

Hazard Communications Plan

Riverside Community College District has developed, implemented, and maintains this hazard communication program as required by the Hazard Communication Regulation (Title 8, CCR 5194).

Riverside Community
College District
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Hazard Communications Program -Review and Update Log

Please review and update the written program annually and track the revision in the log below.

HAZARD COMMUNICATIONS STANDARD COMPLIANCE PROGRAM (DISTRICT)

TITLE 8, CALIFORNIA CODE OF REGULATIONS §5194

To enhance our employees' health and safety, the Riverside Community College District has developed, implemented, and maintains this hazard communication program as required by the Hazard Communication Regulation (Title 8, CCR 5194).

The Hazard Communication Program Manager for the Riverside Community College District is the Director of Risk Management. This position has full authority and responsibility for implementing and maintaining this program. The district provides information about the hazardous substances in our workplace, the associated hazards, and the control of these hazards through a comprehensive hazard communication program that includes the elements listed below.

LIST OF HAZARDOUS SUBSTANCES

The College Safety and Emergency Planning Coordinators and Laboratory technicians will prepare and keep current an inventory list of all known hazardous substances present in our workplace. Specific information on each noted hazardous substance can be obtained by all District employees by reviewing the SDS sheets at MSDSOnline. MSDSOnline can be accessed as follows: [Msdsmanagementonline](#)

This link will take employees to the "viewer only" site. See Attachment F for instructions on the view only site of MSDSOnline.

SAFETY DATA SHEETS (SDS)

Department Managers are responsible for obtaining SDSs (usually provided by vendors) for materials used in their department. They must report these SDSs to the College Safety and Emergency Planning Coordinators, review them for new and significant health and safety information, and immediately communicate any changes to affected employees through additional training sessions, memos, or other means.

SDSs are readily available from the MSDSOnline website. If a District department plans to use new hazardous substances or if an SDS is incomplete, the Department Manager should check the MSDSOnline website to see if an SDS already exists. If no current SDS is available, the Department Manager should contact their College Safety and Emergency Planning Coordinator immediately. A new SDS will be requested from the manufacturer and provided to the requestor. If the vendor does not provide the SDS within 25 calendar days, the College Safety and Emergency Coordinator will be contacted for assistance. Employees with specific questions or needing additional information on an SDS should contact the College Safety and Emergency Planning Coordinators.

The SDS serves as a guide for safe handling and effective emergency response. SDSs must be obtained with each order and maintained for each hazardous material. They should be kept and

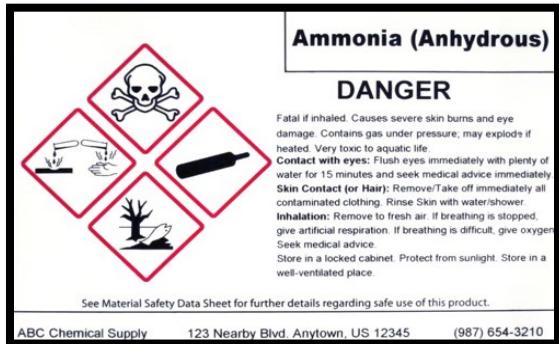
displayed in a clearly marked notebook in each area where hazardous materials are stored and used. Any materials received without the appropriate SDS require follow-up by the Department Manager responsible for the purchase within 25 days of receipt. Copies of all SDSs must be sent to the College Safety and Emergency Planning Coordinators.

LABELS and OTHER FORMS OF WARNINGS

Before hazardous substance containers are released to the work area, it is the practice of Riverside Community College District that the site Designated Staff member (s) will verify that all primary and secondary containers are labeled as follows:

Label Information	Primary Container	Secondary Container
Identity of the hazardous substance(s)	✓	✓
Applicable hazard warnings	✓	✓
Name and address of the manufacturer	✓	

A sample of a container label is provided to the right:



EMPLOYEE INFORMATION and TRAINING

Designated employees at Riverside Community College District must attend an online health and safety training session before starting work or when a new hazardous substance is introduced.

This training covers:

- Hazard communication regulation requirements and employee rights.
- Location and availability of the written hazard communication program.
- Operations involving hazardous substances or Proposition 65 carcinogens/reproductive toxins.
- Methods to detect hazardous substances in the work area.
- Protective practices to minimize or prevent exposure.

