

HAZARD COMMUNICATION PROGRAM

For Compliance with:
California Code of Regulations,
Title 8 General Industry Safety Orders
Section 5194

OTIS COLLEGE OF ART AND DESIGN

*9045 Lincoln Blvd
Los Angeles, CA. 90045*

Mohammed Ahmed, Operations Manager

Last reviewed and updated:

February 2023

Table of Contents

Introduction 1

Scopes 1

Hazard Determination..... 2

Hazardous Material Inventory 2

Material Safety Data Sheets (MSDS) 3

Container and Warning Labels..... 3

Employee Information & Training 4

Nonroutine Tasks 5

Informing Contractors & Vendors 5

Employee Rights Under the Hazard Communication Standard 6

Hazard Communication Employee Training 6

Chemical Inventory List..... 21

Introduction

In order to fulfill its obligation to protect the health and safety of employees, Otis College of Art & Design has developed the following hazard communication standard (HSC) program to comply with Occupational Safety and Health Administration (OSHA) standards 29 CFR 1910.1200 and 29 CFR 1926.59. Otis College will develop hazardous-chemical lists, obtain material safety data sheets (MSDS) for each hazardous material used and provide training to our employees so they have a thorough understanding of what is required of the standard.

We have developed this Hazard Communication Program to ensure that all employees receive adequate information about the possible hazards that may result from the various materials used in our operations. The Program Administrator shall monitor this Hazard Communication Program to ensure that all facets of the program are carried out and effective.

The program administrator for the College will be the Operations Manager. Copies of the written program, including the written chemical inventory list and MSDs, will be made available upon request. In addition, a copy of the written program will be maintained by the project manager and made available upon request. The master copy will be retained in the main office.

Scopes

This program applies to all normal and emergency work operations, as local, state, and federal regulations require.

Otis HSC program consists of the following elements:

- Hazardous Material Inventory

Hazard Communication Program

- Collection and Maintenance of MSDS
- Container Labeling
- Employee Training

Hazard Determination

Otis College's policy is not to evaluate hazardous chemicals purchased from suppliers or manufacturers. The suppliers and manufacturers will be relied upon to supply the information needed to satisfy standard requirements. The MSDS will be reviewed for completeness, and additional information from the manufacturer will be requested if needed.

The following items are not required to be included in the program and are therefore omitted:

- Foods, drugs, cosmetics, or tobacco
- Untreated wood products
- Hazardous waste
- Consumer products packaged for sale to and use by the general public, provided that our exposure is not significantly greater than typical consumer exposure

Hazardous Material Inventory

The program coordinator shall maintain a chemical inventory list of all hazardous materials used in the College. This list contains the name of the product, the type of product (i.e., solvent, adhesive, etc.), and the name and address of the manufacturer. A project-specific chemical inventory list shall be available for each project and maintained at the job site along with the appropriate MSDS.

Material Safety Data Sheets (MSDS)

All MSDS shall be maintained by the program administrator. Digital and hard copies of MSDS for all hazardous substances to which Otis employees may be exposed to will be available with the project administrator. These MSDS are available to all employees, at all times, upon request. The Supervisor will also keep copies of the most commonly used products at the work site.

The project administrator will be responsible for reviewing incoming MSDS for new and significant health/safety information. The administrator will ensure that any new information is passed on to the affected employees.

The Operations Manager will also review all incoming MSDS for completeness. A new one shall be requested if an MSDS is missing or incomplete. CAL/OSHA will also be notified if a complete MSDS is not received and the manufacturer refuses to supply one. New materials will not be introduced into the shop or field until an MSDS has been received. The Purchasing Department will make it an ongoing part of their function to obtain MSDS for all new materials when they are first ordered.

Container and Warning Labels

No container of hazardous substances will be used unless the container is correctly labeled and the label is legible. All chemicals in cans, bags, drums, pails, etc., will be checked by the receiving department to ensure the manufacturer's label is intact, legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be held until a new label has been installed. New labels will be obtained from the manufacturer.

The label must contain:

- The chemical name of the contents

Hazard Communication Program

- The appropriate hazard warnings
- The name and address of the manufacturer

All secondary containers will be labeled as to their contents with reference to the original label.

