

## UC Davis Policy and Procedure Manual

### Chapter 290, Health and Safety Services

#### Section 27, Hazardous Chemicals Communication Program

Date: 2/28/14

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Responsible Department: Environmental Health and Safety

Source Document: California Code of Regulations, Title 8, Section 5191 and 5194

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#### I. Purpose

- A. This section describes the Hazardous Chemicals Communication Program, providing employees with information and training about hazardous chemicals used in the workplace as required by California Code of Regulations (CCR), Title 8, Sections [5191](#) and [5194](#).
- B. UC Davis Health System (UCDHS) departments must also refer to UCDHS Hospital [Policy and Procedure 1641](#).

#### II. Definitions

- A. Hazardous chemical—any chemical that is a physical or health hazard or is included in the [California Department of Industrial Relations Director's Hazardous Substances List, CCR, Title 8, Section 339](#).
- B. Health hazard—a chemical for which there is evidence based on at least one study that rapid onset or lingering health effects may occur in employees who have been exposed to these chemicals, including chemicals that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents that act on the hematopoietic (blood cell) system, and agents that damage the lungs, skin, eyes, or mucous membranes.
- C. Laboratory use—chemical manipulations carried out on a laboratory scale in which multiple chemicals or chemical procedures are used, and in which the procedures involved are not part of a production process and do not simulate a production process and “protective laboratory practices and equipment” are available and in common use industry-wide to minimize the potential for exposure to hazardous chemicals.
- D. Safety Data Sheet (SDS)—manufacturer's written information about a hazardous chemical that is prepared in accordance with [CCR, Title 8, Section 5194\(g\)](#).
- E. Physical hazard—a chemical for which there is scientifically valid proof that it is a combustible liquid, a compressed gas, flammable, an organic peroxide, an oxidizer, pyrophoric, water reactive, or is otherwise unstable (reactive).

#### III. Policy

- A. All UC Davis personnel, including students and volunteers, must be given information, including access to SDSs, for the hazardous chemicals to which they may be exposed.
- B. Departments that use hazardous chemicals in an industrial (non-laboratory) work environment must follow these policies and are required to maintain an effective written Hazard Communication Program.
- C. Laboratories engaged in the laboratory use of hazardous chemicals must follow these policies and are required to follow the campus Chemical Hygiene Plan, and any Safety Management Plans that exist for the work environment.

#### IV. Responsibilities

- A. Departments
  - 1. Department Heads

- a. Make sure that these policies are put in place as a part of the department's comprehensive health and safety programs, in accordance with [Section 290-15](#).
- b. Make sure that department chemical inventories are entered and maintained in the [Chemical Inventory System \(CIS\)](#).
- c. Make sure that a departmental written [Hazard Communication Program](#) is prepared, maintained and communicated to employees, students and volunteers.
- d. Make sure that all faculty with departmental laboratory space follow the campus [Chemical Hygiene Plan](#).

Some departments may be required to have both plans if some employees work in laboratories and others in non-laboratory environments.

2. Supervisors and Principal Investigators

- a. Provide anyone who may be affected by work with hazardous chemicals training and information, including ready access to SDSs.
- b. Confirm that all hazardous chemicals, regardless of amounts, are included in the CIS.
- c. Confirm that the campus Chemical Hygiene Plan is followed and maintained in any assigned laboratory space where hazardous chemicals are used or stored.

3. Employees

- a. Review, understand, and follow the requirements of this section and the requirements in the department specific Hazard Communication Program and/or campus Chemical Hygiene Plan.
- b. Complete required training including the review of labels and SDSs prior to working with hazardous chemicals.
- c. Follow safe work practices and wear proper personal protective equipment (PPE) when working with hazardous chemicals.
- d. Immediately report accidents, incidents (including near misses) and unsafe conditions to their supervisor.

B. Office of Environmental Health and Safety

1. Provide assistance with determining the hazardous properties of chemicals for which SDSs may not be available.
2. Manage the CIS and report the chemical inventory to County and State agencies as required.
3. Administer the Hazardous Chemical Communication Program for the Davis campus, associated field stations, remote facilities, and teaching and research functions at the Sacramento campus (excluding the hospital and clinical activities).

C. UC Davis Health System Environmental Health and Safety

1. Carry out the Hazardous Chemical Communication Program for UCDHS hospital and clinical activities.
2. Manage the UCDHS hospital and clinic SDS database.

**V. Procedures**

A. Hazardous Chemical Inventory

1. All Principal Investigators, Departments, or Administrative units shall maintain a current

inventory of all hazardous chemicals known to be present in the work area.

- a. An accurate up-to-date inventory of hazardous chemicals must be maintained in the Environmental Health & Safety online [Chemical Inventory System](#).
  - b. At a minimum, the inventory needs to be updated:
    - 1) Annually;
    - 2) Upon purchase of a new chemical;
    - 3) Upon removal or disposal of a chemical.
  - c. The inventory must accurately record the location by building and room number.
2. Campus users must confirm their annual chemical inventory reports by electronic submission through the online CIS.

