

UC Davis Written Hazard Communication Program Template

Under the California Labor Code, and Occupational Safety and Health Act, all employers in California are legally obligated to either establish/implement a written hazard communication (Haz Com) program or a Chemical Hygiene Plan informing employees of potential hazardous substance exposure in the workplace

Laboratories: Are subject to Title 8, California Code of Regulations, Section 5191 ([T8CCR5191](#)), "Occupational Exposure to Hazardous Substances in Laboratories." Workplaces engaging in the laboratory use of chemicals must develop a written [Chemical Hygiene Plan](#) and Standard Operating Procedures.

Non-Laboratories: Are subject to the requirements of Section 5194 ([T8CCR5194](#)), "Hazard Communication" – the Haz Com Program

The requirements for implementing, maintaining and communicating the Haz Com program are as follows.

Basic Requirements: Under Haz Com, the employer is required to provide information to employees about potential hazardous substance exposure using labels, signs, Safety Data Sheets (SDSs), training, and additional methods of verbal and visual communication as appropriate (see 3 below). [SafetyNet # 33](#) summarizes the regulatory requirements and [Policy and Procedure Manual 290-27](#) describes the UC Davis Hazardous Substances Communication Program.

The template below will help you develop a written Haz Com Program for your workplace.

Hazard Communication Program

Department: Chemistry

Units Covered Under This Program: Chemistry

Building/Rooms: Chemistry Department Office, 131 Chemistry, 134 Chemistry, 149 Chemistry, 0039 Chemistry.

Person Responsible for Implementing the Program: Debbie Decker, Department Safety Manager

Location of Written Program: 122 Chemistry

Date Implemented: July 2014

Date Reviewed/Updated: in July of each year

This written program provides information about the hazardous substances in our workplace, the associated hazards, and the control of these hazards through the elements listed below:

1. List of hazardous substances:

Those responsible for their work areas will prepare and keep current an inventory list of all known hazardous substances present in our workplace. This inventory must be entered into the campus Chemical Inventory System ([CIS](#))

2. Safety Data Sheets (SDSs):

Department Safety Manager is responsible for either obtaining SDSs or assuring electronic access to all employees for all chemicals used in the workplace.

Electronic access to SDSs is available at: <http://www.ucmsds.com/>

Hard copy SDSs are located here: **Hardcopy SDS' are not maintained in the Department.**

New or updated SDSs should be reviewed. If new or significant health/safety information becomes available, this new information is passed on **immediately** to the affected employees by additional training sessions, posting of memos, or other means of communication. If SDSs are missing or new hazardous substance(s) in use do not have SDSs, or if an SDS is obviously incomplete, please contact **Department Safety Manager** immediately and a new SDS will be requested from the manufacturer.

3. Labels and additional forms of warning:

All workers are responsible for assuring the materials they are working with are properly labeled. All containers must have either the original manufacturer's label, or a label which includes the following:

- Product identity (trade, product, or chemical name) in English. Do not use chemical symbols or abbreviations.
- Appropriate hazard warnings (health and physical hazards)
- Name of the person affixing the label and the date.

Whenever possible, leave materials in their original manufacturer's container. Pre-formatted container labels for many common chemicals are also available in the UC MDSDS program: <http://www.ucmsds.com>.

If applicable, **Department Safety Manager** will arrange for labels, signs, and other warnings to be printed in other languages.

4. Employee information and training

The supervisor or Principal Investigator (PI) must provide employees, including temporary employees, visiting scholars, and volunteers with information and training regarding hazardous substances in their work area upon; 1) Initial assignment or reassignment, and 2) Whenever a new hazardous substance is introduced into the work area.

This training session will provide information on the following:

- The requirements of the hazard communication program including the employees' rights under the regulations.
- The location and availability of the written hazard communication program.
- Any operation in their work area, including non-routine tasks, where hazardous substances 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 department has taken to minimize or prevent exposure to these substances.
- How to read labels and review SDSs to obtain hazard information.
- Physical and health effects of the hazardous substances.
- Symptoms of overexposure.
- Employee use of proper engineering controls, work practices, and/or use of personal protective equipment to reduce risk of exposure.
- Emergency and first-aid procedures to follow if employees are exposed to hazardous substances.
- The location and explanation of warning signs or placards indicating a chemical known to cause cancer or reproductive toxicity is used in the workplace.

Employees will receive additional training when a new hazard is introduced into the workplace or a non-routine job task is planned.

Online training is available through the [UC Learning LMS system](#). Select the course titled “*Hazard Communication: An Employee's Right to Know*”.

5. Labeled/unlabeled pipes (if applicable): NOT APPLICABLE

~~Above-ground pipes transporting hazardous substances (gases, vapors, liquids) shall be identified in accordance with T8 CCR, Section 3321, [Cal OSHA 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 or flammable gas lines), shall be addressed as follows:~~

~~Before employees enter the area and initiate work on piping systems, **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~~

6. Informing contractors

The Supervisor or PI is responsible for ensuring outside contractors/contract workers (manufacturer’s representatives, trades, and other contractor employees) are informed of any chemical hazards, ensuring outside contractors work safely in our department and protecting our employees from chemicals used by outside contractors.

If anyone has questions about this plan, please contact Department Safety Manager. Our plan will be maintained by Department Safety Manager to ensure that the policies are carried out and the plan is effective.

D.M. Decker

(Signature of Department Representative)

Policy and Procedure Manual Sections Relating to Chemical/Lab Safety

	Safety Management Program
P&PM 290-15	Exhibit A - Safety Committee Guidelines
P&PM 290-20	Fire Safety
P&PM 290-27	Hazardous Substances Communication Program
P&PM 290-50	Protective Clothing and Equipment
P&PM 290-65	Hazardous Chemical Use, Storage, Transportation, and Disposal
P&PM 290-70	Controlled Substances