Employee Information & Training

All employees shall be provided information and training on the following items through the Otis

College safety training program and prior to starting work with hazardous substances:

- An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.
- Information regarding the use of hazardous substances in their specific work areas.
- The location and availability of the written hazard communication program (HCP). The program will be available from the department supervisor and program administrator.
- The physical and health hazards associated with the hazardous materials in use.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- The controls, work practices, and personal protective equipment that are available for protection against possible exposure.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
- How to read labels and material safety data sheets to obtain the appropriate hazard information.

Nonroutine Tasks

On occasion, employees may be required to perform hazardous non-routine tasks. Prior to starting this work, each involved employee shall be given information by his/her supervisor about hazards to which they may be exposed during such activity.

This information will include the following:

- The specific hazards
- Protective/safety measures which must be utilized
- The measures that Otis College and the department have taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, emergency procedures, etc.

Informing Contractors & Vendors

Any contractor or vendor with employees working in the Otis College workplace will be informed of the hazardous chemicals to which the contractor's employees may be exposed while performing their work. The contractor will take appropriate protective measures, as determined by the MSDS provided. Otis College management will also confer with the contractor's/vendor's management as appropriate to discuss any hazards particular to the work the vendor/contractor will be performing or the work area in which the work will be performed. Management or the program administrator will describe the labeling system used at Otis College of Art & Design.

It is the responsibility of Supervisors to provide outside contractors with the following information:

- The hazardous substances under our control that they may be exposed to while at the worksite.
- The precautions the contractor's/vendor employees must take to lessen the possibility of

Hazard Communication Program

exposure.

Any hazardous substances the contractor/vendor employees may bring to the worksite or campus shall provide the name of the hazardous material to the project administrator or department supervisor. The contractor/vendor must also supply a copy of the material safety data sheet relevant to the hazardous materials it brought to Otis Campus or premises.

Employee Rights Under the Hazard Communication Standard

An employee has the right to:

- Access the MSDS folder, and the Hazardous Communication Program
- Receive a copy of any environmental sampling data collected in the workplace
- See their employment medical records upon request

Hazard Communication Employee Training

Employees who potentially could be exposed to hazardous chemicals shall receive training in the elements of the hazard communication standard. During their initial training, they will receive an overview of the chemicals typically used in Otis College labs, studios, and craft shops. It is vital for all Otis employees to understand the information provided about hazardous materials. As new hazards are introduced, additional training shall be conducted.

This HCS (Hazardous Communication Program) is developed to assist all employees in understanding the hazardous materials in their work area.

Chemicals can enter the body in a number of ways, including inhalation, skin contact, or ingestion.

Hazard Communication Program

The hazard of any substance depends on other variables such as age, sex, and health of the employee as well as the concentration and duration of exposure. Chemicals are controlled in the workplace in such a manner to keep exposures below a level that may produce a reaction in very sensitive people. The government authorities set these levels to minimize the harmful health effects of chemicals in the workplace. The Occupational Safety and Health Administration (OSHA) has established specific legally enforced permissible exposure limits (PEL) for hazardous substances in the workplace. The PEL indicates the concentration of airborne contaminants to which nearly all workers may be exposed to for eight hours a day, forty hours a week, over a working lifetime of 30 years, without adverse health effects.

This communication program briefly outlines materials you may encounter in your work area. To simplify this task, we have broken down the chemicals used into special categories, including:

- Solvents
- Adhesives
- Paints & Dyes
- Lubricants
- Compressed Gases

In each category, the general characteristics of the material are presented, along with the potential health effects of both short-term and long-term overexposure. The use of personal protective equipment and material handling procedures under normal conditions are also included.

Additional information on the materials you may be exposed can be found in the product's Material Safety Data Sheets (MSDS). A complete folder of MSDS is available to you at all times in at the worksite or with the program administrator's office. In addition, your supervisor shall have copies of data sheets on commonly used items at the worksite.

PPEs & Respirators

PPEs acts as a barrier to the routes of entry that a chemical may take into your body. As a barrier to chemicals that can be inhaled, there are a variety of respirators that may be used. The respirators either filter out particles, react with chemicals to neutralize them or provide fresh, filtered air.

There are two important things to remember about using respirators:

- A respirator only works when you wear it and use it properly.
- You must use the proper respirator for the specific hazard for efficacy.

