

# CHEMICAL SAFETY

**POLICY NUMBER:** EMS-CHEMICALSAFETY

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** DIRECTOR, SAFETY AND EMERGENCY MANAGEMENT

**RESPONSIBLE OFFICE:** SAFETY AND EMERGENCY MANAGEMENT

**EFFECTIVE DATE:** UPON PRESIDENTIAL APPROVAL – 7/23/2019

**NEXT REVIEW DATE:** PREVIOUS REVIEW PLUS ONE YEAR – 6/03/2023

**SUPERSEDES POLICIES:** DISPOSAL OF REGULATED HAZARDOUS MATERIALS (8/1/2012);  
LABORATORY SAFETY - FORMERLY ADMINISTRATIVE REGULATION AR-II-2.02 (7/29/1981)

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

Northern Kentucky University (NKU) is committed to the safe use and proper handling of chemicals in order to protect the environment and provide a safe place to work and learn. This commitment is accomplished through University implementation of local, state, and federal regulations and recognized best practices concerning chemical safety and is intended to provide general guidelines for regulatory compliance; therefore, it cannot be assumed that all necessary warnings and precautionary measures are contained in this document or that other additional information or measures may not be required.

## II. ENTITIES AFFECTED

All departments, faculty, staff, and students storing, handling, or using chemicals as part of an academic curriculum or work-related task.

## III. AUTHORITY

This policy is designed to complement the following codes, standards, and regulations:

- Occupational Safety and Health Kentucky Administrative Regulations (KAR)  
[\[803 KAR Chapter 2\]](#)
- Occupational Safety and Health Kentucky Administrative Regulations (KAR)  
[\[401 KAR Chapters 30-39\]](#)

The University may at its discretion institute rules and regulations that are more stringent than the applicable chemical safety regulations. It is the responsibility of the Director of Safety and Emergency Management to recommend appropriate and applicable procedures and guidelines that associate with this policy.

## IV. DEFINITIONS

Terms used in the associated procedures and guidelines shall be defined therein.

## V. RESPONSIBILITIES

Under the direction of the Assistant Vice President for Facilities Management, the Director of Safety and Emergency Management shall administer the University's Chemical Safety policy.

All faculty, staff, and students who work with hazardous chemicals shall comply with the associated procedures, plans, and regulations referenced in this policy and make every effort to minimize exposure to chemicals and other potential health and safety hazards. Anyone not complying with this policy may be subject to disciplinary actions as described in the [Performance Expectations and Corrective Action](#) policy or [Code of Student Rights and Responsibilities](#).

Safety and Emergency Management shall be available to assist University departments in developing programs that comply with this policy and provide chemical safety training to members of the University community. The Director of Safety and Emergency Management shall have the authority to shut down a facility or operation, cause events to be discontinued, or call for the evacuation of buildings when, in the Director's opinion, an imminent danger to life, injury, or loss of property may result if such action is not taken. The responsible authorities will be notified of the action taken or to be taken as soon as possible.

Safety and Emergency Management is responsible for coordinating the removal, packaging, and shipment of all chemical waste in accordance with local, state, and federal regulations. Safety and Emergency Management provides instruction and training on safe work practices, conducts routine inspections of work areas, investigates accidents, recommends preventive/corrective actions, reviews animal research protocols involving hazardous materials, reviews construction design for safety features, and responds to emergencies.

## VI. PROCEDURES

The following procedures and plans, which are posted on the Safety and Emergency Management website (<https://inside.nku.edu/safety/policies/chemicalsafety.html>) are associated with this policy and may be enforced by Safety and Emergency Management:

- [Disposal of Regulated Hazardous Materials Procedure](#)
- [Hazard Communication Plan](#)
- [Hazardous Waste Manual](#)
- [Laboratory Chemical Hygiene Plan](#)

## VII. REPORTING REQUIREMENTS

Safety and Emergency Management shall maintain documentation of complaints, incident reports, citations, audit reports, and corrective action documents issued to supervisors, chairs, directors or deans. Departments are responsible for maintaining all training records for employees.

## VIII. TRAINING

The Director of Safety and Emergency Management shall be responsible for coordinating necessary training related to chemical safety. Deans and directors shall be responsible for ensuring all employees

have read and understand this policy and all applicable plans, procedures, and regulations and receive required training. Training requirements can be found within the procedures, plans, and regulations associated with this policy.

## IX. COMMUNICATIONS

The University shall make available its occupational safety rules, policies, and procedures through appropriate websites and handbooks, such as those provided on the Safety and Emergency Management website: <https://inside.nku.edu/safety/policies/chemicalsafety.html>.

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Review with minor wording edits to Section I	June 3, 2022
Review with minor wording/punctuation edits	June 24, 2021
Review with minor edits to URLs in Section V	July 28, 2020
Revision	July 23, 2019
By referencing Safety and Emergency Management websites that house procedures, this policy replaces and retires the following policies:	
Disposal of Regulated Hazardous Materials	August 1, 2012
Laboratory Safety (Former Administrative Regulation AR-II-2.0-2)	July 29, 1981

# CHEMICAL SAFETY

## PRESIDENTIAL APPROVAL

### PRESIDENT

Signature

*Ashish Vaidya*

Date

*7/23/19*

Ashish Vaidya

## BOARD OF REGENTS APPROVAL

### BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.  
Date of Board of Regents meeting at which this policy was reported: 9/11/19.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

### EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

*Bonita Brown*

Date

*9/18/19*

Print Name

Bonita Brown