

HAZARDOUS CHEMICALS POLICY

MERCER UNIVERSITY OCCUPATIONAL HEALTH PROGRAM

I. BACKGROUND

The Occupational Safety and Health Administration (OSHA), expanded the scope of the Hazard Communication Standard, (29CFR 1910.1200) to apply to employers other than manufacturers whose employees might be exposed to hazardous chemicals in the workplace. As a result, this standard, often referred to as the Employee-Right-to-Know regulation, is applicable to Mercer University.

These guidelines have been prepared to assist the applicable components of the University to comply with the Hazard Communication Standard. Additional Hazard Communication Programs may be developed by any administrative unit of the University provided the program does not contradict these guidelines or the legal requirements of the OSHA standard. In the absence of a specific written Hazard Communication Program for a School, College, or Department, these guidelines will represent the University's policy on Hazard Communication.

II. POLICY

It is the policy of Mercer University to provide a safe and healthy work environment for all employees. As one part of the occupational safety and health program, training will be provided to employees in techniques necessary for proper use of, and to minimize exposure to, potentially hazardous chemicals. The objective of this program is to reduce or eliminate the risk of illness or injury from an occupationally related exposure to chemicals in accordance with all applicable OSHA regulations and technical guidelines.

The University is also committed to an Environmental Protection Agency (EPA) recommended hazardous waste minimization/reduction program and advocates, in accordance with State and Federal laws and regulations, the proper selection, storage, use, and disposal of all chemicals used in teaching, research, and maintenance activities.

III. RESPONSIBILITY

The Associate Vice President for University Research & Health Affairs will be responsible for the overall development of the guidelines for the Hazard Communication Program and provide technical assistance on the Federal requirements. Deans, Directors, and Department Heads of the various components of the University are responsible for the implementation of these requirements in their respective program areas. Employees who work with potentially hazardous chemicals are responsible for following the appropriate safety practices and procedures. But the individual's supervisor is ultimately responsible for the safety of the employee's they supervise.

- A. Each individual who orders hazardous chemicals will be responsible for maintaining their own Material Safety Data Sheets (MSDS).
- B. The Health and Safety Office, in conjunction with key individuals from the Schools, Colleges, and Departments will insure the identification of all hazardous materials with appropriate warning and label information.
- C. The Health and Safety Office will oversee in-service training programs on the identification and handling precautions for hazardous materials in work areas and will maintain all training documentation .
- D. All employees who may be exposed to hazardous materials under normal operating conditions or in foreseeable emergencies shall be required to participate in the Hazard Communication Program. Office employees are excluded unless their job performance routinely involves exposure to hazardous materials.

- E. On-site Contractors shall be provided with hazardous materials information for their employees who will be exposed to hazardous materials while working within Mercer University. Contractors will be required to provide information to the Health and Safety Office on hazardous materials which they may introduce into a Mercer University facility.
- F. Emergency response personnel (e.g. Fire Department) shall be provided with information covering hazards they may encounter at Mercer University.
- G. Such information as may be required by law (types and amounts of chemicals, location, etc.) shall be provided to applicable Federal, State and local agencies.
- H. The University Hazard Communication Program shall be reviewed at least annually by the Institutional Hazardous Chemical and Drug Safety Committee, and updated as necessary.
- I. Copies of the detailed written Hazard Communication Program are available from the Health and Safety Office.