Respirators designed for one type of chemical will not work for another. One last note about respirators is that no one is allowed to use any respirator without proper training. It is against the law to use a respirator without formal training in its proper use (for more, please read the chemical hygiene plan).

As a barrier to the skin - gloves, facemasks, protective clothing, and head protection can be used depending on the situation. The combination of these items may be necessary to provide the proper level of protection at your worksite.

A variety of eye protection may be used as a barrier to the eye. Goggles are recommended when pouring or handling chemicals that may splash the eyes. They are also recommended while spraying adhesives and paints. Protect your eyes, as vision is irreplaceable.

There is no real protection against **swallowing** materials except good work practices. Always label any container to prevent accidental drinking. Always thoroughly wash your hands with soap and water before eating, drinking, or smoking. Keep any food and cigarettes away from the worksite. Loaves of bread, fruits, and cigarettes can absorb chemicals from the air to be inhaled or ingested

later.

Prolonged exposure to excessive **noise** can cause permanent hearing damage. For those employees working in areas where excessive noise is generated, it is recommended that earplugs or earmuffs be used on a regular basis.

In the event of exposure to hazardous materials, general first aid practices shall be followed.

EYES – Flush eyes for at least 15 minutes with water.

SKIN – Wash the affected area with soap and water. If clothing is involved, remove and launder before putting it back on. If caustic materials are spilled, remove clothing immediately and wash off the body.

INGESTION – Do Not Induce Vomiting Unless the Label indicates – transport the affected person to the medical clinic emergency immediately for treatment or call 911. They will take the appropriate action.

INHALATION – Generally, moving the person to fresh air will be adequate after short-term exposure to most vapors. If breathing difficulty develops, dial 911 and be prepared to administer CPR.

The position set forth by the Federal Hazard Communication Program dictates that all containers of hazardous materials must be properly labeled. All containers of hazardous materials used must have, at a minimum, the original label provided by the manufacturer or a locally prepared label

describing its contents and hazards involved.

SOLVENTS

Halogenated Solvents

Characteristics: These products are usually clear, rapidly evaporating solvents containing chlorinates. They generally exhibit low flammability and have the consistency of water. They have a mild odor and are used in painting, stripping and other operations. Examples of chlorinated solvents are 1,1,1-Trichloroethane, perchloroethylene, methylene chloride, and Freon products.

Health Hazards: Most solvents are irritating to the eyes and upper respiratory tract. Excessive, repeated exposure to the skin may produce dermatitis and drying of the skin due to the de-fating properties of the solvents. Most are toxic and may be harmful or fatal if swallowed. Inhalation of excessive vapors may produce narcotic effects by depressing the central nervous system. Typical symptoms of overexposure include **dizziness, nausea, and light-headedness** in some individuals. Excessive repeated exposure to some solvents may produce chronic health effects on organs such as the lungs, liver, kidney, and nervous system. Some solvents have been shown to produce cancer in laboratory animals. When released, compressed Freon products may produce "**freeze burns**" on the skin and eyes. Very high concentrations of vapors may be dangerous to life and health.

PPE & Handling: Solvents should be handled with respect. Avoid any unnecessary exposure. Never wash hands in solvents. Wash with soap and water after using solvents. Avoid excessive skin contact. Use chemically resistant gloves if necessary. Avoid inhalation of vapors when possible. Use air-supplying respirators in areas of high concentration. Avoid contact with eyes. Use chemical goggles for protection. Provide ventilation when possible. Avoid contact with strong oxidizers

(acids) and reactive metals (magnesium, aluminum powders).

Emergency/Special: In the event of eye contact, flush your eyes for 15 minutes with water. Wash skin with soap and water. Remove soaked clothing and wash before reuse. Do not allow wet clothing to remain in prolonged contact with the skin. If ingested, **DO NOT** induce vomiting, and seek medical attention immediately. Excessive inhalation should be treated by moving the victim(s) to fresh air. Apply artificial respiration if necessary. In the event of a major spill, evacuate the area and call the fire department at **911**. Avoid drainage into the water sewage system.

