

SAN DIEGO
MESA COLLEGE



Hazard Communication Program

**For Compliance with
Federal and State
Hazard Communication Regulations**

*Approved by Safety Committee
February 16, 2017*

Table of Contents

PURPOSE	1
AUTHORITY CITATIONS	1
DIVISION OF RESPONSIBILITIES.....	1
Occupational, Environmental Health and Safety Coordinator	2
Dean/Supervisor/Manager	2
Employees	3
Mesa Safety Committee.....	4
Students.....	4
CHEMICAL INVENTORY AND STORAGE.....	4
Chemical Inventory	4
Chemical Storage Locations	5
EXEMPTIONS.....	5
LABELING	6
Secondary Containers	7
Transfer Containers.....	7
Pipes	7
SAFETY DATA SHEETS (SDS)	8
TRAINING	10
Frequency.....	10
Content.....	10
NON-ROUTINE TASKS.....	11
OUTSIDE CONTRACTORS.....	12
PROPOSITION 65 CHEMICALS.....	12
RECORDS	13
APPENDICES	14
APPENDIX A – DEFINITIONS	14
APPENDIX B: GHS PICTOGRAMS.....	17
APPENDIX C: NFPA 704 CHEMICAL WARNING SYSTEM.....	18
APPENDIX D: DIFFERENCES BETWEEN NFPA CODE AND GHS SYSTEM.....	19

PURPOSE

The Board of Trustees, recognizing that the health, safety, and well-being of its employees is of paramount importance in the management of the San Diego Community College District, affirms its commitment to create and maintain a safe and healthful working environment.

The San Diego Community College District's Hazard Communication Program (HazCom) provides direction to insure that all hazardous materials used by employees in the performance of their duties are properly evaluated for their hazard and that sufficient information about such materials are communicated to employees in a manner that any risk to their health is minimized. The goal of the Program is to make employees aware of the inherent hazards of materials that they may encounter working at the District and how to properly handle the materials to reduce the potential for any exposure.

For the purpose of this Program, hazardous materials are those listed in the California Code of Regulations, Title 8, Section 339 as well as those listed in the Occupational Safety and Health Administration's 29 Code of Federal Regulations, Part 1910, Subpart Z.

The District has elected to rely on the hazardous substance manufacturer or importer to determine if a substance purchased is hazardous. The District will not perform any additional testing or label supplementation other than that provided by the manufacturer.

This program is applicable to all operations in the District that use non-household chemicals.

AUTHORITY CITATIONS

California Code of Regulations, Title 8, § 339
California Code of Regulations, Title 8, § 3204
California Code of Regulations, Title 8, § 5194
Code of Federal Regulations, Title 29, § 1910.1200
Code of Federal Regulations, Title 29, § 1910, Subpart Z
California Fire Code, Title 24, Part 9, Chapter 50
National Fire Protection Association, NFPA 704

DIVISION OF RESPONSIBILITIES

The District Designee for Mesa College, the Vice President of Administration (VPA), will serve as the Campus Hazard Communication Program facilitator. Each supervisor will implement the program and serve as the Department program coordinator. The supervisors will consult and work with the VPA or Occupational, Environmental Health and Safety Coordinator (OEHS) in order to establish proper implementation of the Hazard Communication Program.

To ensure effective implementation of this program, all personnel designated to carry out specific responsibilities are expected to know and understand the procedures outlined in this document and the specific contents of this Hazard Communication Program for their assigned facility.

