



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

HAZARD COMMUNICATION PROGRAM

San Mateo County Community College District

SMCCCD Facilities Planning & Operations
3401 CSM Drive, San Mateo, California

Cañada College

4200 Farm Hill Boulevard, Redwood City, California

College of San Mateo

1700 W. Hillside Blvd, San Mateo, California

Skyline College

3300 College Drive, San Bruno, California

HAZARD COMMUNICATIONS PROGRAM

San Mateo County Community College District

EMERGENCY PHONE NUMBERS

Cañada College

4200 Farm Hill Boulevard, Redwood City

All Emergencies (Fire, Police, Medical)	911
Campus Security	306-3420
Facilities Coordinator/Physical Plant.....	306-3325
College Dean of Science & Technology	306-3291
Campus Health Services.....	306-3309
Sequoia Hospital (Nearest Emergency Services).....	369-5811
Police (Redwood City).....	780-7100

College of San Mateo

1700 W. Hillside Blvd, San Mateo

All Emergencies (Fire, Police, Medical)	911
Campus Security	574-6415
Campus Facilities Coordinator/Physical Plant	574-6577
Campus Health Services.....	574-6396
College Department Head: Chemistry/Biology/Physical Science/Nursing	574-6268
Kaiser Hospital (Nearest Emergency Services).....	299-2015
Police (San Mateo).....	522-7627

Skyline College

3300 College Drive, San Bruno

All Emergencies (Fire, Police, Medical)	911
Campus Security	738-4199
Campus Facilities Coordinator/Physical Plant	738-4166
Campus Health Services.....	738-4270
Dean of Science/Math/Technology	738-4221
Hospital (Nearest Emergency Services) Police (San Bruno).....	616-7100

TABLE OF CONTENTS

PREFACE	1
1.0 INTRODUCTION	2
2.0 RESPONSIBILITIES	3
2.1 Vice-Chancellor Of Facilities Planning, Maintenance and Operations	3
2.2 District Safety Committee.....	3
2.3 College Safety Committees.....	3
2.4 Deans, Department Heads, and Supervisors.....	4
2.5 Individual Employees	5
3.0 EMPLOYEE INFORMATION AND TRAINING	6
3.1 Initial Hazcom Training	6
3.2 Information & Training On Specific Chemical Hazards	6
3.3 Informing Contractors And Contract Workers	7
3.4 Hazardous Non-Routine Tasks	8
4.0 LABELING	9
5.0 CHEMICAL INVENTORY	10
6.0 MATERIAL SAFETY DATA SHEETS	11
6.1 Location And Accessibility.....	11
6.2 Requesting An Msds From The Manufacturer/Distributor	12
6.3 Msds Arrival	12
7.0 CHEMICAL HYGIENE PLAN TEMPLATE	14

TABLES

2-1	Safety Committee Members
2-2	Responsible Personnel – District Safety Committee Members
2-3	Responsible Personnel – Cañada College
2-4	Responsible Personnel – College of San Mateo
2-5	Responsible Personnel – Skyline College
7-1	Number of Laboratories, Workshops, Studios, and Hazardous Waste Generators

ATTACHMENTS

1	Record of Hazard Communication Training
---	---

PREFACE

This San Mateo County Community College District (herein “SMCCCD” or “District”) Hazard Communication (HAZCOM) Program and associated Academic Department *Chemical Hygiene Plans* have been prepared to help academic instructors, administrators, and other staff of the Colleges of the SMCCCD understand and avoid situations in which the use or storage of hazardous chemicals in academic laboratories, workshops, and studios might result in an accidental spill or injury. However, no publication can completely describe the procedures for providing safety under all conditions and in all situations; therefore, SMCCCD cannot be responsible for errors in publication or for any consequences arising from the use of the information presented in this HAZCOM Program. The policies and procedures contained in this document have been generally agreed upon by a committee of representatives from each College’s academic faculty and adopted by SMCCCD as District-wide policy guidelines. This HAZCOM Program has been prepared for District-wide distribution; however, not all of the policies are appropriate and/or applicable for implementation by academic laboratories, workshops, and studios. This document is intended to aid academic departments in establishing minimum safety expectations, to be adapted and revised, as necessary, to meet the site specific needs and educational purposes of the respective academic programs and facilities.

