

Pasadena Area
Community
College District



Hazard Communication Program

Introduction

The Pasadena Area Community College District (“District”) prioritizes the safety and well-being of our staff by providing a safe and healthy work environment. As part of our commitment to this goal, we have developed a comprehensive Hazard Communication (HazCom) Program in accordance with Cal OSHA T8 CCR 5194. The HazCom Program reflects our dedication to maintaining the highest safety standards within our organization. It serves as a cornerstone of our safety initiatives, providing a structured framework that allows us to effectively identify, assess, and manage potential hazards associated with chemicals present in our work environment.

Within this program, we have instituted a range of protocols and procedures to ensure that our workforce is aware of the hazardous chemicals they may encounter and is well-prepared to respond to any potential risks. Adhering to the stringent regulations outlined in Cal OSHA T8 CCR 5194 ensures that our HazCom Program aligns with the latest industry best practices and regulatory requirements.

Through our HazCom Program, we aim to empower our employees with the knowledge and tools necessary to safeguard themselves and their colleagues while performing their duties, thus contributing to a safer and healthier work environment.



Responsibility

The Assistant Superintendent/Vice President of Business & College Services, Executive Director of Business Services, Assistant Superintendent/Vice President of Human Resources, Executive Director of Facilities & Construction Services, and Chief of Campus Police & Safety Services collectively serve as the Administrators. Their primary responsibility is to implement the Hazard Communication Program. The Administrators are committed to maintaining, reviewing, and updating the HazCom annually or as needed, as well as whenever necessary to incorporate new or modified tasks and procedures. The contact information for the Administrators, including their location, email, and phone number, is on the District website and directory at <https://pasadena.edu/directory/index.php>.

The Administrators, managers, and supervisors overseeing departments with potential exposure to hazardous materials are designated as Responsible Parties. They are responsible for adhering to HazCom's procedures and work practices, and for providing support and resources to their staff, complying with the program requirements, and undergoing necessary training.

Compliance

The Responsible Parties must establish and sustain compliance with the HazCom Program within their designated work areas, ensuring full regulatory compliance. This includes tasks such as:

- Guaranteeing that employees receive proper training on the chemicals and potential hazards they might encounter during their work
- Keeping an up-to-date inventory list of all hazardous chemicals present
- Making sure that employees have unhindered access to Safety Data Sheets (SDS)
- Ensuring the correct labeling, storage, and handling of hazardous chemicals
- Providing answers to any employee queries related to the program

As part of the program, employees also have certain responsibilities, which include:

- Completing all required training
- Reviewing SDSs before using any hazardous chemicals
- Handling and storing hazardous chemicals appropriately
- Correctly labeling secondary containers
- Reporting any problems or spills to their supervisor immediately.

The HazCom Program promotes workplace safety and protects employees from potential hazards. In order to implement this program effectively, all relevant parties need to understand their roles and responsibilities.

Hazardous Chemicals

Each work area is responsible for preparing and maintaining an up-to-date inventory of all identified hazardous chemicals used or stored within their respective premises. The most recent Safety Data Sheets (SDS) must be obtained and verified for each substance to ensure safety guidelines are strictly adhered to. The identifiers detailed on these product lists should directly match those found on container labels and accompanying SDS. A thorough review of these labels and SDS can provide intricate details about each listed hazardous chemical. The chemical inventory will be centrally located within each work area, with updates promptly added whenever changes occur.

Safety Data Sheets

Each work area must obtain and maintain the most current Safety Data Sheets (SDSs) that align with their hazardous chemical lists. The SDSs must be reviewed for comprehensiveness with immediate requests sent to manufacturers or distributors if an SDS isn't received with the initial shipment of a hazardous chemical.

Significant updates to an SDS, especially those indicating increased risks or additional protective measures, should be communicated to employees within 30 days. Any vital information about chemical hazards or protective measures should be updated on the SDS within three months.

Each SDS should include the following segments: Identification, physical and chemical properties, hazard(s) identification, stability and reactivity, composition/information on ingredients, toxicological information, first-aid measures, ecological information, fire-fighting measures, disposal considerations, accidental release measures, transport information, handling and storage, regulatory information, exposure controls/personal protection, and other information.