B. Obtaining Safety Data Sheets

SDSs may be obtained in the following ways:

1. Through the vendor, by including the request for the SDS on the purchase requisition/order.
2. Electronically through the manufacturer's web site or through the [Environmental Health & Safety webpage](#).
3. By fax from the manufacturer, only if they are clearly readable.

C. Maintenance of Safety Data Sheets

1. The SDSs must be readily accessible to employees.
  - a. If electronic access is the main method of access, there will not be anything to prevent employee access.
  - b. In case of power outage or computer failure, other means of accessing SDS will be available to employees.
2. Employees, students, and volunteers must be made aware of the location of SDSs.

D. Safety Data Sheets, Labels and Chemical Emergency Poster

1. The "Safety Data Sheets, Labels and Hazardous Chemical Emergencies" poster must be displayed in all areas where hazardous chemicals are used or stored. Departments must fill in all blank spaces (e.g., location of SDSs) on the poster.
2. Hard copies or electronic copies are available from Environmental Health & Safety or UCDHS Environmental Health & Safety.

E. Labels and Other Forms of Warning

1. Each container of a hazardous chemical must bear a label, in English, stating the identity of the chemical and the appropriate hazard warning.
2. If a set of abbreviations is used routinely in the work area, definitions of the abbreviations must be posted in a prominent place in the work area.
3. Labels must not be removed or changed until the containers are empty.
4. When possible, workplace labels and other secondary labels should contain the product identifier, precautionary statement, pictogram, signal word and hazard statement.

F. Contract Employers

1. A "Notice to Contractors/Vendors" will be attached to all contracts in which the contracted work will be performed in the presence of hazardous chemicals.

- a. The department for which the contract or purchase order is written must inform the contracting department (e.g., Purchasing, Business Contracts and Analysis, Facilities Management, Design and Construction Management, or UCDHS Facilities Design & Construction) when hazardous chemicals will be present in the work area of the contractor.
  - b. The contracting department may establish, in consultation with Environmental Health & Safety or UCDHS Environmental Health & Safety and with the approval of General Counsel, language to be used for certain standard contracts.
2. The contracting department is responsible for requesting SDSs prior to allowing contract work to commence and for forwarding a copy of the materials received from the contractor to Environmental Health & Safety or UCDHS Environmental Health & Safety when required.
  3. The supervisor responsible for the area must coordinate with the UC Davis contract manager when it is necessary to provide hazard information to contractor personnel and when contract personnel needs to provide hazard information to affected campus employees.
- G. Employee Information and Training
1. Supervisors and Principal Investigators must give employees information and training regarding the physical and health hazards of the chemicals in the work area at the time of an employee's initial assignment to a work area, whenever a new chemical hazard is introduced into the work area, and when a revised SDS is received.
  2. Information must include the following:
    - a. The requirements of this policy.
    - b. Identification of tasks that involve the use of hazardous chemicals.
    - c. Location and availability of the department specific Hazard Communication Program and/or Chemical Hygiene Plan, chemical inventory and SDSs.
    - d. Employee's right to receive information regarding hazardous chemicals they may be exposed to and for their physician or bargaining unit representative to receive that information. Employees cannot be discharged or discriminated against for exercising this right.
  3. Training must cover the following:
    - a. Signs and symptoms related to exposure to the hazardous chemicals used in the work area.
    - b. Methods that may be used to detect the presence or release of a hazardous chemical (e.g., industrial hygiene monitoring, the use of continuous monitoring devices, visual appearance, or odors of chemicals).
    - c. Specific procedures to protect employees such as safe work practices, emergency response procedures, and use of PPE.
    - d. Details of manufacturer labels, SDSs and workplace labeling system, and how that information can be used to assure safe handling and storage.
    - e. Procedure for addressing non-routine tasks involving hazardous chemicals.
  4. Environmental Health & Safety offers online and instructor-led general training on hazard communication. Supervisors and Principal Investigators must provide department specific training for their employees.
  5. Initial on-line training must be completed before assigning employees to work with hazardous chemicals. Supervisor must train on hazards of new chemicals as they are introduced into the workplace or when a new SDS is received. Refresher training must be completed at least once every three years.

6. Training must be documented on [Illness & Injury Prevention Program-Appendix F](#) or its equivalent. Computer-based training provided in the campus Learning Management System is documented electronically.

#### **VI. Further Information**

Additional information, including questions regarding the hazardous properties of any materials is available from Environmental Health & Safety (530-752-1493) or UCDHS Environmental Health and Safety (916-734-2740).

#### **VII. References and Related Policy**

- A. [California Code of Regulations, Title 8, Section 339](#), [Section 5191](#), and [Section 5194](#).
- B. UC Davis Policy & Procedure Manual:
  1. [Section 290-15](#), Safety Management Program.
  2. [Section 330-05](#), Administrative Business Agreements.
  3. [Section 350-21](#), Departmental Purchase Delegations.
  4. [Section 350-25](#), Procurement Through the Purchasing Department.
  5. [Section 380-70](#), Consultant Agreements.