Hazard Communication Standard
Requirements and Resources

Listed below are the major requirements of the Cal/OSHA Hazard Communication Standard along with resources to assist departments and supervisors in meeting their responsibilities. Up to date information and resources can always be found on the EH&S Hazard Communication Webpage: http://www.ehs.ucsb.edu/ih/hazard-communication-program

1. Supervisors and employees should review and familiarize themselves with UCSB's Hazard Communication Program manual, available at: http://www.ehs.ucsb.edu/units/ih/ihrsc/UCSB_Hazard_Communication_Program_Manual.pdf

2. A current inventory of hazardous substances must be available for all hazardous substances used or stored at each worksite. The UCSB Hazardous Substance Inventory Form is available here: http://www.ehs.ucsb.edu/files/docs/ih/UCSB_Hazardous_Substance_Inventory_Form.pdf

3. Safety Data Sheets (SDSs) must be readily available for all hazardous chemicals used or stored in work area. This can be accomplished by having hard copies of the SDSs available or electronic copies of SDSs can be kept on computers that are <u>immediately and readily accessible to all employees</u> working in the area. SDSs for many products are available on the UC SDS Resource Website: http://ucsds.com/#/frontpage

4. Each container of hazardous substances in the workplace must be legibly labeled, tagged, or marked with the following information at a minimum:

   o Product Identifier
   o Words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the substance.

   More information about GHS labeling requirements can be found here: https://www.osha.gov/Publications/OSHA3636.pdf

5. A documented Job Hazard Assessment (JHA) must be conducted for all job tasks using hazardous materials. The hazard analysis should encompass the entire process and identify both real and potential hazards. The evaluation should focus on eliminating or reducing hazards through the use of product substitution, and engineering and administrative controls. To assist supervisors with this task EH&S has created the UCSB Hazard Assessment & PPE Selection Tool: http://www.ehs.ucsb.edu/files/docs/ih/UCSB_Hazard_and_PPE_Assessment_Tool.pdf

   If requested, EH&S will provide Hazard Assessment assistance and training. Additional information on completing a hazard analysis can be found here: http://www.osha.gov/Publications/osha3071.pdf

6. Ensure that employees are trained on the requirements of the Hazard Communication Program. Employee training records shall be retained for at least ten years after a person has retired or left University employment. See below for instructions on how to register for and complete online Hazard Communication training:

Step 1: Using a compatible internet browser (see link below for updated list) enter https://www.learningcenter.ucsb.edu/ in the Address box and press Enter.

Important Note: Browsers must be set to allow/enable cookies (small text files that store messages). It is also recommended that you disable pop-up blockers, which can affect the function of the Learning Center application. Upon first login to the Learning Center, the program may detect the existence of pop-up blockers and remind you to disable them. For more information about Learning Center computer requirements and compatible browsers go to: https://www.learningcenter.ucsb.edu/faq/learning-center-computer-requirements

Step 2: Follow the instruction for logging into the Learning Center. For UCSB employees your UCSBnetID is your online identity for accessing the UCSB Directory, Corporate Time, Kronos, and other UCSB online systems and services.

Step 3: To find the Hazard Communication course, search for: Hazard Communication

Step 4: Click on the little arrow to the left of the training you would like to complete, click on the title of the eCourse, then click on the register button.

Step 5: Check the box at the bottom of the window and click "Submit."

Step 6: Click "Start" and follow the prompts to complete the training.