



## 1. Purpose

In order to protect the workers' health and safety, Whittier College has developed the Hazard Communication Program (HAZCOM) so that employees can identify potentially hazardous substances and understand the health and safety hazards associated with these chemicals. In addition, this written program is established to create a safer work environment by training the employees in Safety Data Sheets (SDSs), labeling, safe work practices, emergency procedures, and other forms of warning.

## 2. Regulations & Reference

Whittier College HAZCOM is written in accordance with Title 8 of the California Code of Regulations (T8 CCR), Section 5194, subsection of 5194(b)(6) –the Safe Drinking Water and Toxic Enforcement Act (Proposition 65), and Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (29 CFR) 1910.1200.

## 3. Scope and Application

HAZCOM applies to any property of Whittier College where hazardous substances are stored and/or used. Typically, hazardous substances covered by HAZCOM are solvents, paints, oils, adhesives, laboratory chemicals, sanitary agents, floor strippers, compressed gases, to name a few. Furthermore, it applies to anyone who may be exposed under normal conditions of use as well as in a foreseeable emergency.

HAZCOM does *not* apply to:

- (a) Laboratories under the direct supervision and regular observation of an individual who has knowledge of the physical hazards, health hazards, and emergency procedures associated with the use of the particular hazardous substances involved, and who conveys this knowledge to employees in terms of safe work practices. Such laboratories must ensure that labels of hazardous substances are not removed or defaced pursuant to section 5194(f)(4), and must maintain any Safety Data Sheets (SDSs) that are received with incoming shipments of hazardous substances and ensure that they are readily available to laboratory employees pursuant to section 5194(g); *Laboratories are however, subject to T8 CCR Section 5191, "Occupational Exposure to Hazardous Chemicals in Laboratories."*
- (b) Hazardous waste regulated by the EPA;
- (c) Tobacco or tobacco products;
- (d) Wood or wood products with the exception of wood dust which is not exempt;
- (e) Consumer products (ex. Pens, pencils, white-out, adhesive tape, etc.) used in the workplace;
- (f) Pesticide use regulated by the California Department of Food and Agriculture;
- (g) Food, drugs, and cosmetics for personal use;
- (h) Chemicals and processes that do not result in employee exposure via inhalation, ingestion, or skin; and
- (i) Operations in which employees handle hazardous substances only in sealed containers (e.g. warehouse, transportation, or retail sales).



## Hazard Communication Program (HAZCOM)

HAZCOM *applies* to following:

- Ensuring that hazardous substances are clearly labeled;
- Maintaining a master list of SDSs of all hazardous substances that are present in the workplace and making it accessible to everyone at all times.
- Training employees, students, and contractors in handling hazardous substances so that they can protect themselves and others in the event of spill or leak.

### **Proposition 65**

Many chemicals in the workplace can lead to life-threatening effects, and therefore Proposition 65 warnings will apply to the list of chemicals known to the State of California to cause cancer, birth defects, or other harmful effects to the reproductive system. This list is published at least once a year by California Environmental Protection Agency's (Cal/EPA) Office of Environmental Health Hazard Assessment. An updated list of these chemicals is available by calling OEHHA at (916)-445-6900 or [www.oehha.ca.gov](http://www.oehha.ca.gov)

Proposition 65 does *not* apply to:

- (a) An exposure for which where federal law supersedes state law;
- (b) An exposure that takes place less than 12 months from the time the chemical was officially declared in T22 CCR, Section 12000, "Chemicals Known to the State of California to Cause Cancer or Reproductive Toxicity"; and
- (c) An exposure for which:
  - A given chemical from the list of carcinogens poses no significant cancer risk, assuming lifetime exposure at the level in question; and
  - The exposure of a given chemical from the list of reproductive toxicants will have no observable effect, assuming exposure at 1000 times the level in question.

## **4. Accessibility of HAZCOM**

This written HAZCOM program is available to all employees, students, volunteers, contractors, and non-College personnel. Additional copy of this program is located in Room 421 of Science and Learning Center (SLC) (4<sup>th</sup> floor) and at the Department of Campus Safety (Haverhill B).

