

Chapter 1: CHEMICAL HYGIENE RESPONSIBILITIES

The President of Lehman College, Ricardo R. Fernandez, has the ultimate responsibility for chemical hygiene within this institution and provides, along with other officers and administrators, continuing support for efforts to improve workplace safety and health.

The Vice President for Administration, Mr. Vincent Clark, supervises the Chemical Hygiene Program and authorizes the CHO and Committee to take the necessary steps to accomplish the objectives of the CHP.

CHO and Alternates

The CHO coordinates all laboratory health and safety activities.

Mr. Shaldon Watson (x8978) is the CHO. Ms. Ilona Linins (x8988) is the Environmental Health and Safety Officer and CHO alternate. (Environmental Health & Safety Office, Music Building, B37A).

The CHO reports to the Director of Environmental Health & Safety and is given authority to suspend operations which in the professional judgment of the CHO do not conform to generally acceptable health and safety practices. The primary reason for suspension is the manner or conditions under which the work is performed pose significant short or long term danger either to laboratory employees involved in the operation and/or to other employees and/or the environment.

The major duties of the CHO are to:

- Serve on the Chemical Hygiene Committee and work with that committee to evaluate, implement, and update the CHP;
- Provide technical expertise and administration to the laboratory community on laboratory safety and health matters and direct inquiries to appropriate resources;
- Ensure that facilities in which extremely hazardous substances are handled or stored are adequate to control exposure and that specific standard operating procedures are developed to instruct all personnel in the safe use of these substances;
- Review specific operating procedures developed by principal investigators and department personnel for the use and disposal of extremely hazardous chemicals/substances and for spill clean-up and decontamination;
- Review new research protocols prior to implementation to determine if hazardous chemicals are used, and if so, to ensure proper protection to lab personnel;
- Conduct biannual inspections of laboratories and storage areas with other members of the Chemical Hygiene Committee and provide inspection forms to departmental personnel and principal investigators to conduct their own routine inspections;
- Write inspection reports and recommend follow-up activities (with input from other members of the inspection team);
- Coordinate the operation and maintenance of fume hoods, emergency safety showers, eye washes and fire extinguishers in laboratories where chemicals are handled by working with relevant departments, outside experts and vendors;

- Conduct (with other department personnel) department-specific employee health and safety orientation sessions and assist laboratory supervisors in developing and conducting hands-on sessions with employees;
- Investigate all incident reports, chemical spills and near-misses, incorporating lessons-learned into policies/procedures to prevent repeat incidents;
- Act as a liaison between the laboratory and the department administrator. If necessary, bring unresolved and potentially serious health and safety problems to the administrator's attention;
- Maintain records and make them available to employees and administrative personnel;
- Manage the Lehman College hazardous waste management program;
- Select a qualified hazardous waste disposal vendor who is licensed by the NYS Department of Environmental Conservation (DEC) to remove/dispose of hazardous waste from campus.

Chemical Hygiene Committee

The Chemical Hygiene Committee oversees and monitors the effectiveness of the CHP and revises and updates it as necessary. The Committee meets at least once a semester. The chair takes minutes which are maintained as an official record of Chemical Hygiene Committee activities.

All departments (e.g. Chemistry, Biology, Art, Buildings and Grounds) in which hazardous chemicals or other potentially hazardous substances are used, will be represented on the committee.

The following are members of the Committee as chosen by the President of Lehman College.

Name	Department	Campus phone
Shaldon Watson, CHO	Environmental Health & Safety	X8978
John Belardo	Art	X8889
Ray Pegollo	Buildings & Grounds	X8180
Ilona Linins, Chemical Hygiene Committee Chair	Environmental Health & Safety	X8988
Christina West	Biology	X8654
Sharif Elhakem	Chemistry	X7124
Brian Morgan	Earth, Environmental and Geospatial Sciences (EEEGS)	X5742
Liesl Jones	Biology	X8653
Ryan Raaum	Anthropology	X8845
Fausto Ramirez	Public Safety	X8593

Duties of Chemical Hygiene Committee Members

- Attend Committee meetings;
- Review academic research protocols to ensure that appropriate controls and laboratory space is available to protect employees;

- Stay informed of plans for renovation or new laboratory construction projects at the institution and ensure involvement of appropriate laboratory personnel in planning stages;
- Bring unresolved departmental issues to the attention of the committee;
- Serve as liaisons between the departments and the CHO.

The CHP must be a flexible document. It is the responsibility of the Committee to review and update this plan. Any member of the Chemical Hygiene Committee may introduce change to the original plan, by submitting the proposed change to the Committee. The Committee will then consider the proposal at a regularly scheduled meeting. Upon consideration, a vote will be taken. A proposal requires 51% approval by the Committee in order to be accepted and incorporated into the plan. Any member of the Lehman College community can submit a proposed change through one of the Committee members.

Department Chairperson / Supervisor Responsibilities

The department head is ultimately responsible for Chemical Hygiene in his/her Department and must know and understand the goals of the chemical hygiene program and the instrumental role they must play to encourage their implementation. The department head must ensure the:

- completion of a yearly computerized inventory of all chemicals in storage rooms and laboratories of their Department;
- routine identification of expired and unusable chemical stores for disposal;
- maintenance of Material Safety Data Sheets (MSDSs) for chemicals used in their department;
- enrollment of all employees in training sessions;
- routine inspection of work places and record keeping of inspection forms provided by the CHO;
- development of checklists for needed safety equipment in the department work spaces.

Principal Investigators

Principal investigators (PI) have ultimate responsibility for Chemical Hygiene in their laboratories. PI must:

- know the guidelines and procedures of the CHP;
- write specific operating procedures for handling and disposal of extremely hazardous substances used in their laboratories and submit these procedures to the CHO for review;
- train laboratory personnel in these operating procedures and ensure the use of proper control measures;
- conduct routine inspections of laboratories with their laboratory employees;
- ensure that all appropriate controls including fume hoods and safety equipment are available and in good working order in their laboratories;
- ensure that all incidents occurring in their laboratories are reported to the CHO and that a written Incident Report is also filed;
- maintain up to date chemical inventories for their labs, and provide these to the CHO, on an annual basis; supervise the maintenance of Material Safety Data Sheets and ensure lab employee access to MSDSs;
- prepare an inventory list of unused chemicals and their location before leaving the institution.

Laboratory employees are responsible for:

- attending annual laboratory safety training conducted by CHO/EH&S;
- following procedures and guidelines outlined in the CHP;
- reporting any unsafe working conditions, faulty fume hoods or emergency safety equipment to the Laboratory Supervisor and CHO;
- filing Incident Reports with the administration and CHO;

conducting hazard evaluations for procedures conducted in the laboratory and maintain a file of these hazard evaluations.