Organic Solvents

Characteristics: Usually clear, rapidly evaporating petroleum or alcohol-based solvents. These solvents are usually highly flammable and may or may not mix with water. They usually have an alcohol or oil-like odor and are used in a variety of degreasing, painting, and stripping operations. Organic solvents include toluene, xylene, methyl ethyl ketone (MEK), acetone, and alcohol.

Health Hazards: Organic solvents evaporate very quickly and pose a great fire hazard. Because of this rapid evaporation and the natural penetrating nature of solvents, these materials can rapidly enter the body through inhalation into the respiratory tract and absorption through the skin and eyes. In some instances, exposure to these types may lead to skin, eye, and respiratory irritation. Solvents eventually enter the bloodstream and in cases of overexposure, may produce a variety of effects, including nausea, headache, and dizziness. **In very high concentrations, they may pose an immediate threat to life and health.** Chronic, repeated overexposure to organic solvents has been documented to produce adverse effects on the heart, lungs, central nervous system, liver,

blood, and skin. The products may be harmful or fatal if swallowed. Some solvents may produce allergic reactions in sensitive people.

PPE & Handling: It is important to minimize your exposure to solvents. For example, avoid skin contact by wearing non-porous gloves. Cotton or leather gloves should never be used while working with solvents because they absorb the solvent and allow it to reach your skin. If you can't wear gloves in your particular job, find other ways to avoid contact with the solvents. For example, use tongs to hold parts while cleaning them with solvents. Never wash your hands in a solvent - use soap or a waterless hand cleaner. Barrier creams may provide additional protection. Use ventilation systems when possible and avoid breathing solvent vapors. If your job requires it, wear a respirator. Use air-supplying respirators in areas of high concentrations. Protect your eyes with safety glasses or goggles. Avoid strong oxidizing agents. Ground and bond all containers when pouring or transferring chemicals.

Emergency/Special: In the event of eye contact, flush your eyes for 15 minutes with water. Avoid prolonged skin contact with any solvents. Wash skin with soap and water. Remove soaked clothing and wash before reuse. If ingested, seek medical help immediately – **DO NOT** induce vomiting. If inhaled, move the victim to fresh air and, if necessary, give artificial respiration. In the event of a spill, eliminate ignition sources, evacuate the area, and contact the fire department. Avoid drainage into water or sewage system.

ADHESIVES

Characteristics: Adhesives are typically made up of resins composed of two reaction components:

1) the curing agent (hardener, catalyst, accelerator, activator, or setting agent) and 2) the resin. The cured resins are generally found in a paste form, and the uncured resins are viscous liquids or solids.

Health Hazards: Some of the liquid uncured resins are skin irritants, sensitizers, or both. Solvents are often the major component of uncured resins. They are primary skin irritants as a result of their ability to dry and remove natural oils from the skin. They may enhance the sensitizing effects of the dermatitis-producing components discussed above.

Personal Protective Equipment/Handling: Because of the varying effects of these products, it is important to use personal protective equipment. Safety glasses should be worn at all times. Impervious gloves and clothing should be worn. Remove and wash-soaked clothing before reuse. If overexposure through inhalation occurs, remove the affected person to fresh air. Adhesives should only be used in well-ventilated areas. Air-purifying respirators may be necessary if ventilation is inadequate.

Emergency/Special: Keep all stored material away from heat and flames. Adequate ventilation should be provided if any of the liquid components spill. In the event of eye contact, flush with water for 15 minutes. If skin contact occurs, wash the affected area with soap and water. Do not induce vomiting if ingestion occurs. Seek medical attention immediately.

PAINTS & DYES

Water Based Acrylics, Latex Paints

Characteristics: These products are available in a variety of colors for many uses including

interior and exterior painting of equipment, vehicles, and structures. They are usually nonflammable, but some may burn under extreme situations. They are all water soluble and may contain some alcohol or ammonia solvents. They are pigmented with a variety of compounds, and usually have a thick, soupy consistency with a mild ammonia odor.

Health Hazards: Water based paints are generally considered non-hazardous. Some may contain solvents that may produce mild eye and/or nose irritation. Some of these products may produce limited skin irritations in extremely sensitive people. These products may be harmful if swallowed. Under normal working conditions, these products are generally considered safe for use.