Occupational, Environmental Health and Safety Coordinator

The Mesa OEHS Coordinator is responsible for compliance to the Hazard Communication Standard within their site. They shall ensure the following:

- Develop and maintain the campus Hazard Communication Standard Program.
- Review and evaluate the effectiveness of the Hazard Communication Program at least annually and update as necessary.
- Provide support and assistance for managers/supervisors in implementing the Hazard Communication Program elements.
- Evaluate the adequacy and consistency of chemical safety-related training.
- Upon request, assist in locating SDS's for campus departments.
- Act as technical expert in Hazard Communication.
- Conduct periodic audits and inspections to determine compliance status with Mesa's Hazard Communication policies.
- Remain current on Hazard Communication regulatory issues and communicate any changes to campus organizations.
- Maintain and update Mesa's safety website containing easily accessible information, guidance and forms.
- Provide copies of the written Hazardous Communication Program upon demand by department employees, or a representative from the local, state, or federal agency.
- Notify supervisors of non-compliance to the Hazard Communication Standard or other safety policies or practices.

Dean/Supervisor/Manager

The Dean/Supervisor/Manager has the primary responsibility for providing a safe work environment and for ensuring compliance with all elements of the Hazard Communication Standard Program within their own assigned work area. While these responsibilities can be delegated to other individuals within the work area, the Dean/Supervisor/Manager must ultimately assure that the duties are performed safely. If any responsibilities are delegated to other department personnel, the Dean/Supervisor/Manager must ensure that the designee is properly trained to carry out the designated task. The Supervisor must:

- Maintain departmental compliance to the campus written Hazard Communication Plan.
- Ensure proper labeling of chemicals in the work area.
- Ensure the chemical inventory in the work area is updated as needed or at least annually.
- Ensure that copies of SDSs, for all hazardous chemicals in the work area, are current and made available to employees.

- Ensure all training requirements are met: new employees receive initial Hazard Communication training, Bi-annual refresh training, and additional training when new chemical hazards introduced into the work area.
- Identify non-routine tasks and ensure employees receive training in performing tasks safely.
- Provide regular Hazard Communication inspections and housekeeping inspections, including inspection of emergency equipment.
- Correct or submit for correction any unsafe conditions identified within the work area through either self-audits or inspections by OEH&S Coordinator or other safety professionals.
- Maintain compliance with federal, state, and local regulations related to the use of hazardous chemicals.
- Inform employees of: Any operations in their work area where hazardous chemicals are present; the location and availability of the written Hazard Communication Plan; the chemical inventory; SDSs; and the requirements of the Hazard Communication Standard.
- Maintain training records for their employees. These records must include: date, location, facilitator, list of attendees and description or outline of the material covered in the training session. These records must be retained a minimum of 3 years and must be readily available to regulatory or inspectors upon request.
- Ensure that Updates are done to Mesa's online chemical inventory tracking program, [Keenan SDS Online](#), with new hazardous substances.

Employees

Each employee is responsible for the safe use, storage and handling of hazardous chemicals in the workplace. The employees must:

- Follow campus safety practices, and policies included in the Hazard Communication Standard Policy.
- Learn and understand in advance about the physical and health hazards of the chemicals you work with.
- Report incidents involving chemical spills, exposures, work-related injuries and illnesses, or unsafe conditions to immediate supervisor.
- Attend all safety training as required by the Supervisor.
- Review chemical labels for hazard warnings.
- Review SDSs prior to using a chemical for the first time, then reviewing periodically thereafter as necessary.
- Ensure proper labeling of chemicals in your workplace.
- Report any program deficiencies to your Supervisor.
- Dispose of hazardous waste according to College procedures.
- Plan and conduct each operation according to the Hazard Communication Program.
- Maintain and update, at least annually, an inventory of all chemicals stored or used within their area of responsibility. The inventory is standardized among the campus so

be sure you are using the proper format, contact the OEHS Coordinator if assistance is needed.

- Maintain copies of Safety Data Sheets (SDS) for each hazardous chemical in the workplace, and ensuring that the SDSs are readily available to employees.
- Update Mesa's online chemical inventory tracking program, [Keenan SDS Online](#), with new hazardous substances.
- Ensure all secondary containers are labeled properly.

