

# LAC+USC MEDICAL CENTER SAFETY POLICY

		Page 1	Of 2
Subject: <b>HAZARD COMMUNICATION PROGRAM</b>		Original Issue Date: 1993	Policy # <b>SP 118</b>
		Supersedes: March 2019	Effective Date: March 2022
Departments Consulted:	Reviewed & Approved by:  (Signature on File)  Safety Officer	Approved by:  (Signature on File) Director, Facilities Management	

## **PURPOSE**

To ensure that employees are informed about the potential health and physical hazards that are associated with the hazardous substances they work with or to which they may be exposed.

## **POLICY**

The LAC+USC Medical Center shall develop, implement, and maintain a Hazard Communication Program.

## **PROCEDURE**

The Hazard Communication Program includes the following:

- Identify and list all hazardous substances present in the work place.
- Obtain Safety Data Sheet (SDS) for every hazardous substance used in the work area.
- Instruct employees on the importance of reading and understanding warning labels affixed to containers.
- Develop a written hazard communication program.
- Provide employee training on hazardous substances at the time of their initial assignment or whenever a new hazard or substance is introduced into the work area. Provide continuing education and in-service training.
- Allow employees access to their medical records and to record employee exposure to hazardous substances.
- Allow employee to observe monitoring or measuring of chemical exposures.
- Notify any employee who has been exposed to toxic substances in concentration at level exceeding the Permissible Exposure Limits (PEL).
- Maintain records of employee exposure to hazardous substance for at least the duration of employment plus thirty (30) years.
- Inform employees of their rights and responsibilities.

Subject: <b>HAZARD COMMUNICATION PROGRAM</b>	Effective Date: March 2022	Policy # <b>SP 118</b>
---	-------------------------------	---------------------------

**REFERENCE**

- Title 8, California Code of Regulations, Section 5194

**REVIEW/REVISION DATE** – 02/99, 11/03, 7/04, 11/07, 12/10, 03/13, 03/16, 03/19, 03/22