Personal Protective Equipment/Handling: General ventilation should be sufficient, with exhaust ventilation necessary in confined spaces. Goggles or similar means of eye protection should always be used in any painting process. Gloves and protective clothing are recommended for extremely sensitive individuals. Avoid unnecessary exposure or contact. Do not freeze these products. Wash hands/skin with soap and water after use. Store in a cool and dry place.

Emergency/Special: In the event of eye contact, flush with water for 15 minutes. Consult with a physician if irritation persists. If excessive inhalation occurs, move the victim outside to fresh air. In the event of ingestion, give water and contact the physician immediately. Wash-soaked clothes before reuse. Use only soap and water to wash the skin.

Lacquers, Primers, Non-Water Based Paint

Characteristics: These products come in a variety of colors and are used in various coating

Hazard Communication Program

applications, including painting, priming, and lacquering. They may contain organic and halogenated solvents; most have heavy metal pigments. Some solvents and pigments may contain acetone, disobutyl ketone, xylene, methylene chloride, lead, chromium, and zinc compounds. They are usually highly flammable.

Health Hazards: Because of the high concentration of solvents in these paints, the health hazards are much like those discussed in the Solvents categories. These products also contain heavy metal compounds such as lead, chromium, and zinc. These heavy metals may build up in the blood, producing chronic effects such as lead poisoning, characterized by weakness, difficulties concentrating, and sleep problems.

Personal Protective Equipment/Handling: These products should be handled with care. Gloves are recommended for skin-sensitive individuals. Goggles or safety glasses should be worn at all times. Depending on the operation's size and the paint type, mechanical ventilation, and respirators may be required. Refer to specific MSDS for information. Long sleeve shirts are recommended. Do not use thinners or other solvents to remove paints from your hands. Use lava soap and water, followed by hand lotion, to prevent drying of the skin. Remove and wash-soaked clothing before reuse. Do not apply to hot surfaces. Avoid sparks or flames when using. Never smoke in areas where these paints are being applied. Avoid breathing vapors and paint mist. Ground and bond containers during transfers. Store in a cool, dry place, preferably in a flammable liquid storage cabinet.

Emergency/Special: In the event of eye contact, flush with water for 15 minutes. Wash affected

skin areas with soap and water. Do not induce vomiting in the event of ingestion; contact a physician immediately. Inhalation exposure should be treated by moving the victim to fresh air. Apply artificial respiration if necessary. In the event of a spill, eliminate ignition sources, evacuate the area, and contact the fire department. Avoid drainage into water or sewage systems.

LUBRICANTS

Insoluble Oils and Greases

Characteristics: Commonly known as lubricating oils or greases, these oils are generally petroleum-based hydrocarbon mixtures that contain no water. Appearance may range from clear light brown liquids to dark brown greases. Oils can be fire hazards because they are combustible. Examples of common oils and greases are multi-weight motor oil, gear lubricating oils, and cutting oils used in some machining operations.

Health Hazards: Petroleum-based oils and greases are generally of low toxicity. Oil mists and vapors can be generated from sawing and metal-forming operations. Inhalation of these mists may cause mild irritation of the nose and throat. The mist may also irritate the eyes. Overexposure by inhalation, although rare, can cause headaches, nausea, or dizziness. The most common exposure to oils and greases is through the skin. Excessive or prolonged exposure of the skin to oils, especially used, dirty, or contaminated oils may cause chronic skin conditions such as contact dermatitis. Ingestion of these substances may be harmful, depending on the purity of the oil and the amount ingested.

Personal Protective Equipment/Handling: In most circumstances, inhalation overexposure to oil products is uncommon. If no local exhaust ventilation is available in operations that generate oil

mist, a respirator with an organic vapor/particulate cartridge should be utilized. There is no substitute for safe work practices and good personal hygiene. Any practical way to reduce the time and frequency of skin exposure to oils is recommended. Mild waterless hand cleaners are helpful in removing oil. **Never use solvents to clean the skin.** This will only increase the risk of unusual skin disorders and/or dermatitis. Oil-resistant protective gloves should be used whenever feasible, and skin cream should be applied after washing to prevent drying. Safety glasses or goggles should be worn to prevent oil from splashing into the eyes.

