Bradley University Chemical Hygiene Plan

Review Date: 3/09/20

The purpose of the written Chemical Hygiene Plan is to help ensure members of the campus community are not overexposed to hazardous chemicals in the performance of their jobs and involvement in campus activities. The Plan is designed with guidance from OSHA Standard 29 CFR 1910.1450 "Occupational Exposure to Hazardous Chemicals in Laboratories."

The key regulatory requirements for laboratories are:

- **Hazard Communication.** All faculty, staff, and students who may come into contact with hazardous chemicals in the labs must be informed about the particular hazards which may be posed and the methods by which they may deal with such material in a safe and healthful manner.
- **Labeling.** Chemical containers must be labeled with the full chemical name and must include a warning sign and appropriate safety information.
- **Safety Data Sheets (SDS).** Each unit must ensure that an SDS for each currently used or stored hazardous substance in their operations is maintained and readily accessible to faculty, staff, and students. A copy of SDSs shall be located in the appropriate department or unit office. Another copy of the SDS needs to be communicated to the Safety Office located at 206 Macmillan Hall via email to facilities@fsmail.bradley.edu. All SDSs the Safety Department has collected are located on the Bradley Homepage Index A-Z under the "C" and then click for Chemical Safety which is the BU SDS Data Base. Periodically the Safety Dept. shall perform a chemical inventory and check the inventory list against the SDSs listed in Chemical Safety section of the BU Homepage for missing SDSs. In the event of missing or unavailable SDSs, the Safety Dept. will resolve the issue according to OSHA requirements. The Safety Dept. will provide help and guidance for any problems that occur and can be reached at x3384.
- **Hazard Identification and Correction.** Department Heads or their designate are responsible for conducting scheduled, periodic inspections of workplaces to identify and evaluate workplace hazards and unsafe work practices. The frequency of inspections should be proportional to the magnitude required whenever new substances, processes, procedures, or equipment presenting new, categorically different health and safety hazards are introduced into the workplace. During the periodic inspection, chemicals or materials that are no longer going to be used by the department need to be identified and a decision to keep or disposed of needs to be made by the Department Heads or their designate. If the chemical is to be disposed of, please contact the Safety Dept. and plans will

be coordinated for removal and appropriate disposal. An SDS sheet attached to each chemical type that is subject to disposal is required.

- **Unsafe conditions which cannot be corrected within the unit should be immediately reported to the Safety Dept**.
- **Training.** Department Heads or their designate are responsible for informing and training employees and students about hazardous substances in their work areas and the required safety procedures that shall be followed in their area/lab. Bradley Safety is working closely with Departments, Centers/Institutes by providing technical support, training materials, etc.
- **Chemical Storage.** All chemicals (including gases) at Bradley must be stored safely and in accordance with current regulations.

Contacts

- Overall Program Management – Safety Dept./Facilities Management facilities@fsmail.bradley.edu

References

- OSHA Laboratory Standard (29 CFR 1910.1450)

Appendix

BU SDS Data Base Instructions:

- Go to the Bradley University Home Page and find the area "Index A-Z". Then find "C" selection and click "Chemical Safety" which is the BU SDS Data Base.
- Click on the link that says "SDS for Bradley University"
- Next click the "SDS Search" to access Bradley's database of SDS's.

This will bring up a screen that will allow the user to search the database of SDS's by typing the product name, the current manufacturer of the product, Hazmin Number, the location where the chemical can be found (i.e. Olin Hall). The user can also use the drop-down menus to the left of the search field in order to narrow the search. The three choices available for the product name and the current manufacturer fields are Contains, Begins with, and Fuzzy. There are five choices that are available to help to narrow the search of a Hazmin number. They are =, <, <=, >, and >=. After the user has entered the information in the search field(s) and selected the correct word(s) or symbol(s) in the drop-down menu(s), then the user should click search to display the results for the search.

If you are unsuccessful with the process listed above, there is an alternate way to search for an SDS. After the user has clicked the "SDS Search" to access Bradley's database, the user can click the drop-down menu at the top of the screen to select "SDS Links." This brings up a screen that allows the user to select the first letter or number of a product or manufacturer. This will display all of the chemicals or manufacturers under the given letter that is selected.

The user also has the option to click the “All” button next to Product name or Manufacturer name. By clicking “All,” either all of the products or all of the manufacturers will be displayed on the screen.

When the user has found the SDS that he or she wants to observe, then the user can click the name of the product or the SDS button in the row of the product to display the SDS for that particular product.

If you have any questions or concerns, please contact the Safety Dept. at x3384.