



Hazard Communication Program

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TABLE OF CONTENTS

I. POLICY	3
II. AUTHORITY	3
III. SCOPE	3
IV. DEFINITIONS	4
IV. RESPONSIBILITIES	6
RISK MANAGEMENT	6
DIRECTORS, MANAGERS, AND SUPERVISORS	6
AFFECTED EMPLOYEES.....	6
VI. PROGRAM	6
LIST OF HAZARDOUS SUBSTANCE	6
LABELING	7
HAZARDOUS NON-ROUTINE TASKS	7
SAFETY DATA SHEETS (SDSs).....	8
EMPLOYEE INFORMATION AND TRAINING.....	9
LABELED/UNLABELED PIPES.....	10
INFORMING CONTRACTORS	10
VII. RECORDKEEPING	11
VIII. ADDITIONAL REFERENCES	11

I. POLICY

It is the policy of the City of Redlands, insofar as is reasonable and practical, to ensure that employees know the properties and potential safety and health hazards of the materials which they use or to which they are exposed. Employees who use or may be exposed to potentially hazardous substances or harmful physical agents shall be informed about the hazards of those substances or physical agents and shall be trained in the precautions to take to prevent exposure and what to do if they are accidentally exposed. No employee shall engage in or be required to perform any task which is determined to be unsafe or reasonably hazardous.

II. AUTHORITY

California Code of Regulations, Title 8, Section 5194

III. SCOPE

- A. This program shall apply to all departments that use, handle, or store hazardous substances.
- B. This program applies to any hazardous substance which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.
- C. This program does not apply to:
 - 1. Any hazardous waste regulated by the Solid Waste Disposal Act, amended by the Resource Conservation and Recovery Act of 1976;
 - 2. Tobacco or tobacco products;
 - 3. Wood or wood products;
 - 4. Articles (hazardous chemicals used in the manufacture or use of an article are covered by this section unless otherwise excluded);
 - 5. Food, drugs, or cosmetics intended for personal consumption by employees while in the workplace;
 - 6. Consumer products packaged for distribution to, and use by, the public, if exposure to the product is not significantly greater than the consumer exposure occurring during the principal consumer use of the product.
 - 7. 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; and
 - 8. Work operations where employees only handle hazardous substances in sealed containers which are not opened under normal conditions of use (warehousing, shipping, receiving, etc.).

IV. DEFINITIONS

- A. **Article**- A manufactured item: (1) Which is formed to a specific shape or design during manufacture; (2) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (3) which does not release, or otherwise result in exposure to, a hazardous chemical under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations.
- B. **Chemical**- Any substance, or mixture of substances.
- C. **Emergency**- Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment, which may or does result in a release of a hazardous chemical into the workplace.
- D. **Exposure or Exposed**- Any situation arising from work operation where an employee may ingest, inhale, absorb through the skin or eyes, or otherwise encounter a hazardous chemical.
- E. **Hazard category**- The division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.
- F. **Hazard class**- The nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.
- G. **Hazardous chemical**- Any chemical which is classified as a physical hazard or a 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 of Industrial Relations pursuant to Labor Code Section 6382.
- H. **Health hazard**- A chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.
- I. **Immediate use**- The hazardous chemical 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.
- J. **Label**- An appropriate group of written, printed, or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.
- K. **Label elements**- The specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.
- L. **Mixture**- A combination or a solution composed of two or more substances in which they do not react.

- M. **Physical hazard**- A chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; combustible liquid; water-reactive; or in contact with water emits flammable gas.
- N. **Pictogram**- A composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, which is intended to convey specific information about the hazards of a chemical. Nine pictograms are designated under this standard for application to a hazard category.
- O. **Precautionary statement**- A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.
- P. **Product identifier**- The name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.
- Q. **Pyrophoric gas**- A chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.
- R. **Safety data sheet (SDS)** - Written or printed material concerning a hazardous chemical that is prepared in accordance with California Code of Regulations, Title 8, Section 5194(g).
- S. **Signal word**- A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are “danger” and “warning.” “Danger” is used for the more severe hazards, while “warning” is used for the less severe.
- T. **Simple asphyxiant**- A substance or mixture that displaces oxygen in the ambient atmosphere and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.
- U. **Substance**- Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.
- V. **Work area**- A room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.
- W. **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 of Occupational Safety and Health (Cal/OSHA).