This HAZCOM Program provides general hazard information to SMCCCD employees. The academic laboratory, workshop, and studio Chemical Hygiene Plans are designed for use by academic instructors and laboratory/workshop/studio staff and, therefore, provide minimal, yet useful, information to custodial and maintenance staff.

Harry Joel
Vice Chancellor: Human Resources

Jose Nuñez
Vice Chancellor: Facilities Planning, Maintenance & Operation

1.0 INTRODUCTION

The intent of this HAZCOM Program is to provide that the SMCCCD will make all reasonable efforts to:

- protect the health and safety of SMCCCD faculty, staff, and employees.
- provide safe work practices;
- provide information to faculty, staff, and employees about potential health and safety hazards; and
- identify and correct health and safety hazards and encourage faculty, staff, and employees to report hazards.

The SMCCCD has developed this HAZCOM Program to comply with the California Occupational Safety and Health Administration (Cal/OSHA) Hazard Communication Standard (California Code of Regulations, Title 8, Section 5194). This HAZCOM Program has been developed to communicate information about hazards of substances employees use or come into contact with under normal use conditions. Components of the program include training employees on chemical hazards in the workplace, adequate labeling of hazardous substances in the workplace, and providing information such as Material Safety Data Sheets (MSDSs) for hazardous substances.

This written HAZCOM Program is available to all employees, their representatives, and contractors. Additional copies of this program are available through the District Office at 3401 CSM Drive, San Mateo.

Health and safety requirements for chemical usage and storage in academic laboratories, workshops, and studios, are covered in more detail by Academic Department-Specific Chemical Hygiene Plans.

2.0 RESPONSIBILITIES

The following subsections present information on the responsibilities for those in charge of managing and implementing this HAZCOM Program.

2.1 VICE-CHANCELLOR OF FACILITIES PLANNING, MAINTENANCE AND OPERATIONS

The Vice-Chancellor of Facilities Planning, Maintenance and Operations will have primary responsibility for the development and implementation of the SMCCCD HAZCOM Program. In addition, other responsible entities include the District Safety Committee; the College Safety Committees; and the Deans, Department Heads, and Supervisors. The respective College and District Safety Committees in do not replace or supersede the primary responsibility of Deans, Departmental Heads, and Supervisors for health and safety within their respective Academic Departments.

2.2 DISTRICT SAFETY COMMITTEE

The following are the responsibilities of the District Safety Committee:

- exercises oversight of all health and safety programs at SMCCCD;
- advises the Vice Chancellor on the adequacy of SMCCCD health and safety programs, policies, and organization;
- recommends needs, priorities, and strategies to promote good health, safety, and environmental practices at the SMCCCD Colleges; and
- fosters cooperation among those units at SMCCCD having operational responsibility for health and safety and reviews and recommends to the Vice Chancellor District-wide policies with respect to those health and safety matters that are not addressed by existing administrative panels.

Tables 2-1 and 2-2 list the members of the District Safety Committee.

2.3 COLLEGE SAFETY COMMITTEES

The following are the responsibilities of the College Safety Committee:

- exercises oversight of all health and safety programs at their respective College;
- advises the District Safety Committee on the adequacy of College health and safety programs, policies, and organization;
- recommends needs, priorities, and strategies to promote good health, safety, and environmental practices at the College; and
- fosters cooperation among those units at the College having operational responsibility for health and safety and reviews and recommends to the District Committee College-wide policies with respect to those health and safety matters that are not addressed by existing administrative panels.

Table 2-1 lists the members of the College Safety Committees for Skyline College, the College of San Mateo, and Cañada College.

