INTRODUCTION

The Lehman College Chemical Hygiene Plan (CHP, or Plan) describes the policies and procedures of the College to maintain a safe and healthy work environment for all employees working with chemicals. The CHP is a requirement of the Occupational Safety and Health Administration's (OSHA) *Occupational Exposures to Hazardous Chemicals in Laboratories* standard, (Code of Federal Regulations (CFR), Part 1910.1450). The CHP covers all departments (Building and Grounds, Chemistry, Biological Sciences, Earth, Environmental and Geospatial Sciences (EEGS), Art, and other departments) in which hazardous materials are used/stored.

All laboratory personnel (faculty, staff, graduate students), and others who work with chemicals should read this Plan in full.

The CHP is available for review in the following locations:

Building	Department	Room	Hrs. Available for Review
Music Bldg	EHS Office	B37A	Weekdays 9am - 5pm
Davis Hall	Biology	230	
Shuster Hall	Campus Facilities	327	
Apex	Public Safety	109	Weekdays 9am - 11pm
Environmental Health & Safety website			All times

The OSHA Laboratory Standard

The OSHA Laboratory standard requires employers to provide safe working conditions in laboratories through the following:

- Assignment of a Chemical Hygiene Officer (CHO) and Committee to oversee and implement laboratory safety and health activities;
- Development of a CHP including operating procedures for handling, storing and disposing of chemicals, especially for extremely hazardous* chemicals;
- Evaluation of hazards in laboratories to target safety and health efforts; maintenance and inspection of emergency safety facilities and ventilation systems to ensure proper functioning;
- Specific provisions to ensure employee protection when using extremely hazardous chemicals;
- Provision of personal protective and other safety equipment to laboratory employees;
- Laboratory employee training programs to inform employees of hazards they face in laboratories, rights to information, exposure protection, and policies/procedures in the CHP;
- Medical consultations and exams for employees in cases of suspected exposure at no cost to the employee;
- Record keeping and reporting requirements.

*Extremely hazardous: This term will be used throughout this plan to describe those chemicals which are: carcinogens, potential carcinogens, definite or potential reproductive hazards, acutely toxic

chemicals, known or potential sensitizers, and chemicals or substances of unknown hazard. It is not, however, our purpose to strictly define this term (even though OSHA does); a chemical may be extremely hazardous because of the *conditions* under which it is being used. This will be judged on a case by case basis.

This Plan addresses each of the Laboratory Standard requirements as well as others that apply to specific aspects of laboratory safety, such as standards on chemical storage or emergency equipment, and explains how we will implement (or how we have implemented) them.

Use of the Words "should" and "must" in the CHP:

We distinguish between what is required by OSHA and other state and local standards, and what is recommended through the words "should" and "must". "Must" is used when the law requires the action or goal described in the Plan; "should" is used when the action or goal is highly recommended.

Overall Program Goals

The primary goal of the CHP is to ensure a safe work environment for Lehman College employees using hazardous materials by providing adequate engineering controls and emergency equipment (chemical fume hoods, emergency eyewash and shower, fire extinguishers), appropriate personal protective equipment, and that mechanisms are in place to address ongoing workplace safety and health issues. These mechanisms include routine maintenance and inspection programs and the convening of a Chemical Hygiene Committee.

A second important goal of the Chemical Hygiene program described by this Plan is to enhance employee and administration awareness of laboratory health and safety requirements and acceptable practices through increased employee participation in safety and health activities. This will be accomplished through annual employee laboratory orientation and hands-on sessions, and employee participation in departmental laboratory inspections.

In addition, employees will evaluate potential chemical and physical hazards of day-to-day procedures, discuss steps to minimize exposures and incidents, and maintain a reference file of these hazards.

Principal Investigators (PI) whose research involves extremely hazardous chemicals will evaluate their own protocols and develop specific operating procedures for handling, and disposing of these chemicals. The Chemical Hygiene Officer (CHO) will review these procedures to ensure that appropriate facilities and safety equipment are available to adequately protect employees. These procedures will be communicated to employees in their laboratories.