V. RESPONSIBILITIES

RISK MANAGEMENT

- A. Develop and implement the Hazard Communication Program;
- B. Perform annual review and monitor regulations for changes to update the program;
- C. Assist departments in complying with program requirements including labeling, Safety Data Sheets (SDS), employee information and training, and record keeping;
- D. Maintain inventory list of hazardous substances and SDSs throughout City; and
- E. Provide employees with copies of SDSs for hazardous materials upon request.

DIRECTORS, MANAGERS, AND SUPERVISORS

- A. Develop procedures to ensure that all requirements of the Hazard Communication Program are met before employees are exposed to hazardous substances under normal conditions of use or in a foreseeable emergency;
- B. Develop and maintain an inventory of hazardous substances present in all work areas within the department;
- C. Provide Risk Management updated annual inventory list;
- D. Coordinate the collection and disposal of the department's hazardous waste in conjunction with Risk Management;
- E. Maintain a file of SDSs for all known hazardous substances in use. SDSs can be found online or can be requested from the manufacturer; and
- F. Maintain SDSs in a location readily accessible to department employees.

AFFECTED EMPLOYEES

- A. Because of the number of potential hazards that may exist or be created in the work environment, employees must always use common sense and good judgement. Each employee assigned to work with a hazardous substance shall read and comply with all hazard communication procedures while performing assigned duties.
- B. Use appropriate Personal Protective Equipment (PPE) when in contact with a hazardous substance.

VI. PROGRAM

LIST OF HAZARDOUS SUBSTANCES

- A. Department Heads will appoint a designee to prepare and keep current an inventory list of all known hazardous substances present in the workplace (Department Specific). Detailed information on each noted hazardous substance can be obtained by reviewing

the SDSs.

LABELING

- A. Each department shall ensure that each primary and secondary containers of hazardous substances in the workplace are labeled, tagged, or marked with the following information:
 - 1. Signal Word;
 - 2. Pictograms;
 - 3. Manufacturer Information;
 - 4. Precautionary Statements/First Aid;
 - 5. Hazard Statement; and
 - 6. Product Name or Identifiers.
- B. Departments are not required to label portable containers into which hazardous substances are transferred from labeled containers if intended only for *immediate use* by the employee who performs the transfer.
- C. Employees shall not remove or deface existing labels on incoming containers of hazardous substances.
- D. The employer shall ensure that workplace labels or other forms of warning are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. Employers having employees who speak other languages may add the information in their language to the material presented, if the information is presented in English as well.
- E. Manufacturers, importers, distributors, or employers who become newly aware of any significant information regarding the hazards of a chemical shall revise the labels for the chemical within six months of becoming aware of the new information.

HAZARDOUS NON-ROUTINE TASKS

- A. Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, affected employees will be given information by their manager or supervisor on hazards to which they may be exposed during such an activity.
- B. This information will cover:
 - 1. Specific hazards;
 - 2. Measures the department has taken to reduce the risk of these hazards, such as but not limited to providing ventilation, ensuring the presence of another employee, providing a respiratory protection program, establishing procedures, etc.;
 - 3. Required PPE; and
 - 4. Required safety measures;

SAFETY DATA SHEETS (SDSs)

- A. All SDS information shall be forwarded by individual City departments to the Human Resources/Risk Management office upon delivery of hazardous substances.
- B. Where complex mixtures have similar hazards and contents (i.e. the chemical ingredients are essentially the same, but the specific composition varies from mixture to mixture), the manufacturer, importer or employer may prepare one safety data sheet to apply to all of these mixtures.
- C. Each City department shall maintain copies of the required SDSs for each hazardous chemical in their respected workplace and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s).
- D. Where employees must travel between workplaces during a work shift (i.e., their work is carried out at more than one geographical location), the SDSs may be kept at a central location at the primary workplace facility. In this situation, the employer shall ensure that employees can immediately obtain the required information in an emergency.
- E. Whenever a new or revised SDS is received, such information shall be provided to employees on a timely basis not to exceed 30 days after receipt, if the new information indicates significantly increased risks or measures necessary to protect employee health (as compared to those stated on an SDS previously provided).
- F. The following 16 sections are required content for all SDSs:
 - 1. Section 1- Identification;
 - 2. Section 2- Hazard(s) Identification;
 - 3. Section 3- Composition/Information on ingredients;
 - 4. Section 4- First-aid measures;
 - 5. Section 5- Fire-fighting measures;
 - 6. Section 6- Accidental release measures;
 - 7. Section 7- Handling and storage;
 - 8. Section 8- Exposure controls/personal protection;
 - 9. Section 9- Physical and chemical properties;
 - 10. Section 10- Stability and reactivity;
 - 11. Section 11- Toxicological information;
 - 12. Section 12- Ecological information;
 - 13. Section 13- Disposal considerations;
 - 14. Section 14- Transport Information;
 - 15. Section 15- Regulatory information; and
 - 16. Section 16- Other information, including date of preparation or last revision.

