



HAZARD COMMUNICATION AIDE

Your “Right-to-Know” Guide

CSULB Safety & Risk Management
January 2002

Overview of the Hazard Communication (HazCom) Regulation

The Hazard Communication Regulation, Title 8, California Code of Regulations, Section 5194, is intended to ensure that both employers and employees understand how to identify potentially hazardous substances in the workplace, understand the health hazards associated with these chemicals, and follow safe work practices. Employees shall also be trained in what precautions to take in order to prevent exposure and what to do if they are accidentally exposed to potentially hazardous substances or harmful physical agents. No employee shall engage in or be required to perform any task that is determined to be unsafe or unreasonably hazardous. A copy of the CSULB Hazardous Communication Aide can be obtained at:

<http://daf.csulb.edu/forms/subject.html#safetyrisk>

What is the purpose of this Program?

The purpose of this program is to improve the detection, treatment, and prevention of

hazardous substance it uses, and ensure that this information is readily accessible to you during each work shift. You should use these data sheets to educate yourself on the hazards associated with the chemicals found in your workplace.

Some of the common terms found on the MSDS are:

Acute effects – usually occur as a result of short-term exposures, and are of short duration.

Chronic effects – generally occurs as a result of long-term exposure, and are of long duration.

Corrosive – a substance that causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the site of contact.

Flammable – materials that catch fire easily burn rapidly, spread quickly, and give off intense heat.

Irritant – a substance, which is not corrosive, but which causes a reversible inflammatory effect on living tissue by chemical action at the site of contact.

Routes of entry –



5. *FIRE AND EXPLOSION HAZARD DATA*

Here you can find at what temperature a liquid gives off enough flammable vapor to ignite, called the flash point. This section also lists extinguishing media - what will put out the fire safely - such as water, dry chemical, carbon dioxide, & halon.

6. *REACTIVITY DATA*

This section relates to the safe storage and handling of hazardous materials. This section will have any warning necessary due to the instability or incompatibility to common substances or circumstances. "Incompatibility" refers to materials that may cause the chemical to burn, explode, or release dangerous gases when mixed. "Instability" refers to the environmental conditions such as heat or direct sunlight that may cause a dangerous reaction.

7. *SPILL OR LEAK PROCEDURES*

This section describes the procedures for cleanup and disposal with an emphasis on precautions to be taken during the cleanup detail. Remember, you may clean up a small spill only if you have been trained and are familiar with the material. Notify Campus Police at 911 or Safety and Risk Management at extension 5-2378 to report large spills or leaks.

8. *SPECIAL PROTECTION*

This section describes the kind of hand, body, eye, and respiratory protection that could become necessary depending on the chemical used. Recommendations for ventilation systems are also included in this section.

9. *SPECIAL PRECAUTIONS*

This section lists any other special precautions to follow when handling the chemical. This may include what to have nearby in order for trained personnel to clean up a spill or to put out a fire, and what safety signs to post near the chemical. This section also lists any other information not covered elsewhere in other parts of the MSDS.

Where can I find a current inventory of chemicals in my department and whom should I contact to obtain an MSDS?

Your department manager/supervisor is responsible for developing and maintaining an inventory of hazardous substances present in all work areas within the department. Managers/supervisors are also responsible for maintaining a file of MSDS sheets in a location that is readily accessible to all department employees. If your manager/supervisor cannot locate a MSDS you can contact the Hazardous Materials Specialist at the office of Safety and Risk Management.

What should I know about the chemicals I work with?

What if I am requested to perform a hazardous non-routine task?

Periodically, your supervisor may request you to perform a non-routine task involving hazardous materials. Prior to starting work on such projects, every supervisor is responsible for informing the employee about hazards to which they may be exposed during such activity. This information will include:

- Specific hazards of working with the hazardous materials.

- Protective/safety measures which must be utilized.

- Measures that your supervisor has taken to lessen the hazards including ventilation, respiratory protection, the presence of another employee and emergency procedures.

What do I do if a chemical spill or release occurs?

You may clean the spill if:

- You have been properly trained.

- The amount spilled or released is a small quantity.

- There is a low hazard associated with this chemical.

- You are familiar with this chemical and its hazards.

Use personal protective apparel, including eye protection, gloves, coveralls, respirators, and other protective equipment, as the job requires.

If you have not been trained or it is a large or more dangerous spill:

- Immediately call Campus Police at 911.

If you have questions or concerns:

- Call Safety and Risk Management at extension 5-2283.

Who is responsible for informing outside contractors of chemical safety?

To ensure that outside contractors work safely at CSULB, it is the responsibility of Physical Planning and Construction to provide contractors and sub-contractors with the following information:

- Hazardous substances to which they may be exposed while on the job site.

- Precautions that the contractor's employees must take to lessen the possibility of exposure by usage of appropriate protective measures.

What are my rights as an employee?

You should personally receive information regarding hazardous substances to which you may be exposed to in your work area. This information can also be shared with your physician and collective bargaining unit representative.



