



Chaffey College

# Hazard Communication Plan

8 Cal. Code Regs. § 5194

Revised 5/21/2026

**Chaffey Community College District**

The Office of Risk Management

5885 Haven Avenue | Rancho Cucamonga, CA 91737

[www.chaffey.edu/risk-management](http://www.chaffey.edu/risk-management)

## Hazard Communication Plan Revision Log

Date	Revised By	Approved By	Action Taken		Comments
			Review*	Update**	
9/22/2016	Sam Gaddie	Susan Hardie	X	X	Updates based on rules/regulations.
5/22/2026	Nicole Leonard, Sam Gaddie	Lisa Bailey	X	X	Updates based on rules/regulations.

*\*Review: Editing for grammatical or formatting errors and/or other small changes.*

*\*\*Update: Editing for changes in content. A comment is required for updates.*

## Table of Contents

1. INTRODUCTION .....	1
2. LIST OF HAZARDOUS CHEMICALS .....	1
3. PROPOSITION 65 LIST OF CHEMICALS.....	1
4. SAFETY DATA SHEETS.....	2
5. LABELS AND OTHER FORMS OF WARNING .....	2
6. EMPLOYEE TRAINING.....	3
7. HAZARDOUS NON-ROUTINE TASKS .....	4
Examples of Non-Routine Tasks .....	4
8. LABELED/UNLABELED PIPES.....	4
9. INDEPENDENT CONTRACTORS AND TEMPORARY EMPLOYEES .....	5

## 1. INTRODUCTION

As required by California’s Hazard Communication Regulation ([8 Cal. Code Regs. § 5194](#)), the Chaffey Community College District (“District”) has developed this Hazard Communication Plan, which is implemented and maintained as an important component of our Injury and Illness Prevention Program to enhance employees’ health and safety.

Our goal is to provide information about the hazardous chemicals in our workplace, the associated hazards, and the control of these hazards through a plan that includes the elements listed below.

The Hazard Communication Plan is maintained by the Office of Risk Management. The Sustainability & Environmental Safety Officer is responsible for implementing and overseeing this program. For more information, contact:

Name	Position/Title	Contact Information
Sam Gaddie	Sustainability & Environmental Safety Officer	(909) 652-6425 <a href="mailto:sam.gaddie@chaffey.edu">sam.gaddie@chaffey.edu</a>
Nicole Leonard	Interim Administrator, Risk Management	(909) 652-6523 <a href="mailto:nicole.leonard@chaffey.edu">nicole.leonard@chaffey.edu</a>

## 2. LIST OF HAZARDOUS CHEMICALS

The Sustainability & Environmental Safety Officer will prepare and keep current a list of all known hazardous chemicals present in the workplace that are in use or storage, as well as verify that the District has the most current safety data sheets (SDSs). The product identifiers listed will match those on the corresponding container labels and SDSs. Specific information on each noted hazardous chemical can be obtained by reviewing the corresponding label and SDS.

Consumer products packaged for and used by the general public and used in the same manner and frequency used by consumers, are excluded from the program. Examples include glass cleaner (e.g. Windex), dish detergent (e.g. Cascade), and correction fluid (e.g. White Out).

## 3. PROPOSITION 65 LIST OF CHEMICALS

A clear and reasonable warning must be given to all individuals prior to exposure to any listed chemical that can cause cancer, birth defects, or other reproductive harm. Under Proposition 65, warnings are required for consumer product exposures, occupational exposures, and environmental exposures.

Proposition 65 warnings for such exposures on Chaffey College campuses will be communicated by one, or a combination of, the following:

- A warning on a product label;
- A warning or sign posted conspicuously in the workplace; or
- A warning that complies with [8 Cal. Code Regs. § 5194](#)

The Office of Risk Management is responsible for obtaining updates of Proposition 65 listed chemicals and providing new information to affected employees. In the case of newly added chemicals to the Proposition 65 list, the additional warning requirements will take effect within twelve (12) months from the date of listing. The current Proposition 65 list can be viewed at <https://oehha.ca.gov/proposition-65/proposition-65-list>.

#### **4. SAFETY DATA SHEETS**

The Sustainability & Environmental Safety Officer is responsible for obtaining the SDSs corresponding to the District's chemical inventory, reviewing them for completeness, and maintaining the safety data sheet system.

Should an SDS not be received with or prior to receipt of the initial shipment of a hazardous chemical, or with the first shipment after a safety data sheet is updated, an SDS will be requested as soon as possible from the manufacturer or distributor. The Sustainability & Environmental Safety Officer will forward a copy of this written request to Cal/OSHA if a response is not received from the manufacturer or distributor within twenty-five (25) days.

If a new or revised SDS is received that indicates significantly increased risks or measures needed to protect employee health, that information will be conveyed to employees within thirty (30) days.