## **5. Responsibilities**

**Chemical Hygiene Officer (CHO)** is responsible for:

- (a) Developing, enforcing, and maintaining the HAZCOM;
- (b) Providing references and technical support to all College and non-College personnel in order to protect from hazardous substances;
- (c) Training employees with HAZCOM and its elements, identifying the hazardous substances present in the workplace and assessing their hazards;
- (d) Recommending appropriate engineering controls, administrative controls, and personal protective equipment (PPE);
- (e) Preparing and maintaining a list of Proposition 65 chemicals and notifying supervisors and Principal Investigators (PIs) thereafter; and
- (f) Maintaining a campus-wide hazardous substances inventory and a master list of Safety Data Sheets (SDSs); and



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- (g) Requesting the SDSs and labels of hazardous substances from the manufacturer.

**Supervisors and Principal Investigators (PIs)** are responsible for:

- (a) Implementing HAZCOM for all activities under their supervision;
- (b) Identifying the hazardous substances in the workplace and assuring that the labels of hazardous substances are clearly visible and appropriately affixed (and NOT defaced);
- (c) Developing and maintaining an inventory and a master list of SDSs of all hazardous substances that are present in the workplace and providing them to everyone, especially to the CHO and the Department Campus Safety;
- (d) Notifying the CHO for missing SDSs and defaced labels;
- (e) Training employees, students, contractors, volunteers, and non-College personnel on work-related hazards (ex. Health hazards, physical hazards, electrical hazards, to name a few), emergency procedures, and safe work practices;
- (f) Overseeing that established safety practices are not violated;
- (g) Advising employees, students, contractors, consultants, volunteers, and non-College personnel on hazardous substances with Proposition 65 warnings;
- (h) Maintaining a copy of this program and making it available to everyone; and
- (i) Informing the CHO and the Department of Campus Safety when bringing items into the workplace that are hazardous to personnel outside of the department.

**The Department of Campus Safety** is responsible for:

- (a) Obtaining and maintain the updated copies of HAZCOM, SDSs, and hazardous substance inventories from the supervisors, PIs, and/or CHO.

**Employees, Students, Contractors, Consultants, and non-College Personnel** are responsible for:

- (a) Obtaining appropriate training prior to handling hazardous substances;
- (b) Knowing the hazards and implementing safe practices as prescribed by SDSs, CHO, the Department of Campus Safety, supervisors, and/or PIs;
- (c) Informing the supervisors/PIs for missing SDSs and defaced labels;
- (d) Planning the operation according to established protocols and practicing safe chemical handling;
- (e) Using PPEs and engineering controls when working with hazardous substances;
- (f) Providing copies of SDSs to the CHO; and
- (g) Notifying the CHO prior to using any new hazardous substances.

## 6. Hazard Determination (T8 CCR 5194[d])

Whittier College will assess the hazards associated with the chemicals as well as equipment and provide information to all College and non-College personnel by means of SDSs, labels, and other forms of warning. Items in following references are considered hazardous.

- (a) *The Hazardous Substances List* (T8 CCR, Section 339), commonly known as “The Director’s List of Hazardous Substances”
- (b) 29 CFR Part 1910, Subpart Z, “Toxic and Hazardous Substances,” Occupational Safety and Health Administration (Federal OSHA); T8 CCR, Section 5155, “Air Contaminants”
- (c) *Threshold Limit Values for Chemical Substances in the Work Environment*, American Conference of Governmental Industrial Hygienists (ACGIH), 1991-1992
- (d) *Sixth Annual Report on Carcinogens*, National Toxicology Program (NTP), 1991



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- (e) *Monographs*, International Agency for Research on Cancer (IARC), Vols. 1–53 and Supplements 1–8. World Health Organization (WHO)
- (f) *Safety Data Sheets* (SDSs) as reproductive toxicants or cancer-producing substances
- (g) T22 CCR, Section 12000, under the Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65), “Chemicals Known to the State of California to Cause Cancer and or Reproductive Toxicity,” a list published at least once a year by Cal/EPA’s Office of Environmental Health Hazard Assessment.

Furthermore, any other substance that presents as a hazard as determined by scientific evidence should also be considered hazardous.

### 7. Hazardous Substances Inventory

It is the responsibility of each supervisor/PI to develop and maintain an inventory of all hazardous substances that may be present in their workplace. Supervisors/Pis must submit their respective departments’/laboratories’ hazardous substances inventory to the CHO and the Department of Campus Safety. In addition, a hard copy of hazardous substances inventory should also be accessible to everyone.

