[Minor revisions: October 24, 2016]

Angelo State University
Operating Policy and Procedure

OP 34.16: Chemical Hygiene Plan

DATE: October 24, 2016

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to implement the Angelo State University (ASU) chemical hygiene plan as directive guidance for all ASU laboratories.

REVIEW: This OP will be reviewed in June every three years, or as needed, by the director of risk and emergency management with recommended revisions forwarded through the vice president for finance and administration to the president by July 15 of the same year.

POLICY/PROCEDURE

1. Scope

The provisions of the chemical hygiene plan shall apply to all ASU laboratories where chemicals are used, stored, or handled.

2. Intent

The intent of this OP is to:

a. Comply with the provisions of the Occupational Safety and Health Administration's standard for occupational exposure in laboratories;

b. Establish other laboratory safety guidelines regarded as essential to a minimum safe program by nationally recognized organizations such as the American Chemical Society, National Research Council, American Conference of Governmental Industrial Hygienists, and others; and

c. Provide the safest laboratory workplace that can reasonably be achieved.

3. Responsibilities and Authority

At least one Chemical Hygiene Officer shall be established for ASU.

a. The Chemical Hygiene Officer’s responsibilities are:

(1) Development and implementation of chemical hygiene policies and practices.

(2) Management of procurement, use, and disposal of chemicals.

(3) Audits.

(4) Knowledge of legal requirements concerning regulated substances.

(5) Improvement of chemical hygiene program.

b. A Chemical Hygiene Committee shall be formed and a list of members and the minutes of meetings shall be kept and filed with EHSRM.

(1) The Chemical Hygiene Committee shall meet annually to review the current chemical hygiene plan.

c. Laboratory Supervisors

(1) Laboratory Supervisors are faculty, staff, or graduate assistants of ASU who are assigned as the individual responsible for controlling or administering the work being conducted in a specific laboratory. Laboratory Supervisors:

(a) Are responsible for all experiments that occur in laboratories under their supervision.

(b) Are responsible for implementation of all ASU safety procedures and must ensure that safety procedures are followed by all occupants of supervised laboratories.

(c) Must ensure Laboratory Personnel know all chemical and physical hazards associated with the work being conducted in laboratories under their supervision.

(d) Are responsible for ensuring all Laboratory Personnel have required training for the work being conducted in laboratories under their supervision. By not later than the second laboratory sessions, all Laboratory Personnel shall receive orientation and complete an exercise that documents their training on additional hazards and procedures for laboratories under their supervision (see section 7.2 of the Chemical Hygiene Plan).

(e) Must establish safe procedures based on chemical and physical hazards.

(f) Provide regular, formal chemical hygiene and housekeeping inspections, including routine inspections of emergency equipment.

(g) Monitor the facilities and chemical fume hoods to ensure they are maintained and function properly. Report problems with the facilities or chemical fume hoods.

(h) Must report any evidence of exposure to Laboratory Personnel to EHSRM immediately. The Laboratory Supervisor shall follow up with an Employee Accident/Incident Report or Student Accident/Incident Report, as appropriate.

d. Laboratory Personnel (Including Students)

(1) Read, understand, and follow all safety rules and regulations that apply to the work area.

(2) Plan and conduct each operation in accordance with the institutional chemical hygiene procedures.

(3) Promote good housekeeping practices in the laboratory or work area.

(4) Notify the supervisor of any hazardous conditions or unsafe work practices in the work area.

(5) Use PPE as appropriate for each procedure that involves hazardous chemicals.

e. Environmental Safety, Health, and Risk Management (EHSRM)

(1) EHSRM plans, organizes, and directs Risk Management, Environmental Health and Safety, Emergency Management, and related programs and activities in accordance with Federal, State, and University laws, regulations, rules, and procedures.

(a) EHSRM may adopt and direct policies, practices, or procedures necessary to ensure a safe and healthful workplace and may stop any work or activity determined to be an immediate hazard to life or property.

(2) Colleges and departments are responsible maintaining a safe and healthful learning and workplace free from recognized hazards, ensuring work environments and practices are consistent with TTUS and EHSRM policies and practices, and requiring employees and students to comply with regulations, rules, and procedures.

(a) EHSRM serves as a technical resource to assist colleges and departments, faculty, staff, and students, as ASU fosters a safe and healthful learning and workplace free from recognized hazards.

(b) EHSRM will assist colleges and departments in development and delivery of training.

4. Training

a. All laboratory personnel, including students, the general Chemical and Laboratory Safety program and successfully pass the accompanying test, and shall review the Chemical Hygiene Plan before participating in a laboratory setting.

(1) Instructors may, in their sole discretion, assign laboratory credit for review and successfully passing the test or may treat it as pass/fail.

(2) Students do not need to retake the program and test unless it is significantly revised or it is specifically required by their instructor or laboratory supervisor.

b. Instructors and laboratory supervisors are responsible for additional training required due to specific to their activities or environment. Training shall be documented in BlackBoard.

(1) The Laboratory Specific Chemical, Equipment, and Process Hygiene and Safety Plan can serve as the basis for the training.

c. It is best practice to include a hazard assessment and safety briefing based upon planned activities in every lab. A "safety minute" can be used if no hazard assessment is necessary for the day.

5. Chemical Hygiene Plan

a. The Chemical Hygiene Plan and related resources are available on the EHSRM website.

b. EHSRM shall maintain and update the Chemical Hygiene Plan as appropriate in consultation with the Chemical Hygiene Committee and affected departments.

c. The Chemical Hygiene Plan includes the following information, policies, and procedures:

(1) Purpose

(2) Scope

(3) Contact Information

(4) Culture of Safety

(5) Procedures

(6) Responsibilities and Authority

(7) Training

(8) Records Retention

(9) Incident Investigation

d. The Chemical Hygiene Plan appendices include the following forms and information:

(1) Appendix A: Compatible Storage Group Classification System

(2) Appendix B: Select Carcinogens by Classification

(3) Appendix C: Compounds with High Levels of Acute Toxicity

(4) Appendix D: Chemical Request Form

(5) Appendix E: Incident Investigation Report

(6) Appendix F: Laboratory or Site Specific Chemical, Equipment, and Process Hygiene and Safety Plan Documentation

6. Designation of Chemical Hygiene Officer and Chemical Hygiene Committee

a. Dr. Gregory Smith is designated the Chemical Hygiene Officer.

b. The Chemical Hygiene Plan shall designate membership of the Chemical Hygiene Committee.