- How to read labels and review chemical Safety Data Sheets (SDS).
- Physical and health effects of hazardous substances.
- Pictograms, Hazard Statements, Labels, and Signal Words.
- Symptoms of overexposure.
- Measures to reduce or prevent exposure, including engineering controls, work practices, and personal protective equipment.
- Emergency and first aid procedures for exposure to hazardous substances.
- Interpretation of warning signs or placards for chemicals known to cause cancer or reproductive toxicity.
- Explanation of Safety Data Sheets (SDS) and how to interpret them.
- Health hazards, proper handling, personal protective equipment (PPE), emergency procedures, and safety precautions related to hazardous substances.
- Information on container labels and pictograms.
- Employee rights to obtain SDS copies and procedures for obtaining them.
- Specific training on non-routine tasks as determined by the site manager.

Contracts with vendors must ensure that contractors properly train their employees before beginning work at the district.

Online Training

Online training is available through the RCCD learning platform, Vision Resource Center. For instructions on how to access this platform please go to-[Risk Management - Accessing Trainings](#).

Supervisors/Managers are responsible for ensuring training for all employees, including student employees, in compliance with the California Hazard Communication Standard. The training program is ongoing, with additional training for new substances or significant revisions to existing SDS. All training sessions are documented, and records are kept online through the Vision Resource Center.

HAZARDOUS NON-ROUTINE TASKS

Periodically, our employees perform non-routine hazardous tasks. Prior to starting work on such projects, designated employees will be provided information by their supervisor on hazards to which they may be exposed during the activity. This information will cover:

- Specific hazards.
- Measures the District has taken to reduce the risk of these hazards, such as providing ventilation, ensuring the presence of another employee, providing a respiratory protection program, and establishing emergency procedures.
- Required protective and safety measures.

Labeled/unlabeled pipes

Above-ground pipes transporting hazardous chemicals (gases, vapors, liquids, semi-liquids, and plastics) will be identified in accordance with T8 CCR, section 3321, "Identification of Piping."

Before employees enter the area and initiate work on or near pipes, the Director of Facilities or designee, will inform them of:

- The location of the pipe or piping system or other known safety hazard.
- The chemicals in the pipe.
- Potential hazards.
- Safety precautions.

INFORMING CONTRACTORS

To ensure ALL outside contractors work safely in our facilities, and to protect our employees from chemicals used by outside contractors, the district is responsible for receiving and distributing the following information from contractors to the responsible parties.

- Hazardous substances, including Proposition 65 chemicals, to which they may be exposed while on the job site. This includes substances they will be bringing into the workplace. To this end, the District will provide contractors with information on our labeling system and access to SDSs.
- Precautions and protective measures the employees of the contractor may take to minimize the possibility of exposure.

DISTRICT PROCEDURES

HAZCOM - HAZARDOUS MATERIALS HANDLING AND DISPOSAL PROCEDURE

ACQUISITION

The Department Designee shall get approval of purchases and acquisitions of hazardous materials, in accordance with District purchasing policies and procedures. In general, the following guidelines shall apply:

- Materials ordered must be the least hazardous.
- The purchase of extremely hazardous materials must be avoided and less toxic and hazardous materials substituted, whenever possible.
- All purchases must be made in quantities that will be used before the chemical becomes retrograde.

STORAGE and INVENTORY

All new and existing containers must be dated upon receipt and added to the inventory, ensuring that the oldest materials are used first. Materials should be stored according to the manufacturer's recommendations, including the use of flammable materials cabinets when necessary. Containers must be properly labeled with appropriate warning signs, and materials must be segregated to prevent incompatible substances from being stored together. Safety Data Sheets (SDS) will be requested from manufacturers and vendors and provided to the College Safety and Emergency Planning Coordinators and the department designee.

All hazardous materials must be stored in compliance with relevant laws, regulations, and procedures. Refer to the label on the hazardous material and the SDS to determine appropriate storage requirements and recommendations.

SECONDARY CONTAINERS

All secondary container labels are available from MSDSOnline. All secondary containers holding hazardous substances must be labeled with the following information:

- **Product Identifier:** Generic name of the material.
- **Signal Words:** Degree of hazard (e.g., danger, warning).
- **Hazard Statement:** Type of hazard (e.g., poison, causes burns, flammable, harmful vapors, explosive, toxic, corrosive).
- **Date of Receipt.**
- **Precautionary Statement:** Safety measures (e.g., keep away from heat, sparks, or open flame; required personal protective equipment; instructions in case of ingestion, contact, or exposure).
- **Supplier Identification:** Manufacturer's name and address, emergency phone number(s). Hazardous substances must not be transferred from the original container to another container without the permission and direction of the Department Manager or their designee. It is the responsibility of the Department Manager or designee to ensure the new container is properly labeled and that the label is securely attached.
All secondary container labels can be obtained from MSDSOnline. For access, contact the District Safety and Emergency Manager.

UNIDENTIFIED SUBSTANCES

Substances, which do not have the proper label and/or cannot be identified, are not to be used, handled, or stored. The Department manager or department designee must be notified immediately. The substance will then be identified and properly labeled or removed under the direction of the manager.