2.4 DEANS, DEPARTMENT HEADS, AND SUPERVISORS

Academic Deans, Department Heads and Supervisors have the primary responsibility of implementing the HAZCOM Program for all activities under their control. Specifically, these responsibilities include:

- providing that each academic department using or storing hazardous chemicals implements and maintains a site-specific Chemical Hygiene Plan in accordance with this HAZCOM Program;
- providing that MSDSs for hazardous chemicals in use by their respective departments are readily available to employees;
- providing that all chemicals are properly labeled and stored and that appropriate hazard warning information is contained on each label. Labels must be in English;
- providing the appropriate handling and disposal of hazardous waste by each of their departments by requiring coordination of disposal and waste manifesting with the SMCCCD Senior Buyer;
- providing employees who choose to or must wear air-purifying respirators during work activities receive appropriate initial and annual respirator training and participate in annual medical evaluations to confirm that they can safely wear a respirator;
- Maintaining a current list of all chemicals used in the workspaces under their control;

- Conducting an annual inventory of all chemicals present in each work space, including total quantity on hand of each chemical, to be submitted to the SMCCCD Senior Buyer for use in updating each College's Hazardous Materials Business Plan; and
- Providing initial hazardous communication program and special chemical hazard training to newly hired employees, and annual employee training thereafter, as outlined in the training section of this plan.

Tables 2-3, 2-4, and 2-5 list the Responsible Personnel for the laboratories/workshops/studios at Cañada, College of San Mateo, and Skyline, respectively.

2.5 INDIVIDUAL EMPLOYEES

All College employees are responsible to:

- take the initiative to become familiar with, utilize, and comply with the information and requirements of the HAZCOM Program and the site specific Chemical Hygiene Plans, as appropriate;
- participate in initial and annual HAZCOM, chemical hazard, and respirator training, as appropriate;
- practice safe chemical handling.

3.0 EMPLOYEE INFORMATION AND TRAINING

All faculty, staff and employees who may come into contact with hazardous chemicals shall be trained in safe handling procedures, health and safety hazards, labeling, MSDSs and personal protective equipment.

3.1 INITIAL HAZCOM TRAINING

Initial training on the HAZCOM Program is to be given to all new employees by their immediate Supervisor. Information provided in the initial HAZCOM Program training includes:

- describing the HAZCOM Standard and emphasizing the employee "Right to Know" concept;
- informing employees about the written program and how to obtain a copy;
- showing employees how to interpret and access MSDS information; and
- reviewing labeling requirements (containers and pipes).

Additional information concerning hazard reporting and abatement and emergency response must also be discussed in the context of the SMCCCD's Injury & Illness Prevention Program.

3.2 INFORMATION & TRAINING ON SPECIFIC CHEMICAL HAZARDS

In addition to the initial training requirements detailed above, Deans, Department Heads, and Supervisors shall provide employees with information and training on the specific hazardous substances in their work areas. This training must be provided within 30 days of an employee's initial assignment or reassignment, whenever a new substance is introduced into the work area, and annually thereafter. This includes temporary employees and contractors.

This training and information will include:

- identification/recognition of any departmental operation where hazardous substances are present;

- explanation of the purpose and contents of an MSDS, interpretation of the hazard information contained within, and description of the location of the departmental MSDS documents;
- methods to detect the presence of hazardous substances in the workplace (alarms, odors, etc.);
- methods to minimize exposure to hazardous substances in the workplace, including proper hygiene practices, personal protective equipment (PPE), and emergency procedures; and
- specific hazard information covering non-routine work assignments as periodically performed by employees

The attached checklist (Attachment 1) is intended to assist Deans, Department Heads, and Supervisors in providing initial and annual hazard communication and safety training to new and current staff for:

- Injury and Illness Prevention Program;
- HAZCOM Program;
- Academic Department Chemical Hygiene Plan; and
- Emergency Response Program.

All training should be documented with a sign-in sheet, roster or individual documentation (sample provided) to confirm staff participation.

3.3 INFORMING CONTRACTORS AND CONTRACT WORKERS

Deans, Department Heads, and Supervisors are responsible for providing that outside contractors/contract workers (contract trades, temporary workers, etc.) can perform their tasks safely. This includes providing the contractor with the following information prior to starting a job:

- hazardous substances that they may encounter during their work activities;
- information on obtaining MSDSs, and on the labeling systems used; and
- precautions which the employees may take to lessen the possibility of exposure by using appropriate protective measures

3.4 HAZARDOUS NON-ROUTINE TASKS

Periodically, employees may be required to perform hazardous non-routine tasks. Prior to starting work on such projects, affected employees are to contact their Supervisors for the following information:

- Specific hazards;
- Protective/safety measures which must be used; and
- Measures taken to lessen the hazards including ventilation, PPE buddy systems, and/or specific emergency procedures

4.0 LABELING

It is District policy that original and/or secondary containers of hazardous substances be properly labeled. Each Dean, Department Head, or Supervisor will provide that all containers have either the original manufacturer's label or a generic label which includes the following:

- product identity (trade, product, or chemical name);
- appropriate hazard warnings (health and physical hazards); and
- name and address of the manufacturer, importer or responsible party.

