

**OLIVE VIEW-UCLA MEDICAL CENTER  
POLICY & PROCEDURE**

**NUMBER: 67  
VERSION: 3**

**SUBJECT/TITLE: HAZARD COMMUNICATION PROGRAM**

**POLICY:** Olive View-UCLA Medical Center (OVMC) shall provide information about hazardous chemicals and other hazardous substances, and the controls and hazards of them via a comprehensive Hazard Communication Program which includes labeling, Safety Data Sheet (SDS) and/or Material Safety Data Sheet (MSDS), training, and contractor notification.

**PURPOSE:** To maintain a Hazard Communication Program for Olive View-UCLA Medical Center to enhance employee health and safety.

**DEPARTMENTS:** All.

**DEFINITIONS:**

**PROCEDURE:** The Office of Environmental Health & Safety is responsible for the ongoing management of the Hazard Communication Program by:

- Developing a written Hazard Communication Program and reviewing and revising the written program as needed;
- Coordinating the compiling of hazardous substance lists (e.g. chemical inventory) in all work areas of OVMC and maintaining a master file of these lists; and
- Maintaining a master file of SDS/MSDS.

Division Managers and Unit Safety Coordinators are responsible for:

- Ensuring the proper labeling of hazardous substance containers.
- Conducting division and job specific hazard communication training for their employees.
- Maintaining a current list of hazardous substances found in the division's work areas and maintaining a current file of the corresponding SDS/MSDS, which are available to all employees in the work area for review during each work shift.
- Providing information to contractors in accordance with the Hazard Communication Program.

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References: 29 CFR §1910.1200 (OSHA) Title 8, Calif. Code of Regulations, Section 5194 (Cal-OSHA) Joint Commission Environment of Care Standards	
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