This Plan will be monitored by the Coordinator, Environmental Health and Safety to ensure that the policies are carried out and that the Plan is effective.

Attachment #1

MATERIAL SAFETY DATA SHEETS

The Material Safety Data Sheet (MSDS) is a form that is required by each company that supplies you with a hazardous material.

This data sheet will give you specific information about your chemicals. They tell you how to use, handle, store and dispose of each chemical safely. Each MSDS may look a little different, but they will all provide you with the same information in a standardized format.

Chemical manufacturers and importers are required by OSHA to supply you with a Material Safety Data Sheet for each hazardous chemical. If you do not have one for each chemical, contact your suppliers and request it. It is your responsibility to have and maintain these data sheets for all hazardous substances that you may have.