The names of the hazardous substances on manufacturer’s label must match with the names present in the SDSs so that the hazardous substances inventory can serve as an index to the SDSs (Attachment # 1). Hazardous substance inventory must be updated periodically and subsequently submitted to the CHO and the Department of Campus Safety.

#### **Introduction of New Hazardous Substances**

When a new substance is added to the inventory list, the supervisors/Pis are responsible for reviewing the SDS, particularly for potential health hazards. If the product presents a new health hazard that causes health issues unlike those covered in the training session, the supervisors/Pis shall immediately notify all affected personnel about the new health effects, including updated SDS within 30 days. This includes the CHO and the Department of Campus Safety. In addition, every affected employee, laboratory worker, contractor, consultant, and non-College personnel must read the updated information as well as SDS and thereafter sign into the form (Attachment # 2).

### 8. Safety Data Sheets (SDSs)

HAZCOM requires that all employees, students, contractors, consultants, and non-College personnel have an access to the Safety Data Sheets (SDSs). Therefore, it is imperative that supervisors/Pis develop and maintain a master list of SDSs of every hazardous substance that is present in the workplace and/or laboratories. In addition, the CHO and the Department of Campus Safety will keep a master list of SDSs of all hazardous substances that are present at Whittier College. For any new or revised information that is available for existing or new chemicals, supervisors/Pis must provide to the CHO, the Department of Campus Safety, their respective subordinates, and other personnel within 30 days of the receipt.



## Hazard Communication Program (HAZCOM)

### **Requesting SDSs from the Suppliers/Manufacturers/Importers**

Generally, manufacturers/suppliers/importers provide the SDSs with initial and/or each shipment or through online medium. Upon arrival of an SDS, the buyer/hazardous substance user must ensure that incoming SDS is complete and is in compliance with local, state, and federal regulations. (Attachment # 3) Once the complete SDS is received, the buyer must copy the incoming SDS and mail it to the CHO as well as to the Department of Campus Safety, and make it available to everyone thereafter. If an incoming SDS is incomplete, the buyer/hazardous substance user must notify the CHO who will submit a written request to the manufacturer/supplier/importer to supply a complete SDS. (Attachment # 4) If the manufacturer fails to provide a complete SDS within 25 days of the shipment, the buyer must notify the CHO who will submit a complaint to Cal/OSHA concerning the manufacturer's failure to supply the requested completed SDS.

Division of Occupational Safety and Health  
Deputy Chief of Health and Engineering Services  
1515 Clay Street, Suite, Room 1901  
Oakland, CA 94612

Until the manufacturers supply a complete SDS, hazardous substance must not be released for the usage, and/or the buyer shall seek alternate supplier who can provide hazardous substances with a complete SDS.

### **SDS Categories**

Incoming SDSs must contain the following information:

- (a) Identification
- (b) Hazard(s) Identification
- (c) Composition/Information on Ingredients
- (d) First-Aid Measures
- (e) Fire-fighting Measures
- (f) Accidental Release Measures
- (g) Handling and Storage
- (h) Exposure Controls/Personal Protection
- (i) Physical and Chemical Properties
- (j) Stability and Reactivity
- (k) Toxicological Information
- (l) Ecological Information
- (m) Disposable Considerations
- (n) Transport Information
- (o) Regulatory Information
- (p) Other Information

### **Questions or Additional Information**

If you need additional information or have a specific question on SDS, please call Cal/OSHA Consultation Service at 1-800-963-9424 or HESIS of the Occupational Health Branch at 510-622-4317(English).



## 9. Labeling and Other Forms of Warning

All hazardous substances must have legible labels and other forms of warnings to determine the identity and hazards of chemicals in clear and quick manner. Additionally, these labels and other forms of warnings on containers must be easily noticeable. The user of hazardous substances must ensure that every container has either manufacturer's label or secondary label that includes the product identity (chemical and/or product name), appropriate hazard warnings (health and physical hazards as well as Proposition 65 warnings if applicable), and name and address of the manufacturer, importer, or responsible party. These labeling requirements will apply if the containers are stored in a secondary container as well as overnight. Manufacturers/suppliers outside California may supply hazardous substances without Proposition 65 warnings. In this case, the buyer is responsible for labeling the hazardous substance with a Proposition 65 warning.

