

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 8	Health and Safety	Effective:	June 2000
Section 8.5	Environmental Health and Safety Office	Revised:	September 2005
Policy 8.5.3	Chemical and Biological Safety	Responsibility:	Vice President for Research

CHEMICAL AND BIOLOGICAL SAFETY

Responsibilities

The Chemical and Biological Safety Division of the Environmental Health and Safety Office is responsible for:

- Providing technical assistance to laboratory supervisors and workers concerning appropriate storage, handling and disposal of hazardous chemicals and biological agents;
- Providing general and specialized laboratory safety and bloodborne pathogens training upon request;
- Conducting exposure assessments and laboratory audits upon request and on a routine basis;
- Making routine, as well as, special health and risk assessments to support the Safety Committees;
- Providing technical assistance concerning personal protective equipment and laboratory safety equipment;
- Facilitating access to manufacturer's Material Safety Data Sheets (MSDS) and other laboratory and chemical safety literature; and,
- Remaining current on rules and regulations concerning chemicals biological agents safety.

Faculty and Staff Responsibilities

Faculty and staff in charge of supervising laboratories have the following responsibilities for implementing a model chemical hygiene plan:

- Inform and train employees concerning chemical safety as required by the plan;
- Retain training records and all documentation;
- Implement and enforce rules and standards concerning health and safety for laboratories under supervisor's jurisdiction;

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- Ensure compliance of laboratory workers with the [Chemical Safety Handbook](#) and [Biological Safety Handbook](#);
 - Ensure the availability and enforce the use of appropriate personal protective equipment, MSDSs, and relevant reference materials;
 - Remain cognizant of hazardous chemical and biological agents stored and used in laboratories and their associated hazards;
 - Dispose of chemicals no longer needed by contacting the Environmental Protection Division within the Environmental Health and Safety Office;
 - Conduct internal inspections of laboratories for health and safety concerns; and,
 - Request assistance from the Environmental Health and Safety Office, when safety requirements are not fully understood.

Employee and Student Responsibilities

Laboratory employee and student responsibilities regarding implementation of a model chemical and biological hygiene plan are as follows:

- Follow all health safety standards and rules;
- Report all hazardous conditions to the supervisor;
- Wear or use appropriate protective equipment;
- Report any job-related injuries or illnesses to the supervisor and seek treatment immediately;
- Refrain from the operation of any equipment or instrumentation without proper instruction and authorization;
- Ask questions if the safe use of hazardous chemicals, biological agents, or operating procedures are unclear;

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- Remain aware of the hazards of the chemical and biological agents in the laboratory and how to handle these agents safely; and,
 - Request information and training when unsure how to handle a hazardous chemical or procedure.
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Policies and Procedures

The *Chemical Safety Handbook* and *Biological Safety Handbook* are the Health Science Center's policies regarding chemical and biological safety. The Handbooks are located at <http://research.uthscsa.edu/safety/chemicalhandbook.shtml> (chemical) and <http://research.uthscsa.edu/safety/biologicalmanual.shtml> (biological).
