HAZARDOUS MATERIAL SAFETY

EFFECTIVE DATE: 03/15/86, REVISED: 09/14

1. IDENTIFICATION AND EVALUATION OF HAZARDOUS MATERIALS

All materials brought to, stored, or used on campus will be properly labeled with the exact contents, explicit usage directions and health hazards for each hazardous material. Any transfer of hazardous material into another container will have that container properly labeled unless the employee making the transfer will use the entire contents of the second container on their work shift. Disposal of the containers will be dictated by the Safety Data Sheets (SDS) for the chemical.

2. SAFE PROCEDURES FOR HANDLING OF HAZARDOUS MATERIALS

Each label will have the appropriate precautions and directions on the proper handling and mixing of the materials. No variation to these recommended procedures are authorized without the employee having the professional qualifications to make the decision and be responsible for the variance. No employee will be subject to the usage of a material from an unlabeled container. Should a container only have a generic label on the container, then the user should be absolutely familiar with the proper precautionary usage. The SDS for each chemical used shall be in a designated, easily accessible central location for employees to review.

3. INVENTORY OF CHEMICALS AND SAFETY DATA SHEETS (SDS)

A. Each department on campus that uses and/or stores hazardous materials is required under the Right-to-Know Law program to keep an ongoing up-to-date inventory of that department's hazardous materials. These current inventories are to be filed in their respective departments.

B. The department shall have on file an SDS for each hazardous material stored or used by the department's personnel.

C. Safety Data Sheets should be filed in the user department at a central location for accessibility to the employee. If SDS are maintained in an electronic file, the department manager or supervisor shall ensure that all employees (and students, when applicable) are knowledgeable of how to access the file.

4. PROPER LABELING AND STORAGE OF HAZARDOUS MATERIALS

A. All hazardous materials must be used from properly labeled containers. Any transfer of a hazardous material to an unlabeled container shall be done with the understanding that the entire container will be used by the person making the transfer during that day. If the contents of the new container cannot be completely used in one day, the new container must be labeled to identify its hazardous material contents.

B. Each department that has hazardous materials shall strictly adhere to the proper storage requirements for those materials. As the situation dictates, materials shall be stored in containers compatible with that specific chemical.
The container media must in no way react or have a tendency to deteriorate over time and allow the material to seep out.

(2) Incompatible materials must be stored separately.

(3) The storage area must have proper lighting, ventilation, and containment facilities.

5. DISPOSAL OF HAZARDOUS MATERIALS

A. All generated hazardous materials, or materials that have been declared surplus, must be disposed of within the local, state, and federal codes and regulations for that particular substance.

B. It is the responsibility of each generating department to properly collect the hazardous waste. The material must have the SDS with it at the time of storage. Each department shall contact the Safety Officer when a chemical needs to be picked-up. Pick-up by the disposal company is made at the departmental site by the disposal company.

6. PESTICIDES

A. Read the label and the SDS of any pesticide carefully prior to use. The label and the SDS specify the hazards involved, and antidotes, and first aid instructions. Those poisons that have "DANGER-POISON" on the label are highly toxic. Poisons that have "WARNING" are moderately toxic and can be quite hazardous. Poisons that have "CAUTION" on the label have low toxicity but could cause harm if the poison is eaten or grossly misused. Follow the instructions for mixing, handling, applying and storing hazardous materials. Conspicuously label the container containing the mixture.

B. It is important that employees be able to recognize poisonous vines, shrubbery, fruits, and insects. They should avoid contact with poison oak and poison ivy. They should guard against insects and infections, and scrub hands thoroughly after working outdoors. Treat all cuts and scratches received outdoors with proper antiseptic covering. Remove all foreign matter such as glass, metal, wire, etc. from grounds to be maintained. Use gloves and wear sturdy shoes and appropriate garments for protection at all times. Hearing protection should be used as necessary. Respirators will be available to use with certain pesticides.