Mesa Safety Committee

The Mesa Safety Committee is comprised of College administrators, faculty and staff drawn from a diverse and representative set of schools and departments. The Safety Committee will:

- Review compliancy with campus policies and recommend methods to promote compliancy.
- Periodically review the campus Hazard Communication Standard Program, and other plans, for effectiveness and compliancy.
- Collaborate with other institutional committees to assure that chemical safety concerns are properly addressed.
- Evaluate the broad needs for an effective campus-wide chemical safety program and training.
- Provide a forum for the campus community to raise concerns regarding the safe use, handling, and disposal of chemicals.
- Provide technical support to the departments covered by the Hazard Communication Program.
- Conduct periodic safety reviews and inspections.

Students

While students are not specifically covered under the provisions of the regulations due to their non-employee status, students shall be made aware of chemical health and safety hazards in laboratories. Blatant disregard for provisions of this program will result in dismissal from the laboratory or other areas where chemicals are present.

CHEMICAL INVENTORY AND STORAGE

Chemical Inventory

The Hazardous Communication Standard requires a current chemical inventory in areas that use or store hazardous materials. Each department will update its Chemical inventory and submit it to the OEHS Coordinator no later than January 31 of each calendar year. The OEHS Coordinator will review the inventory lists for extremely hazardous substances (the director's list; Cal. Code of Regs., Title 8, section 339). The OEHS Coordinator will compile, the above

stated department chemical inventory list, and maintain a master chemical inventory of chemicals that are used on the Mesa Campus

Mesa College's chemical inventory format has been standardized and each department must use the standardized format when creating a chemical inventory. If there are any questions or concerns about the format or process, contact the campus OEHS Coordinator.

Every hazardous chemical that is used on the Mesa campus must have a corresponding SDS. If a new chemical, not previously listed in the chemical inventory, is purchased a SDS must be obtained and read before the chemical is used. Departments must review and inspect all chemical containers on a regular basis for both label condition and container integrity. If either the label or container is compromised they need to be replaced immediately.

Chemical Storage Locations

All storage locations for hazardous materials or hazardous wastes shall be labeled with warning signs in accordance with NFPA 704 on each door or entrance. Refer to Appendix C for labeling and Appendix D for relationship to GHS.

- NFPA 704 values will be a composite rating based on assessing all of the chemicals within the storage area and using the highest value of any one chemical for each category.
 - Example, if room contains Chemical A with a NFPA 704 rating of H-1, F- 3, R- 0 and Chemical B with H-3, F-2, R-1, then the storage facility will be labeled H-3, F-3, R-1.
- Rooms containing compressed gases shall be marked "COMPRESSED GAS."
- If a designated smoking area is within twenty-five (25) feet of a flammable materials or waste storage location should have an additional "No Smoking" sign placed on or near entrance.

Donated chemicals are not allowed to be accepted

EXEMPTIONS

The Hazard Communication Program excludes some hazardous substances which are covered under other federal or state regulations. Mesa College's Hazard Communication Program excludes the following:

- Any hazardous waste as such term is defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended ([42 U.S.C. 6901 et seq.](#)), when subject to regulations issued under that Act by the Environmental Protection Agency
- Tobacco or tobacco products
- Wood or wood products
- Foods, drugs, or cosmetics intended for personal consumption by employees while in the

- workplace;
- Retail food sale establishments and all other retail trade establishments, exclusive of processing and repair work areas
- Consumer products packaged for distribution to, and use by, the general public, provided that employee exposure to the product is not significantly greater than the consumer exposure occurring during the principal consumer use of the product
- The use of a chemical in compliance with regulations of the Director of the Department of Pesticide Regulation issued pursuant to [section 12981](#) of the Food and Agricultural Code

LABELING

The Hazard Communication Standard requires the use of a workplace labeling system for identifying hazardous materials. Manufacturers, importers, and distributors of chemicals are required to label all containers. Container labels are typically the first and most available source of the potential hazards of a substance. A stock container is the original container that is received directly from a vendor. The container may be metal, glass, or plastic depending on the substance. Chemicals should be kept and stored in the container supplied by the manufacturer. In the event a chemical must be repackaged due to damage or sub-sampling, the new container shall be compatible with the material and the label shall include all of the required elements.