Hazard warnings include health and physical hazards and the categories are:

### Health Hazards

Carcinogen  
Corrosive  
Irritant  
Reproductive Toxin (Teratogen/Mutagen)  
Sensitizer  
Toxic  
Highly Toxic  
Lachrymator

### Physical Hazards

Combustible  
Compressed Gas  
Explosive  
Flammable (Inflammable)  
Organic Peroxide  
Oxidizer  
Reactive  
Water-Reactive  
Pyrophoric

Furthermore, these requirements apply to individual stationary process containers (ex. Water tanks). Label information must be in English. Containers do not need to be labeled if they are intended for immediate use. No label shall be defaced or removed if the item is received or in use. For any container whose label is defaced or damaged, the user must notify his or her supervisor/PI who will notify the CHO to supply a temporary label that is in compliance with local, state, and federal regulations. Meanwhile, the CHO will request the label from the supplier (Attachment # 5). Further labeling requirements apply for specific chemicals listed under the substance-specific health standards as referenced in T8 CCR, Article 110, and "Regulated Carcinogens."

### Pipes

Above-ground pipes transporting hazardous substances (gases, vapors, liquids, semi-liquids, or plastics) shall be identified in accordance with T8 CCR, Section 3321, and "Identification of Piping." Other above-ground pipes that do not contain hazardous substances but may have associated hazards if disturbed or cut (ex. Steam lines, oxygen lines) shall be addressed as follows:

Before employees enter the area and initiate work, supervisors or person familiar with the facility will inform them of:

- (a) Location of the pipe or piping system or other known safety hazard;
- (b) Substance in the pipe;
- (c) Potential hazards; and



## Hazard Communication Program (HAZCOM)

- (d) Safety precautions.

### **Synthetic Hazardous Substances**

Synthetic chemicals that are developed at Whittier College must be labeled with their plausible structure, reactants and possible products, their name, and a generic description (ex. Aliphatic or aromatic carboxylic acid).

### **Proposition 65**

The Right-To-Know mandates that a clear reasonable warning be given to employees, students, volunteers, contractors, consultants, and non-College personnel prior to exposure to any chemicals, carcinogens, teratogens, or mutagens. The language in warning must clearly state that the chemical in question is known to cause cancer, birth defects, or other reproductive harm.

Under Proposition 65, warnings are required for: (1) Consumer product exposures; (2) Occupational exposures; and (3) Environmental exposures.

Warnings will be communicated by one or combination of following methods.

- (a) Warning on product label;
- (b) Warning or sign posted conspicuously in the workplace; and
- (c) A warning that complies with Federal OSHA “Hazard Communication Regulation” (29 CFR, Section 1910.1200), the California “Hazard Communication Regulation” (T8 CCR, Section 5194), and the “Pesticides and Worker Safety Requirements” (T3 CCR, Ch. 6, Subchapter. 3, Group 3, Section 6700).

## **10. Employee Information and Training**

Any person who may come into contact with hazardous substances must be trained within 30 days of the initial assignment, whenever a new hazard is introduced into the workplace, and when exposed to other employer’s workplace hazards. Employees need to know ahead of time the identity and hazards of all chemicals to which they may be exposed, including chemicals listed in Proposition 65. Training records must be kept for at least 1 year. Upon completion of the training, each employee will sign a form documenting that he/she has received the training (Attachment # 6). Employees, students, contractors, volunteers, consultants, and non-College personnel who may come into contact with hazardous substances must be informed of:

- (a) HAZCOM regulations, Proposition 65 warnings, and employee rights (ex. Employees receiving and sharing with their physician information on hazardous chemicals to which they may be exposed);
- (b) Location and availability of the SDSs and written HAZCOM Program;
- (c) Information on how to obtain, read, and understand SDSs, labels, and other forms of warnings;
- (d) Any workplace with the presence of hazardous substances and the hazards that are associated with them (ex: flammability, reactivity);
- (e) Routes of entry;
- (f) Techniques that may be used to detect the presence or release of hazardous substances and their disposal in accordance with the federal, state, and local regulations; and
- (g) Safe handling procedures (ex. Good Laboratory Practices), PPE, engineering controls (ex. Fume hoods), administrative controls and emergency procedures.



