

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HAZARD COMMUNICATIONS STANDARD COMPLIANCE
PROGRAM



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HAZARD COMMUNICATIONS STANDARD COMPLIANCE PROGRAM (DISTRICT)

TITLE 8, CALIFORNIA CODE OF REGULATIONS §5194

To enhance our employees' health and safety, the Riverside 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 Riverside Community College District is the Director of Risk Management. 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

The College Safety and Emergency Planning Coordinators and Laboratory technicians will prepare and keep current an inventory list of all known hazardous substances present in our workplace. 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://msdsmanagement.msdsonline.com/?ID=F7F77994-B924-49BF-A93C-20E55F21CFA2>

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

PROPOSITION 65 LIST OF CHEMICALS

The College Safety and Emergency Planning Coordinators and the District Safety & Emergency Manager are 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

SAFETY DATA SHEETS (SDS)

Department Managers are responsible for obtaining SDS (usually provided by vendor) used by their department, reporting them to the College Safety and Emergency Planning Coordinators or the District Safety and Emergency Manager, reviewing them for new and significant health and safety information and passing 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 should contact their College Safety and Emergency Planning Coordinator immediately. A new SDS will be requested from the manufacturer and provided to the requestor. If the SDS is not provided by the vendor within 25 calendar days of the request, the District Safety and Emergency Manager will be contacted for assistance. If a District employee has specific questions or needs additional information on an SDS, the employee should be directed to contact College Safety and Emergency Planning Coordinators and the District Safety and Emergency Manager for assistance.

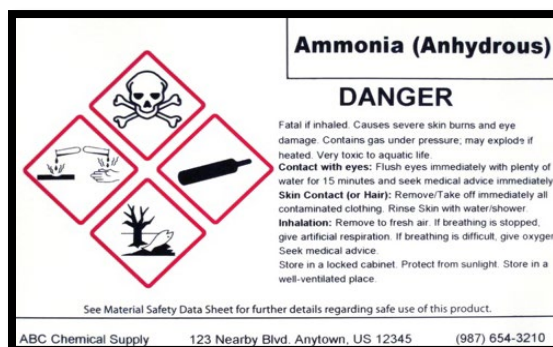
LABELS and OTHER FORMS OF WARNINGS

Before hazardous substance containers are released to the work area, it is the practice of Riverside 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)	✓	✓
Applicable hazard warnings	✓	✓
Name and address of the manufacturer	✓	

A sample of a container label is provided to the right:

EMPLOYEE INFORMATION and TRAINING



Designated employees are to attend an online health and safety training session set up by Riverside Community College District prior to starting work 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 projects, designated employees will be provided information by their supervisor on hazards to which they may be exposed 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 the College Safety and Emergency Planning Coordinators and the District Safety and Emergency Manager. RCCD's Hazard Communications Plan will be maintained by the College Safety and Emergency Planning Coordinators and the District Safety and Emergency Manager.

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 College Safety and Emergency Planning Coordinators and the District Safety and Emergency Manager 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 kept and displayed in a clearly marked notebook in each area where hazardous materials are stored and used. Any materials received without the appropriate SDS require a follow-up by the Department Manager responsible for the purchase of materials to the vendor within twenty-five (25) days of receipt. Copies of all SDS sheets must be sent to the College Safety and Emergency Planning Coordinators and the District Safety and Emergency Manager immediately.

EMPLOYEE TRAINING

Hazardous Communications/GHS On-Line training for RCCD employees is available at the Target Solutions training website at www.targetolutions.com/riversidecc. See [Attachment E](#) for Target Solutions account verification instructions.

Training shall be provided to employees for all hazardous materials to which there is a potential exposure. Supervisors/Managers shall be responsible for employee training, including student employees. Training shall comply with, and consist of, the components of the California 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 Target Solutions. 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:
 - The health hazards associated with the use and/or exposure to the substance;
 - Proper handling to safely reduce the exposure;
 - Personal protective equipment (PPE) which is necessary or recommended during the handling or use of the substance;
 - Emergency procedures for spills, fire, first aid, and disposal; and
 - Other safety precautions necessary to prevent or minimize exposure to the substance.
- An explanation of the information on the container labels.
 - An explanation of what Pictograms are and what they mean.
 - An explanation of the right of the employees to obtain copies of the SDS from the District and the procedures to be followed.
 - An explanation of the right for the treating physician to receive an SDS from the District and the procedures to be followed.
 - 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).

Hazardous substances shall not be transferred from the original container to another container without the permission and direction of the Department manager or department designee. 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 Department manager or department 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 the District Safety and Emergency Manager 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 ACTION

Employees must comply with all safety rules and regulations implemented by the District for the purchase, storing, handling, and/or use of hazardous materials. Disciplinary action will follow the District procedures as outlined in the Classified and Management Handbooks.

Attachment C

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

Attachment D










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

For more information:

 Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

GHS LABEL EXAMPLE

Hazard Communication Standard Labels

OSHA has updated the requirements for labeling 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



(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 (CO₂) 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



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.

