

Volume E2: Environment, Health, Safety and Security	E2.8 Laboratory Standards and Chemical Hygiene Effective Date: 04/30/2015	Responsible Office: Facilities Management
	Responsible Officer: Safety Officer	

POLICY STATEMENT

Northeastern Illinois University (the "University") will provide a policy on information concerning the particular hazards that may be posed, and the methods by which all faculty, staff, and students that use hazardous chemicals in either the workplace or in laboratories can do so in a safe and healthful manner.

PURPOSE OF THE POLICY

Federal, state, and local regulations require employers to inform employees about potential hazards of chemicals to which they may come in contact in the workplace or laboratory. This policy will make known to the University community steps to carry out these initiatives.

WHO IS AFFECTED BY THIS POLICY

University faculty, staff, and students that use hazardous chemicals in workplace laboratories.

DEFINITIONS

Chemical Hygiene Officer: An employee designated by the employer, and qualified by training or experience, to provide technical guidance in the development and implementation of the provisions of the Chemical Hygiene Plan.

Chemical Hygiene Plan: A written program developed and implemented by the University which sets forth procedures, equipment, personal protective equipment and work practices that (i) are capable of protecting employees from the health hazards presented by hazardous chemicals used in that particular workplace and (ii) meets the requirements of OSHA regulation 29 CFR 1910.1450, "Occupational Exposure to Hazardous Chemicals in Laboratories".

Hazardous Chemical: A chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents that act on the hematopoietic systems, and agents which damage the lungs, skin, eyes, or mucous membranes.

Appendices A and B of the Hazard Communication Standard (29 CFR 1910.1200) provide further guidance in defining the scope of health hazards and determining whether or not a chemical is to be considered hazardous for purposes of this standard.

REGULATIONS

[OSHA 29CFR 1910.1450, "Occupational Exposure to Hazardous Chemicals in Laboratories"](#)
[OSHA 29CFR 1910.1200, "Hazard Communication" Standard](#)
[820 ILCS 255, "Toxic Substances Disclosure to Employees Act"](#)



PROCEDURES

The University's Chemical Hygiene Plan is directed at controlling exposures to hazardous chemicals in laboratories in accordance with the Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.1450, "Occupational Exposure to Hazardous Chemicals in Laboratories". The Plan sets forth, procedures, equipment, personal protective equipment, and practices for protecting employees from health hazards presented by hazardous chemicals used in laboratories and are designed to keep chemical exposure below regulatory limits. Elements of the plan include:

1. STANDARD OPERATING PROCEDURES (SOPs)

Each department which uses hazardous chemicals will develop and comply with Standard Operating Procedures for general laboratory operations. Additionally, each laboratory should review operations and processes to determine the need for additional specific Standard Operating Procedures and control requirements.

2. CRITERIA TO DETERMINE CONTROL MEASURES IMPLEMENTATION AND CIRCUMSTANCES REQUIRING PRIOR APPROVAL

Each department or lab using extremely hazardous chemicals (i.e. carcinogens, reproductive toxins, highly toxic chemicals and chemicals of unknown toxicity) shall develop standard operating procedures and establish approval and additional control measures to reduce employee and student exposures. A Laboratory Safety Committee consisting of College of Arts and Science faculty and staff, the Safety Officer, and the Dean of the College or designated representative, will review and approve all Standard Operating Procedures prior to their implementation.

3. FUME HOOD OPERATIONS

University guidelines for operation and maintenance of fume hoods include assurance that the equipment is functioning properly and is being used appropriately.

4. INFORMATION AND TRAINING

Employees and students must be advised of any hazardous chemicals in their department when they start work. Information and training on chemical hazards must be made available by the department when the employee starts work, when the employee's work changes, or when a new hazard is introduced into the department/laboratory.

5. MEDICAL CONSULTATION AND MEDICAL SURVEILLANCE

The University shall provide medical consultation and a medical surveillance program for faculty, staff, and students who are exposed to certain hazardous chemicals and situations to the extent required by law.

6. DESIGNATION OF RESPONSIBILITY FOR IMPLEMENTATION

The University shall designate employees to fulfill the role of Chemical Hygiene Officers within each College or Vice-Presidential area using hazardous chemicals. These officers are responsible for managing the development and implementation of the Chemical Hygiene Plan. All individuals directing the use of hazardous chemicals in a laboratory are responsible for protecting the health and safety of employees and students who come into contact with such chemicals.

7. ADDITIONAL PROTECTIONS

University departments that work with Particularly Hazardous Substances including, select carcinogens, reproductive toxins, and acutely toxic substances shall provide additional information to those individuals who may come into contact with these substances and will provide guidance to minimize exposures to these materials.



RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[Hazard Communication Program](#)

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Safety Officer	(773) 442-5215	R-Matus@niu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.