Every container label must contain the following:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)
- Name, address, and telephone number of the manufacturer or importer.
- Label must be legible, permanently displayed, and written in English.

If the manufacturer's label is missing any of the above noted information, the individual who receives the chemical must supplement the label to satisfy all of the requirements.

- Information can be found on the Safety Data Sheet
- Labels on chemicals received prior to June 1, 2016 shall have the appropriate signal word, hazard statement, pictograms, and precautionary statements permanently affixed.
 - The container shall also have a permanent label attached stating "Received before June 1, 2016."

Each chemical shall be marked with the date received and the initials of the individual who received the chemical. The Department using the material must revise the labels within six (6) months of being notified by the manufacturer of any changes in the hazard classification of the material.

The labels are not to be removed or defaced, containers that have been emptied of their original contents shall have the word “Empty” written across the label and discarded.

Secondary Containers

Secondary containers are containers used to supply smaller amounts of chemicals from bulk containers to more than one location, such as instructional laboratories or custodial closets.

- Secondary containers must be of similar material and quality to the original.
 - Secondary containers for flammable and volatile chemicals must provide the same level of vapor containment as the original container.
 - If not, they must be stored in a chemical fume hood or other properly ventilated location.
- Secondary containers must be labeled with the name of the chemical or common name, in English.
 - Employees who speak other languages may request the name be written in their language but the English label must be retained.
 - The concentration of the chemical shall also be noted, if appropriate.
- Secondary containers must also be labeled with
 - Pictogram(s) and/or other applicable hazard warnings.
 - Date chemical was transferred into container.

Transfer Containers

A transfer container is used to transport chemicals from a properly labeled container to a point of use. The container is typically smaller than the original container to allow for easier handling.

- The portable transfer container is not subject to the labeling requirements as long as the contents are:
 - Under the constant control of the individual who transferred the chemical
 - Are used within one work shift of being dispensed
 - Are used only by the individual who dispensed the chemical.
- If any of these criteria are not met at all times, the container is subject to the secondary container labeling requirements noted above.
- Transfer containers for flammable and volatile chemicals must have a means to prevent vapors from escaping the container.

Pipes

Pipes may be used to transport hazardous fluids or gases within a facility. Pipes must be labeled pursuant to 8 CCR 3321.

- Pipes shall be labeled in locations where multiple pipes follow the same run and confusion of pipes may present hazards to employees.
- Pipes containing non-hazardous materials, such as potable water, are not required to be coded or labeled except when sharing a run with pipes containing hazardous materials.
 - Compressed air lines, presenting a high pressure hazard, shall be labeled in accordance with this section.
- Non-potable and deionized water pipes shall be labeled pursuant to this section.
- Pipes shall be identified by one or more of the following methods:
 - Color-coded by complete painting of all visible portions
 - Color-coded by color-banding of visible portions (8-10 inch-wide bands at regular intervals)
 - The color code legend shall be posted
 - Where the pipes enter the building
 - Where the pipes enter a room within a building
 - At the point of use.
 - Labeling or abbreviating content name near the valves or outlets by way of stencils
 - Labels shall be in English.
 - Employees who speak other languages may request the pipe be labeled in their language but the English label must be retained.
 - Labels shall be clearly visible.
 - Fastening durable tags with the name of the material in the pipe on or near the valve.
- Pipes shall be clearly labeled as to their direction of flow.
- Pipes moving waste do not require specific names but should be labeled.

SAFETY DATA SHEETS (SDS)

Safety Data Sheets (SDS) contain information regarding health and safety on a specific hazardous substance. SDSs are produced by the chemical manufacturer, importer, or distributor and are in a standardized, 16-section format.