Labeling requirements do not apply to chemicals transferred from a labeled container into another container (i.e. measuring cups, mixing jugs, etc.) which is intended for the immediate use by the person who performed the transfer. Note that immediate use implies the chemical will be used during the work shift. Secondary containers must be labeled if the material is to remain in the container for any length of time after the work shift. All label information must be in English.

No label shall be defaced or removed when material is received or in use. Employees should make sure that all containers are labeled and report to their Supervisors all deficiencies.

5.0 CHEMICAL INVENTORY

Every unit or department within each SMCCCD College where hazardous chemicals are used or stored shall conduct an annual inventory of all hazardous chemicals used in their respective workspaces. Preparation and submittal of an annual hazardous chemical inventory (HCI) is the responsibility of the Dean, Department Head or Supervisor. Inventories will be submitted electronically to the Office of Senior Buyer of the District to become part of the SMCCCD "Hazardous Chemical Inventory" database. The Dean, Department Head, or Supervisor will arrange training to faculty and employees in the use of the HCI and should maintain a "hard copy" of their most current chemical inventories as a section of their respective Academic Department Chemical Hygiene Plans to be displayed in a location that is accessible to all employees.

The identity of all hazardous substances appearing on the "Hazardous Chemicals Inventory" list must be the same names as those that appear on the manufacturer's label and on the Material Safety Data Sheets (MSDSs) on file. The chemical inventory serves as an index to the MSDS file.

6.0 MATERIAL SAFETY DATA SHEETS

The SMCCCD departments and divisions will rely on hazard determinations performed by the chemical manufacturers, importers and distributors for all chemicals obtained commercially. Information present on manufacturer's labels and MSDSs will therefore serve as the basis for determining the hazards of chemicals used at the Colleges. In addition, chemicals that appear in the following references or lists are to be considered health or physical hazards:

- California Code of Regulations, Title 8, §339 Director's List of Hazardous Substances;
- California Code of Regulations, Title 8, § 5155 "Airborne Contaminants";
- Threshold Limit Values for Chemical Substances in the Work Environment, American Conference of Governmental Industrial Hygienists (ACGIH);
- National Toxicology Program (NTP), Sixth Annual Report on Carcinogens, 1991;
- International Agency for Research on Cancer (IARC), IARC Monographs on the Evaluation of the Carcinogenic Risk of Chemicals to Man, Vols. 1 - 53, and Supplements 1 - 8, World Health Organization; and
- CFR Part 1910, Subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration.

6.1 LOCATION AND ACCESSIBILITY

MSDSs provide valuable information concerning the hazards of the chemicals used at the Colleges. An MSDS containing the information required by the HAZCOM Program will be kept for each hazardous substance listed on the "Hazardous Chemicals Inventory." The most current MSDS supplied by the chemical manufacturer or distributor shall be kept on file and made part of each department's site-specific Chemical Hygiene Plan.

Laboratory/workshop/studio Supervisors must maintain a current set of all MSDSs that pertain to the hazardous chemicals in their operation. MSDSs should be filed alphabetically in a well marked binder (or binders) that are accessible to all employees. Supervisors must inform their employees of the location of the MSDS set and it must be available at all times during all work shifts.

Supervisors must provide information to their employees on any new or revised MSDSs, within 30 days of receipt, for new or existing chemicals. This information may indicate increased risks to health and safety or measures necessary for employees to protect themselves as compared to those stated on the previous sheets.

As a back-up and to assist in obtaining MSDS information during emergencies, the SMCCCD shall maintain an electronic "master data base" of MSDSs on the District's academic web page. Although the database contains thousands of MSDS sheets, it may not be entirely inclusive of all materials present in the SMCCCD at any one time. Therefore, it is imperative that Supervisors maintain up to date MSDS files for their units and routinely notify the District's Senior Buyer of new acquisitions.

