

Antelope Valley Community College District

Hazard Communication Program

Document field	Information
District	Antelope Valley Community College District
Covered worksites	Lancaster Campus; Palmdale Center; Fox Field Site; covered off-site work
Executive authority	Jennifer Zellet, Ph.D., Superintendent/President
Program Administrator	Christian Hootman, Interim Director, Benefits and Risk Management
Program owner	Office of People, Culture & Talent - Risk Management
Regulatory authority	8 CCR §5194; 8 CCR §3203
Scope	All departments where employees may use, store, handle, or be exposed to hazardous chemicals
Status	Signed Final

Document Control and Approval

Version	Date	Owner	Approval
20260726.1	Jul 26, 2026	PCT - Risk Management	Signed

This program becomes effective upon approval by the Superintendent/President and will be reviewed at least annually and when regulations, operations, hazards, or responsibilities materially change.

Approver	Signature / Date
Jennifer Zellet, Ph.D., Superintendent/President	Signature: 
Effective upon approval	Date: Jul 26, 2026

1. Purpose and Scope

This program communicates chemical hazards through inventories, labels, Safety Data Sheets (SDSs), training, controls, and coordination with contractors. Laboratory use governed by 8 CCR §5191 is addressed in the Laboratory Safety and Chemical Hygiene Plan; non-laboratory chemical use remains covered here.

Roles and Responsibilities

Role	Responsibility
Risk Management	Maintain the program; coordinate Keenan services, repository access, training standards, audits, and contractor information exchange.
Facilities	Support inventories, storage controls, emergency response, offline access, and correction of facility hazards.
Departments/supervisors	Control procurement and use; update inventories; ensure labels, SDS access, training, PPE, and non-routine-task review.
Employees	Follow labels and SDSs; use controls and PPE; report missing information, spills, symptoms, or unsafe conditions.
Keenan & Associates	Perform the annual District hazardous-materials inventory under AVCCD direction.

2. Inventory and SDS System

- Keenan & Associates performs an annual hazardous-materials inventory of the District.
- Each department reports chemicals added, removed, relocated, or discontinued between annual inventories to Facilities and Risk Management.
- SDSs are maintained digitally in AVCCD's online repository. QR codes linked to the repository are posted near chemical-storage areas and made available to employees.
- Risk Management or Facilities retains an offline electronic copy. Higher-risk operations, including laboratories, Facilities shops, automotive, welding, art, and theater, maintain a local downloaded or paper backup.
- Employees must have immediate SDS access during every shift without having to obtain supervisor permission.
- A new chemical may not be used until its SDS is available, labeling is confirmed, compatibility and storage are reviewed, and affected employees are trained as needed.

3. Labels and Warnings

- Manufacturer labels may not be removed or defaced. Workplace labels must identify the product and provide hazard information consistent with the SDS.
- Portable containers intended only for the immediate use of the employee who transfers the material are exempt from workplace labeling; containers left unattended or used by another person must be labeled.

- Unlabeled containers are not used until contents and hazards are identified. Unknowns are isolated and handled through an approved disposal process.
- Pipes and process systems containing hazardous substances are identified before maintenance or non-routine work.

4. Training and Non-Routine Work

- Employees receive information and training at initial assignment and whenever a new chemical hazard is introduced.
- Training covers repository and backup access, labels, SDS format, exposure detection, health and physical hazards, controls, PPE, emergencies, and reporting.
- Before non-routine tasks, the supervisor reviews chemical and physical hazards, protective measures, emergency steps, and hazards from unlabeled pipes or adjacent operations.
- Contractors and AVCCD exchange information about hazardous chemicals, labels, SDSs, precautions, and emergency procedures before affected work begins.

5. Spill and Exposure Response

Employees do not clean a spill beyond their training, equipment, and assignment. They isolate the area, warn others, contact Campus Security for urgent conditions, and notify the supervisor and Risk Management. Injured or exposed employees use Company Nurse and the District injury-reporting process after immediate emergency needs are addressed.

Training

- Initial assignment and when a new chemical hazard or materially changed process is introduced.
- Task-specific training before non-routine work or use of specialized PPE.
- Refresher training when deficiencies, incidents, or changes show it is needed.

Training must be understandable to employees and documented. Online training may supplement, but does not replace, task-specific instruction, demonstrations, or interactive opportunities required by an applicable standard.

Records, Review, and Access

- Risk Management maintains the controlled program and Districtwide compliance records; departments maintain task, inspection, authorization, and equipment records assigned to them.
- Medical records are confidential, kept separately from personnel files, and retained as required by 8 CCR section 3204 and the applicable program standard.
- The program is reviewed at least annually and after exposure incidents, significant changes, identified deficiencies, or regulatory revisions.
- Employees may obtain the program from the Risk Management webpage or by contacting Risk Management by email, telephone, or in person. Accessible and translated formats will be provided when needed.

Reporting and Contact Information

Purpose	Contact
Risk Management / PCT	risk.management@avc.edu 661-722-6300, extension 6311
Campus emergency	AVC Campus Security/Sheriff: 661-722-6399 or extension 4444
Off-site emergency or when campus response cannot be reached without delay	Call 911
After-hours District incident	After Hours Administrator and/or Campus Security
Facilities request	https://www.avc.edu/facilities-services/facilities-work-request
Employee injury triage	Company Nurse: 877-518-6702

Implementation Forms and Checklists

A. Department Chemical Inventory Verification

Field	Entry
Department/work area	
Inventory reviewer	
Annual Keenan inventory date	
Interim additions/removals reported	
QR code present	
Offline/paper backup verified	
Corrective actions	
Date	

B. New Chemical Approval

Field	Entry
Product	
Department/location	
SDS received	
Storage/compatibility reviewed	
Controls/PPE	
Training completed	
Approval/date	

C. Contractor Chemical Exchange

Field	Entry
Contractor/project	
AVCCD chemicals communicated	
Contractor chemicals/SDSs received	
Precautions/emergency procedures	
Facilities representative/date	