The 16-sections are described below:

1. Identification: identifies the chemical on the SDS, contact information of supplier, recommended use of chemical
2. Hazard(s) Identification: identifies the hazards of the chemical with appropriate warnings including hazard classification, signal word, statement, pictograms, and descriptions
3. Composition/Information on Ingredients: identifies the ingredients contained in the product including impurities and stabilizers
4. First-Aid Measures: describes the initial care that should be given by untrained responders
5. Fire-Fighting Measures: provides recommendations for fighting a fire caused by the

chemical

6. Accidental Release Measures: provides recommendations on the appropriate response to spills, leaks, or releases including containment and cleanup practices to prevent or minimize exposure
7. Handling and Storage: provides guidance on the safe handling practices and conditions for safe storage of chemicals
8. Exposure Controls/Personal Protection: indicates the exposure limits, engineering controls, and personal protective measures that can be used to minimize worker exposure
9. Physical and Chemical Properties: identifies physical and chemical properties associated with the substance or mixture
10. Stability and Reactivity: describes the reactivity hazards of the chemical and the chemical stability information (reactivity, stability, other)
11. Toxicological Information: identifies toxicological and health effects information or indicates that such data are not available
12. Ecological Information: provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment
13. Disposal Considerations: provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices.
14. Transport Information: provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea
15. Regulatory Information: identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS
16. Other Information: indicates when the SDS was prepared or when the last known revision was made

A chemical or substance may not be used by employees of the District unless an SDS has been received, read, and is on file.

- SDSs should be shipped with the material or they may be sent prior to shipment.
- If no SDS has been received, the requesting employee shall contact the manufacturer or vendor and request an SDS.
 - In instances where SDSs can be retrieved from a vendor's website, the employee must verify the product number matches that on the substance received.
 - SDSs from different vendors are acceptable as long as all of the ingredients (including CAS numbers) are identical.

Unless listed as an exemption, all chemical and preparations are required to have an SDS on file.

- Mixtures that have the same components but only differ by concentrations do not require separate SDSs (e.g., 5% bleach and 10% bleach solutions require only a single SDS).

Copies of SDS's are to be kept in a binder in a readily accessible location to the employee's work area, no barriers can be between the employees work area and the storage location of the

SDSs. Barriers would include locked doors, computer/web access availability or other impeding situations. SDSs may also be provided online via Keenan SDS Online.

- A copy of the departmental chemical inventory must be included in each SDS Binder to serve as an index. Hazardous substances shall be listed in alphabetical order by chemical/common name.

Original SDS shall be maintained within each department in binder(s) located in the area where the chemicals are used or stored. All SDS for hazardous substances that are no longer used within the department and have been removed from the chemical inventory will be archived and filed for at least thirty (30) years.

TRAINING

All Mesa College employees must be provided with the necessary information to perform their duties safely when using hazardous substances. Employees that are exposed to or potentially exposed to chemicals, as determined by each supervisor, are required to attend training on the Hazard Communication Program.

Frequency

Initial Hazardous Communications training shall be conducted for all employees prior to the start of employment and use of hazardous materials.

Refresher training shall be conducted

- Bi-Annually*
- When new chemicals are introduced into the workplace
- When new hazards are identified for existing chemicals.

*OSHA has no requirement on how often employees must be retrained, but they state that there must be a firm understanding of the Hazard Communication polices. Therefore refresh training should be done every other year.

Content

Training will consist of the following:

- Informing employees of the Hazard Communication Standard's requirements.
- Explanation of SDS and how to read them.
- Explanation of workplace labels and the labeling system.
- Informing employees of measures they can take to protect themselves from the hazards, including work practices, engineering controls, personal protective equipment, etc.
- Informing employees in methods and observations that may be used to detect the presence or release of hazardous substances in the work area.