When new hazardous substances are introduced in your area, your supervisor is responsible for reviewing the new item and informing you of any hazards associated with the use of the new item.

Hazard Communication Quiz

(Multiple Choice, Circle Correct Answer)

1. What is the purpose of this program?
 - A.) To help employees how to identify potentially hazardous substances in their workplace.
 - B.) To help employees how understand the health hazards associated with hazardous substances found in their workplace.
 - C.) To help employees determine what types of precautions to take when working with hazardous substances.
 - D.) All of the above.
2. All containers of hazardous substances must labeled with the identity of the hazardous substance, and the _____ .
 - A.) spill or leak procedures
 - B.) routes of entry for the substance
 - C.) appropriate hazard warnings
 - D.) expiration date
3. What does a Material Safety Data Sheet(MSDS) tell an employee?
 - A.) How much of the hazardous substance to use.
 - B.) How to report data from chemical experiments.
 - C.) How to use, handle, and store chemicals safely.
 - D.) None of the above.
4. When is your supervisor/manager required to review and inform you about specific hazardous substances?
 - A.) Once a year.
 - B.) Once every six months.
 - C.) Every other year.
 - D.) Whenever a new hazardous substance is introduced into your work area.
5. What are your rights as an employee?
 - A.) To personally receive information regarding hazardous substances located in your work area.
 - B.) To refuse to work with any hazardous substance you have not received information/training on from your supervisor/manager.
 - C.) None of the above
 - D.) All of the above
6. What should you do if you come happen to come across a large chemical spill?
 - A.) Attempt to clean it up, while holding your breath.
 - B.) Grab a fire extinguisher and wait to see if the spill catches on fire.
 - C.) Remove yourself away from the spill area and call University Police at 911.
 - D.) None of the above

Use the Ammonia, Household 3.5% Sudsy MSDS to answer the following questions.

1. Which ingredient in this product has the least % by weight? (Section 2)
2. What are the primary routes of entry into the body? (Section 3)
3. What first aid measures should be taken if this product gets into the eyes or on the skin? (Section 4)
4. What would you do if this product were inhaled? (Section 4)
5. What will you do if a small spill occurs? (Section 6 if properly trained & page 4 of guide if either trained or untrained)
6. What type of eye protection would you wear when using this product? (Section 8)
7. What is the percent of volatiles released into the air from this product? (Section 9)
8. How would you detect the presence or release of this product? (Section 9)
9. What is the pH of the product? (Section 9)
10. What types of chemicals are incompatible with ammonia? (Section 10)

Answers are after the MSDS



Skin Protection

State and Local Regulations

California Proposition 65: None

16. OTHER INFORMATION

The information accumulated herein is believed to be accurate but is not warranted to be whether originating with the company or not. Recipients are advised to confirm in advance of need that the information is current, applicable, and suitable to their circumstances.

Answers

1. Ammonia makes up 2.1 % of the total product. This product is mostly composed of water (91% -95%). *(Section 2, Composition/Information on Ingredients)*
 2. The primary routes of entry, or how this chemical is most likely to enter your body, are by inhalation and skin contact. *(Section 3, Hazards Identification)*
 3. The first aid measures that you would take if a person was to get in the eyes or on the skin is to immediately flush eyes or skin for at least 15 minutes, and then seek medical attention. *(Section 4, First Aid Measures)*
 4. If this product were inhaled, you would move the individual away from the exposure into fresh air, and then seek medical attention. *(Section 4, First Aid Measures)*
 5. If a small spill occurred and:
 You have been properly trained,
 The amount spilled or released is a small quantity,
 There is a low hazard associated with this chemical,
 You are familiar with this chemical and its hazards,
Then you would follow instructions on the MSDS. *(Section 6, Accidental Release Measures and also Page 4 of Guide).*
- If it is a large spill or more dangerous spill and/or have not been trained:
 You would immediately call University Police at 911.
- If you have questions or concerns then call the Office of Safety and Risk Management at extension 2283.
6. You may wear chemical splash goggles or other safety glasses to protect your eyes. *(Section 8, Exposure Controls/Personal Protection)*
 7. This product releases 100% volatiles into the air. This means that 100% of this product will evaporate into the air if the container is not properly sealed. *(Section 9, Physical and*

EMPLOYEE ACKNOWLEDGEMENT

HAZARD COMMUNICATION AIDE "Your Right-To-Know" Guide

California State University, Long Beach

I have read the "The Hazard Communication Aide - - Your Right to Know Guide", completed the quiz and reviewed the answers.

Employee Name (print) _____

Dept. _____ Ext.: _____

Signature _____ Date: ___/___/___

**THE SIGNED EMPLOYEE ACKNOWLEDGEMENT SHOULD BE GIVEN TO
YOUR MANAGER/SUPERVISOR SO IT MAY BE PLACED IN YOUR
DEPARTMENTAL PERSONNEL FILES**

THANK YOU!!