## 11. Contractors

Whittier College uses independent contractors on-site to manage specific operations, such as physical plant maintenance and food service. Since on-site contractors frequently use hazardous substances, particularly cleaning chemicals, they are responsible for training their employees with the HAZCOM Program, precautions, and protective measures. In addition, on-site contractors must implement the HAZCOM Program of Whittier College to protect everyone from chemicals and hazards associated with the chemicals. This includes Proposition 65 warnings. While a copy of the Whittier College's HAZCOM Program will be given to the supervisor(s), it can also be obtained in person.

Chemical Hygiene Officer  
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Whittier, CA 90608  
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Copies of all records and inspections to ensure the compliance with OSHA and other laws and regulations will be conducted by the CHO or his/her representative. Other Contractors at Whittier College are also responsible with the standards under their own written HAZCOM Program. Furthermore, all contractors must notify the CHO of any chemicals that will be used on the property owned or used by Whittier College. In addition, copies of training records, SDSs and their own HAZCOM Program must be available to the CHO at any time. All contract employees will be informed of the chemical hazards and precautionary steps to protect themselves and others at Whittier College.

## 12. Non-Routine Tasks

For non-routine hazardous tasks, supervisors/Pis should train the employees, students, and contractors on the following:

- (a) Specific hazards and
- (b) Protective/safety measures and protocols used to minimize the danger such as: providing ventilation, PPE, buddy systems, respirators, emergency procedures, to name a few.

Training records must be stored for at least 1 year (Attachment # 7).

## 13. Program Evaluation

The CHO is responsible for evaluating the HAZCOM annually. The individual responsible for the items identified for improvement will be notified in writing. Corrections shall happen within 5 business days. (Attachment # 8)





## 14. Definitions

**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 carcinogenic, 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 skin, eyes, or mucus 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.

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

**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.

**Proposition 65 (Prop 65) – Safe Drinking Water and Toxic Enforcement Act of 1986:** A ballot enacted to protect California citizens and the State’s drinking water source from chemicals known to cause cancer, birth defects or other reproductive harm, and to inform citizens about exposures to such chemicals.

**Safety Data Sheets (SDSs):** Written or printed material concerning a hazardous substance which is prepared in accordance with section 5194(g).

**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.



## Hazard Communication Program (HAZCOM)

### **15. Attachments<sup>1</sup>**

- Attachment # 1: Hazardous Substance Inventory
- Attachment # 2: Employee's New Chemical/Substance Signature Form
- Attachment # 3: Checklist of Required Safety Data Sheet (SDS) Information
- Attachment # 4: Letter to Request a Complete SDS
- Attachment # 5: Letter to Request a Complete Label
- Attachment # 6: Employee Hazard Communication (HAZCOM) Training Record
- Attachment # 7: Non-Routine Hazardous Task Training Documentation Form
- Attachment # 8: Hazard Communication (HAZCOM) Program Annual Evaluation

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<sup>1</sup> Adopted from State of New Jersey's Department of Health



Hazard Communication Program (HAZCOM)

**Hazardous Substance Inventory (Attachment # 1)**

<b>Chemical Name</b>	<b>Amount/ Quantity</b>	<b>Hazard Class (ex. Corrosive, Oxidizer)</b>	<b>CAS#</b>	<b>Supplier</b>	<b>Location (ex. Shelf, Cabinet)</b>	<b>Date Received (mm/dd/yyyy)</b>	<b>SDS Present? (Y/N)</b>



## Employee's New Chemical/Substance Signature Form (Attachment # 2)

Name of New Chemical/Substance: \_\_\_\_\_

Vendor's Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date the Chemical Arrived: \_\_\_\_\_

Date of Posting (SDS) Form: \_\_\_\_\_

This chemical may have health effects not covered during your initial Hazard Communication Training Session. Each affected employee is asked to read the attached Safety Data Sheet (SDS) to understand the new health effects for the following chemical:

Upon reading the Safety Data Sheet (SDS), each employee must sign and date this form.

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |



### Checklist of Required Safety Data Sheet (SDS) Information (Attachment # 3)

The Hazard Communication Standard 1910.1200 requires that 16 items of information be included in the Safety Data Sheets (SDS) provided to buyers. There is no specified order for these items; they may be found anywhere on the SDS. If the preparer of the SDS has found no relevant information for a given item, the SDS must be marked to indicate that no applicable information was found. This checklist should be used to determine the completeness of the SDS. It does not assess the accuracy of the information.