- Informing employees of the physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area, and the measures they can take to protect themselves from these hazards.
- Explanation of the labels received on shipped containers, workplace labeling systems, safety data sheet and how employees can obtain and use the appropriate hazard information.

Additional specific follow-up training by area supervisors will include (if not originally included in the primary training session):

- Informing employees of the location and availability of the written Hazard Communication Program.
- Informing employees of any operations in their work area where hazardous substances are present.
- Informing employees of the location(s) of SDS binders.
- Informing employees of the online chemical tracking system, [Keenan SDS Online](#).
- Specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.
- Informing employees of their right for personal physicians or collective bargaining agents to receive information regarding hazardous substances to which the employee may be exposed.
- Informing employees of their right against discharge or other discrimination due to the exercising the right afforded pursuant to the provisions of the [Hazardous Substances Information and Training Act](#).

NON-ROUTINE TASKS

In the event an employee is to perform a non-routine task involving chemicals, the supervisor shall meet with them prior to starting the task. The meeting shall be documented and the supervisor shall

- Discuss the process to be performed.
- Inform the employees of the hazards.
- Allow the employees to review the SDSs for the chemicals involved, including the contents of unlabeled pipes.
- Allow the employees to ask questions

OUTSIDE CONTRACTORS

The District is required to notify outside contractors, vendors, and service companies regarding the potential chemical hazards present in the area they will be working. Additionally, Contractors shall inform the Department, they will be working for, of any hazardous substances they intend to bring on site in order to perform their tasks.

- The District representative who will be interfacing with the contractor must obtain a list of chemicals present in the area the contractor will be working prior to the start of the job.
 - The District representative will offer to provide the list to the contractor prior to the work beginning.
 - The District representative will provide the contractor with the location of the physical copies of the SDSs for the area they will be working.
- Contractors are required to provide a list, in the bid package, of all hazardous substances they intend to use on District premises during their work.
 - The list is to be retained by the VPA's office via the OEHS Coordinator for that Campus or Facility while the work is being performed.
 - The Contractor performing the work must provide the SDS documents for the proposed hazardous substances they intend to use prior to the commencement of work.
 - The Contractor is required to maintain copies (on site) of the SDS for all chemicals and chemical preparations they will use.
- The District/Campus reserves the right to deny use of any chemical the Contractor wishes to use if there is a suitable, less hazardous substitute.
- All chemicals brought onto the premises must be labeled as required by this Program.
- The contractor may be asked to provide records of their Hazard Communication Training Program.
 - Records requested may include topics, content, and training rosters.

PROPOSITION 65 CHEMICALS

The Safe Drinking Water and Toxic Enforcement Act of 1986 is better known by its original name [Proposition 65](#). Proposition 65 requires the State to publish a list of chemicals known to cause cancer, birth defects, or other reproductive harm. The list is updating at least once a year. The list of chemicals known to the state of California to cause cancer or reproductive harm is available at the Office of Environmental Health Hazard Assessment.

Following 8 CCR, § [5194](#), Mesa College shall either provide a warning to employees if there are any substances known to cause cancer or birth defects used in the workplace. If any employee requests to see a list of proposition 65 chemicals it will be provide in any of the following ways:

- a report can be generated instantly using [Keenan SDS Online](#)

- a digital or printed copy will be provided by the OHES Coordinator
- provide a link to Cal OSHA website

All Proposition 65 chemicals must be reported to the county CERS program.

RECORDS

- All SDSs for hazardous substances that are no longer used in the District will be removed from the database or physical files thirty (30) years after it was last used by the District.
- SDSs for chemicals that are no longer in use by a Department can be removed from their local storage location after five (5) years.
- Employee training records shall be maintained for a minimum of three years.

APPENDICES

APPENDIX A – DEFINITIONS

Absorption: A route of entry into body that takes place as the chemical comes in contact with the skin and destroys some of the protective outer layer, thus allowing the toxic chemical to come in contact with the inner tissues and possibly the bloodstream.