Emergency/Special: Lubricating oils, like any other chemicals, should be handled with care. In the event of eye contact, flush with water for 15 minutes, and then seek medical attention. In case of accidental ingestion, do not induce vomiting. Give milk or water and seek medical attention. Any areas of skin contact should be washed thoroughly with mild soap and lukewarm water or waterless hand cleaner to reduce the risk of skin disorders.

Aerosol Spray Lubricants

Characteristics: Unlike other oil-based lubricants, Aerosol spray lubricants generally contain a high percentage of halogenated solvents such as 1,1,1 trichloroethane. Examples of spray lubricants include gear oil and silicone spray.

Health Hazards: Refer to category 1A (Halogenated Solvents) for overall health hazards of aerosol spray lubricants.

Additional Information: Most of the aerosol sprays are usually extremely flammable because of

the propellants used (butane, propane, etc.). Phosgene gas, an extremely toxic gas, may be generated as a decomposition product of combustion if the spray lubricants come in contact with a flame (e.g., lighted cigarette, or welding operations) or a very hot metal. Phosgene gas can cause severe nose, throat, and eyes irritation, even at extremely low concentrations. Exposure to moderate concentrations can cause delayed onset of pulmonary edema (fluid in the lungs) that may progress to pneumonia.

Personal Protective Equipment/Handling: All solvent-based materials should be used in well-ventilated areas. Use a respirator if spraying moderate concentrations to avoid overexposure. Air-supplying respirators should be used if high concentrations are present. Avoid contact with the skin to reduce the risk of irritation and/or dermatitis. Use chemically resistant gloves for prolonged or repeated contact. Always wear safety glasses or goggles to prevent eye contact with the aerosol spray.

Emergency/Special: In the event of eye contact, flush with water for 15 minutes. Wash skin with soap and water. If ingested, do not induce vomiting and seek immediate medical attention. In case of overexposure by inhalation, remove the person from fresh air, seek medical attention, and apply artificial respiration if necessary. Containers should be stored in a clean, dry area. Avoid storing at temperatures above 80 degrees F. to reduce the risk of the aerosol containers bursting or exploding.

COMPRESSED GASES

Characteristics: These gases are typically stored in cylinders. The gases are frequently stored in a

liquid state and are utilized in a variety of applications such as welding (acetylene), oxidation (oxygen), fuel delivery (propane, butane), and cryogenics (liquid helium, oxygen, nitrogen).

Health Hazards: Depending on the specific gas contained within the cylinder, the associated hazards exhibited can be similar to those of the substances described in previous categories. For example, anhydrous ammonia gas falls within the corrosive/caustic hazard category. Asphyxiation is the primary hazard associated with compressed gases since they can displace oxygen if there is a sudden and quick release, particularly in confined work areas. Compressed gases, either in liquid or vapor form, are cryogenic and will cause severe frostbite and burns if allowed to contact the skin.

Personal Protective Equipment/Handling: Self-contained or airline breathing apparatus should be worn in oxygen-deficient atmospheres. General ventilation is usually adequate to maintain a sufficient oxygen level. Avoid skin contact with liquid gases. Avoid smoking or other sources of ignition around oxidizers and fuel gases. Compressed gas cylinders should always be handled with extreme care, as serious accidents may result from the misuse, abuse, or mishandling of cylinders.

Emergency/Special: In the event of a gas leak, evacuate all personnel from the danger area. Shut off the leak if it does not pose a grave risk. Ventilate the area of the leak and move the leaking container to a well-ventilated area. If inhalation overexposure occurs, remove the victim to fresh air and give artificial respiration if necessary. If liquid contacts the skin, flood the affected area with warm water and seek medical attention.

In conclusion, supervisors of employees who may be exposed to these chemicals are responsible

Hazard Communication Program

for communicating the above-detailed characteristics of all hazardous materials involved at their worksite. In the aftermath of the training, there shall be a questions and answer period where the trainees can voice any further concerns on the topic. Each employee attending the training shall sign an attendance form and write down his identification number. The form shall indicate where and when the training was conducted, what was covered, and who conducted the session. It shall be dated and signed by the trainer. If a particular MSDS was discussed, a copy of it should be attached to the attendance form.

Chemical Inventory List

MSDS ON FILE (Y/N)	Product ID No.	Product Name	Manufacturer's Name, Address, City, State, Zip	Mfg.'s Emergency Phone Numbers