

HAZARD COMMUNICATION PROGRAM

pub# CSU7

UCSF Policy

To inform the employees of UCSF of the Cal-OSHA Hazard Communication (HAZ-COM) Standard, HAZ-COM requires that institutions:

- ◆ Compile a list of hazardous materials.
- ◆ Use Material Safety Data Sheets.
- ◆ Provide training.

This program applies to all work operations in UCSF where there is a potential for exposure to hazardous substances under normal working conditions or during an emergency.

The Director of the Office of Environmental Health and Safety (EH&S) is the program coordinator. In collaboration with the UCSF Chemical Safety Committee he will review and update the program, as necessary. Copies of the written program are available from your Department Safety Advisor (DSA) or by calling EH&S at 476-1300.

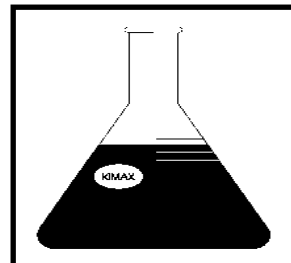
List of hazardous chemicals

In collaboration with UCSF Departments, EH&S has compiled a list of hazardous chemicals used in each facility, and will update the list as necessary. These lists are based on the inventory in each room. A master list of these chemicals is maintained by, and is available from EH&S (Box 0942). Each department has a list of its inventory on file in its Departmental Office.

Material Safety Data Sheets (MSDSs)

MSDSs provide you with specific information on the chemicals you use (see Chemical Safety Manual for more details about MSDSs). Each laboratory is responsible for acquiring and updating MSDSs by contacting the chemical manufacturer or vendor if an MSDS was not supplied with an initial shipment. When you encounter a chemical new to your lab, make a copy of the MSDS and send it to EH&S. Keep the original in the designated logbook for as long as the chemical is used in the lab. Make sure that everyone in your lab knows where the MSDSs are kept and how to read them. Each department is provided with a copy of the 100 most frequently used chemicals in their facilities. In addition, EH&S ensures that each work site maintains an MSDS file for hazardous materials unique to that area.

EH&S maintains a master file of MSDSs. MSDSs are also available on the Internet through numerous Web sites.



Non-routine tasks

When you are required to perform hazardous non-routine tasks (e.g. new procedure) a special training session must be conducted by your Laboratory Manager. The session will discuss the hazardous chemicals to which you might be exposed and the proper precautions to take to reduce or avoid exposure.

Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive training on the HAZ-COM Standard and the safe use of chemicals by EH&S. A program that uses both audiovisual materials and classroom type training has been prepared for this purpose. Regular meetings will also be used to review the information presented. Training for laboratory-specific hazards is the responsibility of the Principal Investigator or Laboratory Manager.

EH&S and the Principal Investigators will review the employee training program and determine retraining needs. Retraining is required when a hazard changes or when a new hazard is introduced into the work place. As part of the assessment of the training program, EH&S will obtain opinions from employees regarding the training they have received, and their suggestions for improving upon it.

Additional information

All employees, or their designated representatives, can obtain further information on this written program, the HAZ-COM Standard, applicable MSDSs and chemical information from EH&S.

Contractor employers

EH&S, upon notification by the responsible supervisor, will advise outside contractors of any chemical hazards that may be encountered in the normal course of their work at UCSF. The advisory will include:

- ◆ The labeling system used.
- ◆ Protective measures to be taken.
- ◆ Safe handling procedures.
- ◆ Location of MSDSs.

Each contractor bringing hazardous chemicals on-site must provide EH&S with similar information about the product.