Acid: A chemical compound that has a pH of less than 7 and is very active chemically. These materials are corrosive.

Alkali: A chemical compound that has a pH of more than 7. These materials are corrosive.

Boiling Point: The minimum temperature at which the vapor pressure of a liquid equals the atmospheric pressure.

Carcinogen: A substance known to cause cancer or suspected of causing cancer. A substance is considered a carcinogen if it has been evaluated by the International Agency for Research on Cancer (IARC) and found to be a carcinogen or suspect carcinogen; or it is listed as a carcinogen or potential carcinogen in the Report on Carcinogens published by the National Toxicology Program (NTP); or if it is regulated by the Occupational Safety and Health Administration (CAL/OSHA).

CAS Number: The unique identification number assigned by the Chief Abstracts Service to specific chemical substances.

Chemical Name: The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name which will clearly identify the substance for the purpose of conducting a hazard evaluation.

Common Name: Any designation or identification such as code name, code number, trade name, brand name, or generic name to identify a substance other than by its chemical name.

Container: Any bag, barrel, bottle box, can, drum, reaction vessel, storage tank, tank truck, or the like that contains a hazardous substance. For purposes of this section, pipes or piping systems are not considered to be containers.

Corrosive: A substance that causes visible destruction of, or irreversible inflammatory effect on living tissue through chemical action at the site of contact.

Designated Representative: Any individual or organization which an employee gives written authorization to exercise such employee's rights. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Director: The Director of Industrial Relations, P.O. Box 420603, San Francisco, CA 94142, or designee. Distributor: A business, other than a manufacturer or importer, which supplies hazardous substances to other distributors or to employees.

Employee: Every person who is required or directed by an employer, to engage in any employment, or to go to work or be at any time in any place of employment.

Exposure or Exposed: Any situations arising from work operation where an employee may

ingest, inhale, absorb through the skin or eyes, or otherwise come into contact with a hazardous substance.

Exposure Limits: The amount of material to which a worker can be repeatedly exposure to without suffering adverse effects. These are stated as Threshold Limit, Ceiling or Short-term Values.

Hazardous substance: Any substance which is a physical hazard or a health hazard or is included in the List of Hazardous Substances prepared by the Director pursuant to Labor Code section [6382](#).

Health hazard: A substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes substances which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

Immediate use: The hazardous substance will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Importer: The first business with employees within the Customs Territory of the United States which receives hazardous substances produced in other countries for the purpose of supplying them to distributors or purchasers within the United States.

Inhalation: A route of entry into the body when substances create dusts, fumes, mists, vapors and smoke that

Label: Any written, printed, or graphic material displayed on or affixed to containers of hazardous substances.

Manufacturer: A person, who produces, synthesizes, extracts, or otherwise makes a hazardous substance.

Mixture: Any solution or intimate admixture of two or more substances, at least one of which is present as a hazardous substance, which do not react chemically with each other.

NIOSH: The National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services.

Physical hazard: A substance for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

Produce: To manufacture, process, formulate, repackage, or re-label.

Pyrophoric: A substance that will ignite spontaneously in air at a temperature of 130° F (54.4° C) or below. Reproductive Effects: Problems in the reproductive system that can be caused by a material including reduced fertility, sterility, menstrual changes, miscarriages.

Reproductive Toxin: A substance that affects the reproductive capabilities including chromosomal damage (genetic mutations) and physical defects in fetuses (teratogenesis).

Responsible party: Someone who can provide additional information on the hazardous substance and appropriate emergency procedures, if necessary.

Safety Data Sheet (SDS): Written or printed material concerning a hazardous substance which is prepared in accordance with section [5194\(g\)](#).

Specific chemical identity: The chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

Substance: Any element, chemical compound or mixture of elements and/or compounds.

