

# UC SANTA BARBARA

## POLICY AND PROCEDURE

### Communication of Chemical Hazards

Contact: Environmental Health & Safety

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## CHEMICAL HAZARD COMMUNICATION PROGRAM

### I. SCOPE

This policy applies to University of California, Santa Barbara (UCSB) faculty, staff, students, visitors, and volunteers engaged in University-related activities.

### II. DEFINITIONS

**Laboratory Chemical Hygiene Plan:** A written program setting forth procedures, equipment, personal protective equipment, and work practices capable of protecting laboratory personnel from health hazards presented by hazardous chemicals used in a specific work place that meet the requirements of Title 8 of the California Code of Regulations, General Safety Order 5191(e).

**Hazard Communication Standard:** Set forth by [California Code of Regulations, Title 8, Section 5194](#).

**Hazardous chemical:** Any chemical classified as a physical or health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, a hazard not otherwise classified, or is included in the List of Hazardous Substances prepared by the Director pursuant to Labor Code section 6382.

**Job hazard assessment (JHA):** The analysis of an individual's job tasks, tools, equipment, and procedures that determines safety risk and how to control such risk.

**Safety data sheet (SDS):** Written or printed material concerning a hazardous chemical prepared in accordance with Title 8 of the California Code of Regulations, General Safety Order 5194(g).

### III. POLICY

Insofar as it is reasonably within the control of the University to do so, the University shall maintain an environment that will not adversely affect the health, safety, and well-being of students, employees, visitors, volunteers, and neighboring populations. All activities involving the use of hazardous chemicals must be performed in a way that minimizes the risk of injury to people and the environment.

All use of hazardous chemicals not covered under a Laboratory Chemical Hygiene Plan must comply with [Title 8 of the California Code of Regulations, General Industry Safety Order 5194](#) and UCSB Chemical Hazard Communication Program requirements.

The UCSB Chemical Hazard Communication Program shall be administered by the Office of Environmental Health and Safety (EH&S). Campus procedures, requirements, and responsibilities for complying with the Hazard Communication Standard are outlined [UCSB Chemical Hazard Communication Program Manual](#).

### III. RESPONSIBILITIES

**Chancellor:** Must provide the resources needed to comply with the Hazard Communication Standard.

**Deans and Vice Chancellors:** Must ensure units under their authority comply with this policy.

**Directors and Department Chairs:**

- Must provide the resources needed to ensure the health and safety of their employees;
- Ensure their department complies with this policy; and
- Identify supervisors and ensure supervisors complete training on health and safety responsibilities prior to supervising any person using hazardous materials.

**Managers, Supervisors, Faculty, and Principal Investigators:**

- Must ensure documented Job Hazard Assessments are conducted for all tasks involving hazardous chemicals or requiring the use of personal protective equipment per [Title 8 of the California Code of Regulations, General Safety Order 3380](#);
- Ensure hazards identified are eliminated or adequately controlled;
- Ensure direct reports who use and/or are exposed to hazardous chemicals have received documented Chemical Hazard Communication Training and understand their rights and the requirements of the UCSB Chemical Hazard Communication Program and the Cal/OSHA Hazard Communication Standard;
- Ensure direct reports who use and/or are exposed to hazardous chemicals can interpret labels and Safety Data Sheet information, recognize the signs and symptoms of exposure, and know how to take appropriate safety precautions to protect themselves from the hazardous chemicals they are exposed to;
- Ensure direct reports are provided all necessary personal protective equipment, and are trained on proper use;
- Enforce the use of personal protective equipment and safe work practices where required;
- Ensure a current inventory of hazardous chemicals is available for each area of responsibility;
- Ensure containers of hazardous chemicals are properly labeled (product name, appropriate hazard warnings, name and address of the manufacturer, etc.);
- Ensure Safety Data Sheets are available for all hazardous chemicals used by their unit or located within areas under their supervision; and
- Ensure direct reports comply with all other UCSB Chemical Hazard Communication Program requirements.

**Employees, Students, Visitors, and Volunteers:**

- Must understand and comply with campus health and safety policies and procedures;
- Report all hazardous conditions or injuries to their supervisor or EH&S in a timely manner;
- Review Safety Data Sheets to become familiar with the hazards chemicals they may be exposed to; and
- Utilize safety equipment appropriately, where required.

**University Representatives:** Must provide contractors with the following:

- A list of campus hazardous chemicals they may encounter or be exposed to while performing their work;
- The location of Safety Data Sheets for campus hazardous chemicals that contractors may encounter;
- Information regarding the precautions and appropriate protective measures workers should take to reduce their risk of exposure to campus hazardous chemicals; and
- Details about the labeling system used for hazardous chemicals as required.

**Contractors:** Must provide university representatives with the following information:

- A list of hazardous chemicals which will be used on the job;
- The location of Safety Data Sheets for products used by the contractor within campus facilities;
- Precautions and appropriate measures campus personnel should take to reduce the possibility of exposure to these chemicals;
- Details about the labeling system used for hazardous chemicals as required; and
- Information required in the UCSB Building Design Standards, Division 1, Section 013513.43 – Control of Airborne Contaminates where applicable.

**Office of Environmental Health and Safety:**

- Must designate an individual who is qualified by appropriate training and/or experience to administer the program.

**Program Administrator:**

- Serves as a technical resource to departments and assists them in carrying out their responsibilities as necessary;
- Must develop and maintain the UCSB Chemical Hazard Communication Program and ensure it meets applicable regulatory requirements;
- Develop and provide Chemical Hazard Communication Program training; and
- Assess the effectiveness of the UCSB Chemical Hazard Communication Program.

#### IV. PROCEDURES

Campus procedures and requirements for complying with the Hazard Communication Standard are outlined [UCSB Chemical Hazard Communication Program Manual](#). All use of hazardous chemicals not covered under a Laboratory Chemical Hygiene Plan must comply with [Title 8 of the California Code of Regulations, General Industry Safety Order 5194](#) and UCSB Chemical Hazard Program requirements.

#### V. REFERENCES

[Cal/OSHA Hazard Communication Standard \(CCR, Title 8, Section 5194\)](#)  
[UCSB Chemical Hazard Communication Program Manual](#)  
[UCSB Chemical Hazard Communication Program Website](#)

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Please direct questions about this policy to [Environmental Health & Safety](#). For general policy questions or comments about this website, please contact [policy@ucsb.edu](mailto:policy@ucsb.edu).

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