I. **Title:** Chemical Safety

II. **Responsibilities**

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

1. Maintain the Chemical Safety Handbook for the use of chemicals at UT Health San Antonio with the advice and guidance of the Chemical Safety Committee;

2. Providing technical assistance to laboratory supervisors and workers concerning appropriate storage, handling and disposal of hazardous chemicals;

3. Providing general and specialized laboratory safety and hazardous waste generator's training upon request;

4. Conducting exposure assessments and laboratory audits upon request and on a routine basis;

5. Perform injury/accident investigations related to potential chemical exposures;

6. Making routine, as well as, special health and risk assessments to support the Safety Committees;

7. Providing technical assistance concerning personal protective equipment and laboratory safety equipment;

8. Facilitating access to manufacturer’s Safety Data Sheets (SDS) and other laboratory and chemical safety literature; and,

9. Remaining current on rules and regulations concerning chemical safety.

III. **Faculty and Staff Responsibilities**

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

1. Inform and train employees concerning chemical safety as required by the plan;
2. Attend all required training classes to stay in compliance with relevant rules and regulations;

3. Retain training records and all documentation;

4. Implement and enforce rules and standards concerning health and safety for laboratories under supervisor’s jurisdiction;

5. Ensure compliance of laboratory workers with the Chemical Safety Handbook and other guidelines, policies and regulations;

6. Ensure the availability and enforce the use of appropriate personal protective equipment, SDSs, and relevant reference materials;

7. Ensure the safe use of hazardous chemicals by himself/herself and those under his or her direction;

8. Remain cognizant of hazardous chemicals stored and used in laboratories and their associated hazards;

9. Dispose of chemicals no longer needed by contacting the Environmental Protection Division within the Environmental Health and Safety Office;

10. Conduct internal inspections of laboratories for health and safety concerns;

11. Request assistance from the Environmental Health and Safety Office, when safety requirements are not fully understood; and,

12. Report all chemical spills and exposures as soon as possible to Environmental Health and Safety.

IV. Employee and Student Responsibilities

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

1. Follow all health and safety standards and rules;

2. Attend all required training classes to stay in compliance with relevant rules and regulations;

3. Immediately report all hazardous conditions to the supervisor;

4. Wear or use appropriate protective equipment;

5. Report any job-related injuries or illnesses to the supervisor and seek treatment immediately;

6. Refrain from the operation of any equipment or instrumentation without proper instruction, training and authorization;

7. Ask questions if the safe use of hazardous chemicals or operating procedures are unclear;
8. Remain aware of the hazards of the chemical in the laboratory and how to handle these agents safely; and,

9. Request information and training when unsure how to handle a hazardous chemical or procedure.

V. Policies and Procedures

A. The Chemical Safety Handbook is UT Health San Antonio’s policy regarding chemical safety. The Handbook is located at https://uthealthsa.sharepoint.com/Facilities/Pages/Plans-&-Resources.aspx.