6.2 REQUESTING AN MSDS FROM THE MANUFACTURER/DISTRIBUTOR

Prior to ordering a new chemical, Supervisors or their designee for a particular unit must check the unit's MSDS files to see if a current MSDS for the material is already on file. If the correct MSDS is not on file or if the material has never been ordered, Supervisors must inform the manufacturer or distributor that an MSDS is to accompany the shipment. Preferably, the MSDS should accompany the shipment inside the box in which the chemical is transported.

The District's Senior Buyer will be notified if a complete MSDS is not obtainable from a manufacturer or distributor. The Supervisor of the department seeking the MSDS will send a written request for the MSDS. If the manufacturer or distributor fails to provide the MSDS, the manufacturer should be reported to the District's Senior Buyer and their product will no longer be used or purchased until an MSDS has been received. The District Senior Buyer will forward a complaint to Cal/OSHA concerning the manufacturer or distributor not providing the requested MSDS.

6.3 MSDS ARRIVAL

When the chemical arrives in the workplace, Supervisors or their designees will check to see if an MSDS was shipped with the order. If no MSDS was shipped and one was requested, the Supervisor will immediately inform the manufacturer and ask

them to email, fax or mail one directly to them. Once the MSDS is received, the Supervisor will copy it and place the original in the MSDS binder for the unit. The copy will be sent to the District's Senior Buyer to be included in the District's electronic web page MSDS database so that it is accessible to SMCCCD personnel.

7.0 CHEMICAL HYGIENE PLAN TEMPLATE

Cal/OSHA has promulgated a standard entitled Occupational Exposure to Hazardous Chemicals in Laboratories, 8CCR5191, which applies to all laboratories that use hazardous chemicals. It specifies that a written Chemical Hygiene Plan must be developed and implemented that includes the necessary work practices, procedures, and policies to provide that employees are protected from hazardous laboratory chemicals.

In an effort to comply with this regulation, SMCCCD has developed a Chemical Hygiene Plan template. Each SMCCCD College Dean, Department Head, and/or Supervisor will be responsible for customizing the Chemical Hygiene Plan to appropriately address the chemical hygiene and safety issues specific to their respective laboratory, workshop and/or studio operation including, but not limited to:

- responsibilities under the Chemical Hygiene Plan;
- site map – depicting emergency equipment and exits;
- hazardous chemical inventory – current annual;
- control measures to reduce employee exposure to hazardous chemicals;
- chemical procurement, distribution, and storage;
- material safety data sheet for each chemical in inventory; and
- forms.

Table 7-1 presents the number of laboratories, workshops, and studios, within the SMCCCD, their associated colleges, and whether or not these laboratories, workshops, or studios generate hazardous waste.

ATTACHMENT 1

Record of Hazard Communication Training

San Mateo County Community College District

Date: _____

By signing below I certify that my Supervisor, _____, went over in detail with me the contents of the safety training checklists on Injury and Illness Prevention Program, HAZCOM, and Emergency Response. I am also certifying that my Supervisor provided me with an opportunity to ask questions during the training session and that I have a good understanding of the material presented.

Name of Employee: _____

Employee's Signature: _____

Supervisor's Signature: _____

**Table 2-1
Safety Committee Members
San Mateo County Community College District**

District	Area	Skyline College	College of San Mateo	Cañada College
Lori Adrian	SKY	Sherri Hancock (Chair)	Jane Wong	Rachel Corrales
Rick Bennett	DIST	Lori Adrian	Gloria D'Ambra	Danny Glass
Regina Blok	CAÑ	George Buckingham	Diane Martinez	Linda Hayes
Eloisa Briones	SKY	Amory Cariadus	Charles La Mere	Peter Katsumis
Arlene Calibo	DIST	Shelia Claxton	Robert Kowerski	Victoria Nunes
Linda Da Silva	DIST	Brian Daniel	Virgil Stanford	Lisli Sachs
Patty Della Bona	DIST	James Duncan	Sharon Bartels	Dottie Shiloh
Bob Domenici	DIST	Donna Elliott	Bryan Gerbig	Kathy Smith
Danny Glass	CAÑ	Alice Erskine		Alex Toscano
Carina Hass	DIST	Jan Gersonde		Regina Blok
Jennifer Hughes	CSM	Linda Ghio		
Richard Inokuchi	SKY	Josie Glenn		
Harry Joel	DIST	Sandra Hatzistratis		
Peter Katsumis	CAÑ	Judy Heldberg		
Phyllis Lucas-Woods	CAÑ	Matthew Hernandez		
Diane Martinez	CSM	Richard Inokucji		
José Nuñez	DIST	Nancy Lam		
Jan Roecks	DIST	Joseph Morello		
Leigh Sata	Swinerton	Lynn Morita		
Stephanie Samuelsen	DIST			
Virgil Stanford	CSM			
John Wells	CSM			