Synergistic Materials: Materials that when combined create a net health effect that is greater than the sum of the individuals materials.

Work area: A room or defined space in a workplace where hazardous substances are produced or used, and where employees are present.

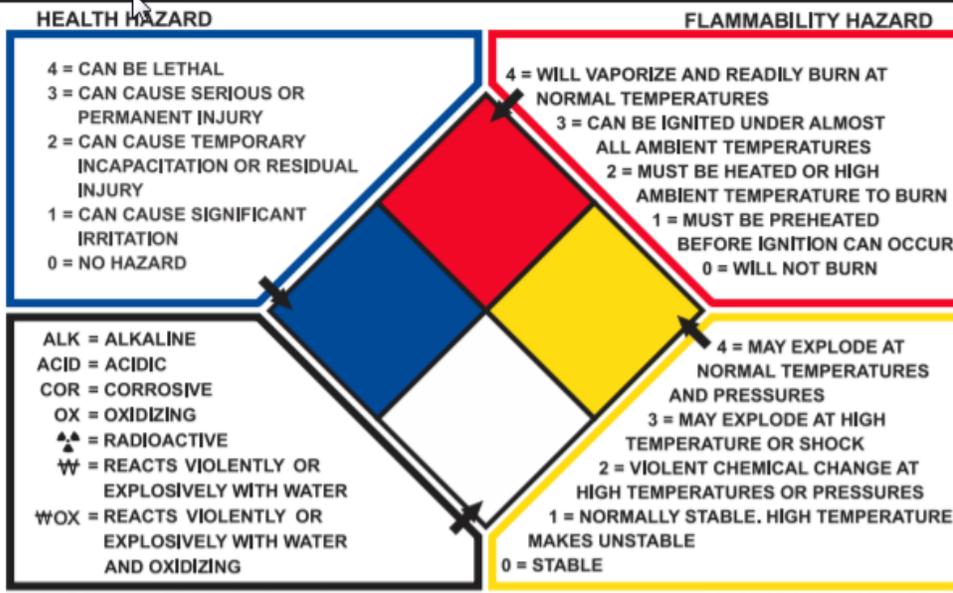
Workplace: Any place, and the premises appurtenant thereto, where employment is carried on, except a place the health and safety jurisdiction over which is vested by law in, and actively exercised by, any state or federal agency other than the Division.

APPENDIX B: GHS PICTOGRAMS

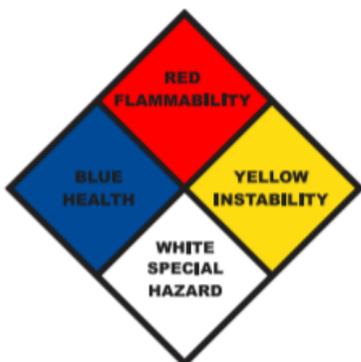
<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

APPENDIX C: NFPA 704 CHEMICAL WARNING SYSTEM

NFPA RATING EXPLANATION GUIDE



This chart for reference only - For complete specifications consult the NFPA 704 Standard



Diesel Fuel
Source: Citgo No. 2 Diesel Fuel
MSDS Sheet # AG2DF

APPENDIX D: DIFFERENCES BETWEEN NFPA CODE AND GHS SYSTEM

	NFPA 704	GHS/HazCom System
Purpose	Basic information for emergency personnel responding to a fire or spill and planning for emergency response	Informs about hazards of chemicals in workplace under normal conditions and foreseeable emergencies
System Numbering	0-4 0-Least hazardous 4-Most hazardous	1-4 1-Most severe hazard 4-Least severe hazard *Numbers not required on labels but are on SDS documents
Information on label	Health-Blue Flammability-Red Instability-Yellow Special Hazards-White	Product identifier Signal word(s) Hazard statement(s) Pictogram(s) Name, address, phone number or responsible party
Website	www.nfpa.org/704	www.osha.gov/dsg/hazcom/i