EMPLOYEE INFORMATION AND TRAINING

- A. Managers and supervisors shall provide employees with effective information and training on hazardous substances in their work area at the time of their initial assignment, and whenever a new chemical hazard is introduced into their work area. Information and training may relate to general classes of hazardous chemicals to the extent appropriate and related to reasonably foreseeable exposures of the job. Chemical-specific information must always be available through labels and safety data sheets.
- B. When training employees who may be exposed to hazardous substances, supervisors shall ensure that information and training shall consist of at least the following topics:
1. Employees shall be informed of the requirements of California Code of Regulations, Title 8, Section 5194;
 2. Employees shall be informed of any operations in their work area where hazardous chemicals are present;
 3. Employees shall be informed of the location and availability of the written hazard communication program, including the list(s) of hazardous chemicals and safety data sheets required by this the California Code of Regulations, Title 8, Section 5194;
 4. Employees shall be trained in the methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
 5. Employees shall be trained in the physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise, of the chemicals in the work area, and the measures they can take to protect themselves from these hazards, including specific procedures the City has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and PPE to be used;
 6. Employees shall be trained in the details of the hazard communication program, including an explanation of the labels received on shipped containers and the workplace labeling system used by their employer and the safety data sheet, and how employees can obtain and use the appropriate hazard information;
 7. Employers shall inform employees of the right:
 - a. To personally receive information regarding hazardous chemicals to which they may be exposed, according to the provisions of this section;
 - b. For their physician or collective bargaining agent to receive information regarding hazardous chemicals to which the employee may be exposed according to provisions of this section;
 - c. Against discharge or other discrimination due to the employee's exercise

of the rights afforded pursuant to the provisions of the Hazardous Substances Information and Training Act.

LABELED/UNLABELED PIPES

- A. Aboveground pipes transporting hazardous substances (gases, vapors, liquids, semi-liquids, or plastics) are to be identified in accordance with California Code of Regulations, Title 8, Section 3321: “Identification of Piping”.
- B. Where identification is required, one or more of the following methods shall be employed:
 - 1. Complete color painting of all visible parts of the pipe;
 - 2. Color bands, preferably 8 to 10 inches wide, at various intervals and at each outlet valve or connection.
Note: Where identification is provided by complete color painting or by color bands, a color code shall be posted at those locations where confusion would introduce hazards to employees.
 - 3. The names of or abbreviations of the names of the materials transported shall be lettered or stenciled on the pipe near the valves or outlets.
 - 4. Tags of metal or other suitable material naming the material transported shall be fastened securely to the system on or near the valve. Tag legibility shall be maintained.
- C. Other aboveground pipes that do not contain hazardous substances but may have associated hazards if disturbed or cut (e.g., steam lines, oxygen lines) are addressed as follows:
Before employees enter the area and initiate work, supervisors will inform them of:
 - 1. The location of the pipe or piping system or other known safety hazard;
 - 2. The substance in the pipe;
 - 3. Potential hazards; and
 - 4. Safety precautions.

INFORMING CONTRACTORS

- A. Project Managers are responsible for informing any contractors or sub-contractors with employees working in the City of the hazardous substances to which their employees may be exposed while performing their work.
- B. This information shall be provided to the contractor in the bid documents and during the pre-construction meeting. The SDS for any hazardous material that may be encountered will be provided to the contractor at that time.
- C. Project Managers are also responsible for obtaining copies of the SDSs for any hazardous substance that the contractor is bringing into the workplace. This information

should be submitted to Project Managers before the start of work.

VII. RECORDKEEPING

All training records, inventory lists, and SDSs prepared in association with the Hazard Communication Program will be maintained by the Office of Human Resources/Risk Management.

VIII. ADDITIONAL REFERENCES

<https://www.dir.ca.gov/title8/5194.html>

<https://www.dir.ca.gov/title8/3321.html>