Legible copies of SDSs for all hazardous chemicals that employees may encounter will be centrally located and readily accessible during all work shifts. Hard copies will be available in the work area, and electronic copies will be stored where employees can easily access them.

These SDSs and older Material Safety Data Sheets are critical employee exposure and medical records. They will be preserved according to the requirements of T8CCR section 3204.

Labels & Warnings

Before hazardous chemical containers are released to the work area, containers will be checked to verify that they are appropriately labeled. Original containers received from the manufacturer, distributor, or importer must have the following information on the label:

- Product identifier
- Signal words
- Hazard statements
- Pictograms
- Precautionary statements
- Name, address, and telephone number of the manufacturer, importer, or other responsible parties

Workplace containers where the contents of the original containers received from the manufacturer, distributor, or importer have been transferred into a different container will also be labeled by either:

- Duplicating the original container label, or
- Including the product identifier, words, pictures, symbols, or a combination thereof, which provide at least general information regarding the hazards of the chemicals and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with specific information regarding the physical and health hazards of the hazardous chemical.

Existing labels on incoming containers of hazardous chemicals will not be removed or defaced unless the container is immediately marked with the required information. Labels must also be legible, in English, and prominently displayed on the container. If employees notice any label issues, they must report it immediately to the supervisor. Portable containers into which hazardous chemicals are transferred from labeled containers and intended only for the immediate use of the employee who performs the transfer are not required to be labeled.

If any significant information regarding the hazards of a chemical becomes available, the labels for the chemical will be revised within six months of becoming aware of the new information.

To address exposures to Proposition 65 chemicals that do not fall under the requirements of the Cal/OSHA section 5194 Hazard Communication regulation, The Exec Dir Facilities or the designee will:

Providing a warning to employees in compliance with California Code of Regulations Title 22 (22 CCR) Section 12601(c).

- Complying with the requirements outlined in subsections (d) through (k) of Cal/OSHA section 5194].

Employee Information & Training

All employees have the right to know and understand what hazardous materials they might encounter in the workplace. Employees are to attend a HazCom program training session during their initial assignment and whenever a new chemical hazard is introduced into the work area. This training session will provide information on:

- The requirements of the HazCom regulation, including the employees' rights under the regulation.
- The location and availability of the written HazCom Program and list of hazardous chemicals and SDSs.
- Any operation in the employees' work area, including non-routine tasks, where hazardous chemicals 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 chemicals in the work area.
- The District has taken protective practices to minimize or prevent exposure to these substances.
- The details of the HazCom Program include how to read labels and review SDSs to obtain hazard information and an overview of the workplace-specific labeling procedures for original and workplace containers, as well as stationary processes.
- Physical and health effects of the hazardous chemicals either individually or as hazardous. Chemical-specific information will always be available through labels and safety data sheets.

- Symptoms of overexposure.
- Measures employees need to implement measures to reduce or prevent exposure to these hazardous chemicals through engineering controls, work practices, and personal protective equipment.
- Emergency and first aid procedures to follow if employees are exposed to hazardous chemicals.
- 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.

Employees will receive additional training as soon as possible when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer's worksite. Training records will be documented and stored.

Hazardous Non-Routine Tasks

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

This information will cover the following:

- 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 that meets T8 section 5144 requirements, and establishing emergency procedures.
- Required protective/safety measures.

Labeled/Unlabeled Pipes

Above-ground pipes transporting hazardous chemicals (gases, vapors, liquids, semi-liquids, and plastics) will be identified in accordance with T8 CCR, section 3321, "Identification of Piping."

Before employees enter the area and initiate work on or near pipes, they will be informed of the following:

- Pipe or piping system location or other known safety hazard
- Chemicals in the pipe
- Potential hazards
- Safety precautions

Facilities Services can be contacted to assist in identifying the purpose and contents of pipes. To contact call (626) 585-7277.

Independent Contractors & Temporary Employees

To ensure that outside contractors work safely at the workplace and to protect District employees from chemicals used by outside contractors, the Exec Dir Facilities or the designee will be responsible for arranging two-way access to the following information concerning contractors or other employers in the workplace:

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

Should we use a temporary employment service, we will treat their employees as our own and include them in the Hazard Communication Program accordingly.

Employees are to contact their supervisor if they have questions about this plan or wish to review it. The Responsible Parties will maintain the HazCom Plan to ensure the policies are carried out and the plan is effective.