**Table 2-5
Responsible Personnel
Skyline College
San Mateo County Community College District**

SKYLINE COLLEGE				
TITLE / DEPARTMENT	DEPT HEAD/CONTACT	PHONE	College Safety Committee	District Safety Committee
VP Student Services/ "Acting" Chief of Security	Lori Adrian	650-738-4333	X	X
	George Buckingham		X	
	Amory Cariadus		X	
	Sheila Claxton		X	
	Brian Daniel		X	
	James Duncan		X	
	Alice Erskine		X	
	Jan Gersonde		X	
	Linda Ghio		X	
	Josie Glenn		X	
	Sherri Hancock (chair)		X	
	Sandra Hatzistratis		X	
	Judy Heldberg		X	
	Matthew Hernandez		X	
	Nancy Lam		X	
	Joseph Morello		X	
	Lynn Moriata		X	
Health Nurse	Donna Elliott	650-738-4270	X	
Security	Linda Herda (Dispatcher)	650-738-4199		
Facility Manager	Richard Inokuchi	650-738-4166	X	X
Auto Technology	Richard Escalambre Dan Ming	650-738-4410 650-738-4396		
Dean Science/Math/ Technology	Mike Williamson	650-738-4221 Bldg 7A, Room 130		
Anatomy (1 cadaver)	Mousa Ghanma Technician	650-738-4364 Bldg 7A, Room 119		
Biology Labs & Stock Room	Pat Carter	650-738-4230 Bldg 7A, Room 243		
Chemistry Labs & Stock Room	Mousa Ghanma Technician	650-738-4364 Bldg 7A, Room 339		
Dean of Business	Margery Meadows	650-738-4362		

**Table 2-5
Responsible Personnel
Skyline College
San Mateo County Community College District**

TITLE / DEPARTMENT	DEPT HEAD/CONTACT	PHONE	College Safety Committee	District Safety Committee
Cosmetology	Regina Pelayo Laurie Biagi Inger Nolan	650-738-4178 650-738-4420 Storekeeper		
Dean Social Science / Creative Arts	Donna Bestock	650-738-4155 Bldg 1, Room 1110		
Art	Jody Keane	650-574-6196 Bldg 1, Room 1303		
Ceramics		Bldg 1, room 1103		
Photography	Arthur Takayama	650-738-4208 Bldg 1, Room 2112		
Sculpture	Ellen Lowenstein	650-738-4137 Bldg 1, room 1123		

**Table 7-1
Number of Laboratories, Workshops, Studios
and Hazardous Waste Generators
San Mateo County Community College District**

Labs, Studios, Workshops	Laboratories, Workshops and Studios per College			Total
	Cañada	College of San Mateo	Skyline	
Anatomy	X	X	X	3
Arts – Ceramics		X	X	2
Arts – Pigments & Painting			X ^(a)	1
Arts – Sculpture/Metal / Wood Working			X	1
Auto Technology			X ^(a)	1
Biology	X ^(a)	X ^(a)	X ^(a)	3
Chemistry	X ^(a)	X ^(a)	X ^(a)	3
Cosmetology		X	X	2
Dental Assisting		X ^(a)		1
Drama Scene Shop	X			1
Horticulture		X		1
Machine Tool Technology		X ^(a)		1
Photography	X ^(a)	X ^(a)	X ^(a)	3
Welding		X		1
Total	5	10	9	24

(a) Hazardous Waste Generator