Attachment E

Target Solutions Account Verification Instructions



RCCD Employee Account Verification Instructions

Please follow the instructions listed below to verify your email address and activate your account.

1. Access your Target Solutions login page by typing in the following website address:

www.targetolutions.com/riversidecc

NOTE: Please type out this new website address and update any bookmarks you may have saved. Searching for this website in Google or Bing will not deliver necessary results to login.



2. Enter your **RCCD Email Address** (Please note – the first letter in both your First and Last name need to be capitalized: Jane.Doe@rccd.edu) and your temporary password *riverside* into their respective fields, shown below:
3. The system will ask if you have an email. After you have entered your email address, select "Send Verification Email".

NOTE: If this is not the correct email address shown, correct your email by selecting “This isn’t my email address”

4. You will be sent an email to the correct email address. The email will direct you to click on a link which will take you to your site where you will update your password and answer two security questions.

NOTE: This email can go into your junk/spam folder. It is best to check both your inbox and junk/spam folder for the confirmation email. If you do not receive the email in either box, please call 800-840-8048.

The image shows a web form titled "Set Info" for Target Solutions. The form includes the following fields and elements:

- Your new username:** A text input field with a red error message below it: "Username must be at least 4 characters".
- Create a new password:** A text input field with a red error message below it: "Password must be at least 6 characters".
- Retype password:** A text input field.
- Email:** A text input field with a note below it: "(Optional, we will send you a validation email)".
- Security Question #1:** A dropdown menu with "Select Option" and a downward arrow.
- Answer:** A text input field.
- Security Question #2:** A dropdown menu with "Select Option" and a downward arrow.
- Answer:** A text input field.
- I agree to the [Terms and Conditions](#)
- Submit** button (green)

5. Once steps 1 - 4 are complete, you have authenticated your username (email). You are now on your Target Solutions home page. Your training courses are listed under the schedule, located in the middle of the page. Click on the required course to open and complete the assignment.

NOTE: Within the course there is a "Help" button located on the bottom of every page within the course, and you can also ask questions any time by clicking on the "Ask a Question" tab, located under the course outline on the left hand side.

Support

If you have any questions relating to the site, visit the help page of the Target Solution's website. There you will find a number of helpful articles and videos, as well as an instant chat feature. Or you can contact District Safety and Emergency Manager at (951) 222-8566.

Attachment F

MSDSOnline HQ Viewer Quick Reference Guide

Accessing your Account:

Go to RCCD's HQ link:

<https://msdsmanagement.msdsonline.com/?ID=F7F77994-B924-49BF-A93C-20E55F21CFA2>

To Search for an MSDS within your company:

MSDS Search



Search: [Advanced Search](#)

Product name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9 #+=

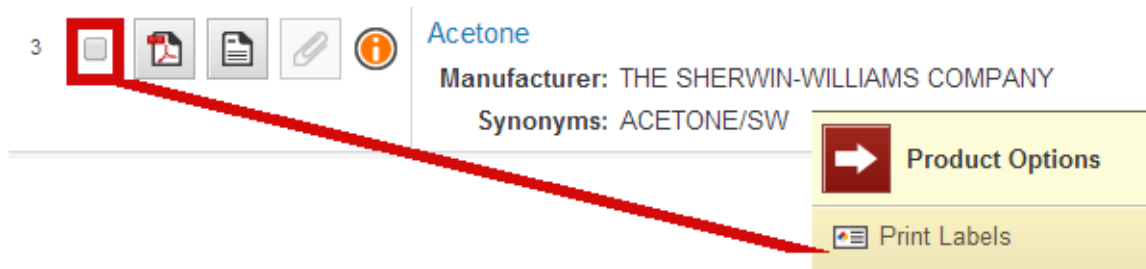
1. Type the product information into the single search field and click Search.
Hint: You can search for multiple types of data at once. For example, if you are searching for Acetone manufactured by Sigma, you can type "Acetone Sigma" in the single search field to search for both product and manufacturer.
2. If you are not able to spell the product name, click on the 1st letter of the product name to search for documents that begin with that letter.



3. To see a full display of documents by product name, by location, or by manufacturer, click on one of the tabs above the search field.

Once the MSDS has been found:

1. View the SDS by clicking on the PDF icon to the left of the product name. You can print or save the SDS after viewing the PDF.



2. View the summary of the SDS by clicking on the Summary icon next to the PDF.
3. Print labels for secondary containers by checking the box to the left of the PDF icon.

When the Product Options tray appears, select the Print Labels option.

- a) Choose your label by clicking on one of the available options
- b) Select the Label Size, Hazard Symbol and Data Fields you would like to include on your label
- c) Select the desired Print Option and Label Position
- d) Select "Generate Label"

4. View attached files by clicking on the paper clip icon next to the Label icon.

If you are not able to find a document in your company's database, you will be prompted to either search MSDS online for the document (where you can then view the SDS and/or add it to the company database) or use the request tool to obtain an SDS from your Administrator.