CORRECTIVE ACTION

Employees must comply with all safety rules and regulations implemented by the district for the purchase, storing, handling, and/or use of hazardous materials. Disciplinary action will follow the district procedures as outlined in the Classified and Management Handbooks.

Attachment A-PICTOGRAMS

Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

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

For more information:

 Occupational
Safety and Health
Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

GHS Label Example

Hazard Communication Standard Labels	
<p>OSHA has updated the requirements for labelling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.</p> <p>For more information: www.osha.gov</p>	
 (800) 321-OSHA (6742)	
SAMPLE LABEL	
<p>PRODUCT IDENTIFIER</p> <p>CODE _____ Product Name _____</p> <p>SUPPLIER IDENTIFICATION</p> <p>Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____</p> <p>PRECAUTIONARY STATEMENTS</p> <p>Keep container tightly closed. Store in cool, well ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measure against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear Protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p>In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.</p> <p>First Aid If exposed call Poison Center. If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	
<p>HAZARD PICTOGRAMS</p>  <p>SIGNAL WORD Danger</p> <p>HAZARD STATEMENT</p> <p>Highly flammable liquid and vapor. May cause liver and kidney damage.</p> <p>SUPPLEMENTAL INFORMATION</p> <p>Directions for use</p> <p>_____</p> <p>Fill weight: _____ Lot Number _____</p> <p>Gross weight: _____ Fill Date: _____ Expiration Date: _____</p>	

GHS Safety Data Sheets

Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.
See Appendix D of 1910.1200 for a detailed description of SDS contents.

For more information: www.osha.gov



(800) 321-OSHA (6742)

U.S. Department of Labor

HAZARD COMMUNICATION STANDARD GHS TERMS

Hazard Statement(s):

Describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. For example: "Causes damage to kidneys through prolonged or repeated exposure when absorbed through the skin." All of the applicable hazard statements must appear on the label. Hazard statements may be combined where appropriate to reduce redundancies and improve readability. The hazard statements are specific to the hazard classification categories, and chemical users should always see the same statement for the same hazards, no matter what the chemical is or who produces it.

Signal word:

Used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. There are only two signal words, "**Danger**" and "**Warning**." Within a specific hazard class, "**Danger**" is used for the more severe hazards and "**Warning**" is used for the less severe hazards. There will only be one signal word on the label no matter how many hazards a chemical may have. If one of the hazards warrants a "**Danger**" signal word and another warrants the signal word "**Warning**," then only "**Danger**" should appear on the label.

Product identifier:

How the hazardous chemical is identified. This can be (but is not limited to) the chemical name, code number or batch number. The manufacturer, importer or distributor can decide the appropriate product identifier. The same product identifier must be both on the label and in Section 1 of the SDS (Identification).

Precautionary Statement(s):

Means 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.

Attachment B- MSDS Online HQ Viewer Quick Reference Guide

Accessing your Account:

Go to RCCD's HQ link: Msdsonline.com

To Search for an MSDS within your company:

Q MSDS Search

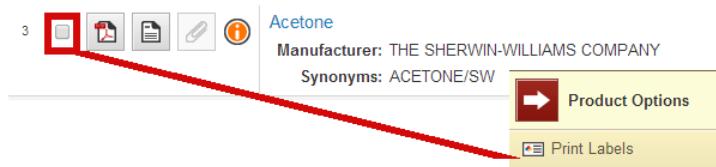
Search: Product name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9 #:=

1. Type the product information into the single search field and click Search.
Hint: You can search for multiple types of data at once. For example, if you are searching for Acetone manufactured by Sigma, you can type "Acetone Sigma" in the single search field to search for both product and manufacturer.
2. If you are not able to spell the product name, click on the 1st letter of the product name to search for documents that begin with that letter.
3. To see a full display of documents by product name, by location, or by manufacturer, click on one of the tabs above the search field.



Once the MSDS has been found:

1. View the SDS by clicking on the PDF icon to the left of the product name. You can print or save the SDS after viewing the PDF.



2. View the summary of the SDS by clicking on the Summary icon next to the PDF.
3. Print labels for secondary containers by checking the box to the left of the PDF icon.
When the Product Options tray appears, select the Print Labels option.

- a) Choose your label by clicking on one of the available options
- b) Select the Label Size, Hazard Symbol and Data Fields you would like to include on your label
- c) Select the desired Print Option and Label Position
- d) Select "Generate Label"

4. View attached files by clicking on the paper clip icon next to the Label icon.

If you are not able to find a document in your company's database, you will be prompted to either search MSDS online for the document (where you can then view the SDS and/or add it to the company database) or use the request tool to obtain an SDS from your Administrator.