POLICY STATEMENT
The objective of this policy is the elimination or minimization of chemical and physical hazards in laboratory environments. The use of chemicals in laboratories at Norfolk State University shall be planned and performed utilizing protocols that reduce exposures to employees, students and visitors. The scope of this policy applies to all Cleanrooms, academic and research laboratories.

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DEFINITIONS
None

CONTACT(S)
Environmental Health, Safety and Risk Management (EHS&RM) officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) Creating and Maintaining Policies through the appropriate governance structures. Questions regarding this policy should be directed to Environmental Health, Safety and Risk Management.

STAKEHOLDER(S)
Faculty, Laboratory Staff and Students
LABORATORY SAFETY

LABORATORY SAFETY POLICY CONTENTS

Environmental Health, Safety and Risk Management (EHS & RM)

The Environmental Health, Safety and Risk Management unit is responsible for the following:

- Implement safe work protocols for chemical and physical hazards.
- Assist principal investigator(s), faculty, staff or students in the selection of laboratory practices, administrative procedures and personal protective equipment.
- Provide technical guidance to personnel at all levels of responsibility on matters pertaining to laboratory safety.
- Provide for periodic testing of laboratory exhaust hoods.
- Inspect safety equipment (eyewashes, fire alarms and extinguisher, showers, smoke detectors, sprinklers, etc.
- Verify chemical storage, use, and disposal procedures
- Monitor compliance with applicable occupational safety and environmental health regulations and state fire protection codes.
- Ensure training and competency of faculty, staff and students.
- Provide waste handling and disposal compliant with state and local regulations.
- Periodic inspection of laboratory cleanliness, equipment operation, housekeeping and chemical inventory.
- Investigate all reported incidents that had the potential or did result in exposure, injury, near miss or hazardous material release. Recommend corrective action to minimize potential incident recurrence and comply with all regulatory requirements.

Department chairpersons

- The Department chairs are primarily responsible for safe management of laboratories in their respective departments, including compliance with all applicable regulatory requirements. He/She shall require that all laboratories in his/her charge be managed safely. Other departmental faculty or staff members may be delegated by the chair to oversee these activities.
- Department chairs shall ensure that no experiment that subjects personnel to excessive risk is permitted, no matter how valuable the results.

Faculty (principal investigator), instructor

- Acquire the certifications, knowledge and information needed to recognize and control hazards in the laboratory.
- Ensure fulfillment of lab-specific sections of the Chemical Hygiene Plan, including Standard Operating Procedures for extremely hazardous substances. Review documents and protocols annually adding updates as required.
- Train personnel and ensure access to the Chemical Hygiene Plan.
- Provide hazard specific training to employees for whom the investigator is responsible, focusing on safety hazards unique to lab procedures not included in the scope of basic laboratory training. Special emphasis shall be made for extremely hazardous substances,
LABORATORY SAFETY

which require SOP’s detailing laboratory protocols, engineering controls, personal protective equipment and emergency response procedures.

. Ensure an inventory of hazardous chemicals or materials present in the lab is maintained.
. Safety Data Sheets for all hazardous chemicals or materials present in laboratories shall be maintained reviewed for updates and made accessible to all lab personnel at all times.
. Evaluate safety and health hazards connected with proposed experimental procedures, select and employ laboratory practices, engineering controls and personal protective equipment that reduces potential exposures to hazardous chemicals or materials to the lowest feasible concentrations.
. Plan for containing and managing releases – airborne, liquid or solid – in the event of emergency.
. Regularly supervise and assess the safety performance of staff.
. Ensure safety of lab personnel and emergency responders by apprising EHS&RM of protocols required to respond to incidents involving, injuries, explosion, fire, or overexposure.
. Assist EHS&RM personnel with investigating and reporting incidents.

Laboratory personnel

. In addition to EHS&RM personnel, Laboratory Managers are assigned to the McDemmond Center for Academic Research, Robinson Technology Building, the Biology and Chemistry labs in Wood Science Building, and the Nursing General Education Building. Each of these managers complete periodic inspections, monthly inventories, and provide training and assistance to faculty and students.
. Shall be constantly aware of his/her safety responsibilities.
. Shall participate in required training activities.
. Know and comply with safety guidelines, regulations and procedures required for assigned tasks.
. Plan and execute laboratory operations to minimize hazards to themselves or others including visitors.
. Report unsafe conditions to the principal investigator, immediate supervisor or EHS&RM.
. Report all facts pertaining to every accident, incident or near miss that may have or did result in injury exposure or uncontained release of chemicals. The primary purpose of incident investigation is prevention – not assignment of blame or culpability.

PUBLICATION

This policy will be widely distributed or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

. Communicate the policy in writing, electronically, or otherwise, to the University community, within 14 days’ approval;
. Submit this policy for inclusion in the online Policy Library with 14 days of approval;
Post the policy on the appropriate website; and

Educate and train all stakeholders and appropriate audiences on the policy’s content as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

Next Scheduled Review: 06/09/2018
Approval by, date: President, 05/21/2015
Revision History: 05/21/2016; 06/09/2017
Supersedes: None- new policy

RELATED DOCUMENTS

1. Laboratory Safety Guidance, OSHA Safety and Health Publication

2. Virginia Administrative Code 22.1-298.2 Regulations Covering Education Preparation Programs
   http://law.lis.virginia.gov/vacode/title22.1/chapter15/section22.1-298.1/

3. 8VAC20-542-220. Career and technical education – technology education
   http://leg1.state.va.us/cgi-bin/legp504.exe?000+reg+8VAC20-542-220

4. NSU General Safety in Laboratories Manual
   https://www.nsu.edu/Assets/websites/csetgraduate/minac/pdfs/safety.pdf

5. NSU Chemical Hygiene Plan
   https://www.google.com/url?q=https://www.nsu.edu/Assets/websites/facilities-manage ment/forms/Chemical%2520Hygiene%2520Program.doc&sa=U&ved=0ahUKEwj40pnprLHUAhVLPz4KHYwhCxYQFggEMAA&client=internal-uds-cse&usg=AFQjCNEfbCP48Zsnzx0sHNtOewfMsIvcYQ


FORMS
There are no forms associated with this policy. Inspection forms accompany specific procedures.