If the District becomes aware of any significant information regarding the hazards of a chemical, or ways to protect against the hazards, this new information will be added to the SDS within three (3) months.

Legible SDS copies for all hazardous chemicals to which employees of this company may be exposed are available from the Sustainability & Environmental Safety Officer. SDSs are also available on the Chaffey website at <https://www.chaffey.edu/healthsafety/msds-sds.php>.

Employees are to contact the Sustainability & Environmental Safety Officer for specific questions or information on an SDS.

SDSs (and the older Material Safety Data Sheets) constitute an "employee exposure and medical record" and will be kept according to [8 Cal. Code Regs. § 3204](#) requirements.

#### **5. LABELS AND OTHER FORMS OF WARNING**

Before hazardous chemical containers are released to work areas, trained employees will verify that all containers are properly labeled as follows.

- Both original and secondary containers have:
  - Product identifier
  - Signal words
  - Hazard statements
  - Pictograms
  - Precautionary statements

- Name, address, and telephone number of the manufacturer, importer, or other responsible party

Original containers are those containers that are received from the manufacturer, distributor, vendor, importer, etc. Secondary containers are workplace containers where the contents of the original container received from the manufacturer, distributor, etc. have been transferred into a different container.

For secondary containers too small to contain the information listed above, labels will include at least a product identifier and words, pictures, symbols, or combination thereof, which provides general information regarding the hazards of the chemicals, and which, in conjunction with other information readily available to employees under the Hazard Communication program, will provide employees with the specific information regarding the physical and health hazards of the chemical, as stated in [8 Cal. Code Regs. § 5194\(f\)\(6\)\(B\)](#).

The District will not remove or intentionally deface existing labels on incoming containers of hazardous chemicals, unless the container is immediately marked with the required information.

Portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer are not required to be labeled.

Trained employees and/or the Sustainability & Environmental Safety Officer will review and update label information as necessary. Any new, significant information regarding the hazards of a chemical will be revised on the labels for the chemical within six (6) months of the District becoming aware of the new information.

## **6. EMPLOYEE TRAINING**

Employees are to attend a Hazard Communication training session set up by Risk Management at the time of their initial assignment and whenever a new chemical hazard is introduced into the work area. This training session may be delivered in-person or online and will provide:

- The requirements of the Hazard Communication regulation, including the employees' rights under the regulation.
- The location and availability of the Hazard Communication Plan and list of hazardous chemicals and SDSs.
- Any operation in the employees' work area, including non-routine tasks, where hazardous chemicals or Proposition 65 carcinogens/reproductive toxins are present and exposures are likely to occur.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- Protective practices the District has taken to minimize or prevent exposure to these substances.
- An explanation of Safety Data Sheets (SDSs) and the information they contain, including how to read labels and obtain hazard information.

- An overview of workplace-specific labeling procedures for original and workplace containers, as well as stationary processes.
- Physical and health effects of the hazardous chemicals either individually or as hazard groups.
- Symptoms of overexposure.
- Measures employees need to put into practice to reduce or prevent exposure to these hazardous chemicals by engineering controls, work practices, and use of personal protective equipment.
- How to detect the presence or release of hazardous substances (i.e. appearance and odor).
- Emergency and first aid procedures to follow if employees are exposed to hazardous chemicals.
- The location and interpretation, if needed, of warning signs or placards to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace.

Employees will receive additional training as soon as possible when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another Chaffey campus or worksite.

Training will be documented and maintained by Risk Management.

## 7. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, employees will be given information by their supervisor on the hazards to which they may be exposed during such an 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 appropriate personal protective equipment, and establishing emergency procedures.
- Required protective/safety measures.

### Examples of Non-Routine Tasks

Sample Task	Hazardous Chemical(s)
Removing outdated chemicals from science storage	Hydrochloric Acid
Interior and exterior painting	Lead

## 8. LABELED/UNLABELED PIPES

Above-ground pipes transporting hazardous chemicals (gases, vapors, liquids, semi-liquids, and plastics) will be identified in accordance with [8 Cal. Code Regs. § 3321](#), “Identification of Piping.”

Before employees enter the area and initiate work on or near pipes, the District 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.

## **9. INDEPENDENT CONTRACTORS AND TEMPORARY EMPLOYEES**

To ensure that outside contractors work safely on our campuses and to protect employees from chemicals used by outside contractors, the District project manager is responsible for arranging two-way access to the following information with respect to contractors or other employers in our workplace:

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

The District expects contractors that bring hazardous chemicals onto our campus(es) to provide information about the hazardous chemicals to their own employees via their own written Hazard Communication program.

Should the District use the services of a temporary employment service, the District will treat those employees as District employees and include them in our Hazard Communication program accordingly.