

CHEMICAL SAFETY

POLICY NUMBER:

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR, SAFETY AND EMERGENCY MANAGEMENT

RESPONSIBLE OFFICE: SAFETY AND EMERGENCY MANAGEMENT

EFFECTIVE DATE:

NEXT REVIEW DATE:

SUPERSEDES POLICY DATED: [CLICK HERE TO ENTER A DATE.](#)

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

The university is committed to the safe use and proper handling of chemicals in order to provide a safe workplace and learning setting for the University community and to protect the environment. This is accomplished through chemical safety practices as articulated by regulations and recognized best practices. This policy is intended to provide general guidelines for regulatory compliance and safe practices; 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 work in conjunction with or compliment 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 Vice President of Administration and Finance, and the Assistant Vice President for Facilities Management, the Director of Safety and Emergency Management shall administer the university's Chemical Safety Policy.

All students, faculty and staff who work with hazardous chemicals, as defined in this policy, shall comply with the associated procedures, plans and regulations of 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 Discipline Policy or Code of Student Rights.

Safety and Emergency Management shall be available to assist university departments in developing programs that comply with this policy and provide training to educate members of the university community on chemical safety. 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 his opinion, an imminent danger to life, or 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. It provides instruction and training on safe work practices, conducts routine inspections of work areas, investigates accidents, and 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 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.

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision	November 2, 2018
By referencing Safety and Emergency Management websites that house procedures, this policy replaces and retires the following policies:	

CHEMICAL SAFETY

PRESIDENTIAL APPROVAL

PRESIDENT

Signature

Date

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: ____/____/____.
- 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

Date

Print Name