Check Box If Item Is Complete

1. Identification.
2. Hazard(s) Identification.
3. Composition/Information on Ingredients.
4. First-Aid Measures.
5. Fire-fighting Measures.
6. Accidental Release Measures.
7. Handling and Storage.
8. Exposures Controls/Personal Protection.
9. Physical and Chemical Properties.
10. Stability and Reactivity.
11. Toxicological Information.
12. Ecological Information.
13. Disposable Considerations.
14. Transport Information.
15. Regulatory Information (especially Proposition 65 Warnings)
16. Other Information.

**PRODUCT:** \_\_\_\_\_ **MANUFACTURER:** \_\_\_\_\_

**DATE OF SDS:** \_\_\_\_\_ **CHECKED BY:** \_\_\_\_\_



### Letter to Request a Complete SDS (Attachment # 4)

**TO:** Chemical Manufacturer, Vendor, Distributor

**FROM:** (Agency Name, Address)

**DATE:**

**RE:** Safety Data Sheets (SDS)

In reviewing the Safety Data Sheet(s) for your product(s), the following required information (according to the OSHA Hazard Communication Standard 1910.1200) was not on the SDS:

Product Name

Reason SDS Is Not Complete

Please supply us with this information. Your prompt attention to this is necessary for us to fully implement our Hazard Communication Program. Please send this information by (date 15 days after the date of this letter).

Thank you for your cooperation.

Your Name  
Credentials  
Contact Information



### Letter to Request a Complete Label (Attachment # 5)

**TO:** Chemical Manufacturer, Vendor, Distributor

**FROM:** (Agency Name, Address)

**DATE:**

**RE:** Chemical Labels

We are using (number) of your products and in evaluating the label(s) on (this/these) product(s), we determined that the label(s) (is/are) not appropriate for the following reason(s):

Product Name

Reason Label Is Not Appropriate

Please clarify the wording on (this/these) label(s) or send (a) revised label(s). Your prompt attention is necessary for us to fully implement our Hazard Communication Program. Please respond to this request no later than (date 14 days after the date of this letter).

Thank you for your cooperation.

Your Name  
Credentials  
Contact Information



## Hazard Communication Program (HAZCOM)

### Employee Hazard Communication (HAZCOM) Training Record (Attachment # 6)

The following employee(s) have completed training in Hazard Communication. Each trained employee is now knowledgeable in all 11 different training topics covered in the Hazard Communication Written Training Program.

- Policies and procedures related to the Hazard Communication Standard.
- Location of the written Hazard Communication Program.
- Whittier College hazardous substances and their physical and health hazards.
- How to prevent or reduce exposure to hazardous substances.
- Personal protective equipment.
- Methods/observation/techniques to determine the presence or release of hazardous chemicals.
- How to read and interpret SDSs, labels, and other forms of warnings (Proposition 65).
- Location of SDSs.
- Work practices that result in exposure.
- Procedures to follow if exposure occurs.
- Emergency response procedures for hazardous chemical spills.

Employee's Name	Employee's Signature	Date of Training	Trainer	Trainer's Signature





Hazard Communication Program (HAZCOM)

**Non-Routine Hazardous Task Training Documentation Form (Attachment # 7)**

The following employee(s) has/have been trained to perform work in what is considered a "non-routine hazardous task."

Nonroutine Hazardous Task	Employee(s) Name	Date of Training	Trainer



**Hazard Communication (HAZCOM) Program Annual Evaluation (Attachment # 8)**

**Training**

	Number of Training Courses Presented:	Number of Employees Trained:
New-employee training:		
Work-area-specific training:		
New-substance training:		
Other training:		
Total courses/employees		

**Hazardous Substances**

	# of Different Hazardous Substances in Use:	# of SDSs on File:
Previous Total:		
New This Year:		
Revised Total:		

The following activities have been completed:

- Written plan is up to date.
- Hazardous substance inventory has been updated.
- All training is up to date.
- All SDSs are up to date.
- All products are properly labeled.
- All portable containers are properly labeled.

If any of the above activities are not complete, explain:

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Completed By: \_\_\_\_\_ Date: \_\_\_\_\_