

FERRIS STATE UNIVERSITY

DIVISION OF ADMINISTRATION AND FINANCE

Chemical Safety Policy Administration and Finance Business Policy

Policy Number: 2022:05
Supersedes: 1997:40

It is the policy of Ferris State University to protect the health and safety of students and faculty while engaged in the educational activities of the University. It is the intent of the University to maintain exposures to chemicals as low as reasonably achievable. All faculty, students, and staff, who utilize chemicals shall comply with the rules and procedures of this policy and make every effort to minimize exposure to chemicals and other potential health and safety hazards.

SCOPE

This policy applies to all University departments and personnel, as well as vendors, students, guests, visitors or others, intending to use hazardous chemicals for any University-related purpose or on any University-owned or leased property.

PROCEDURES

- A. The Safety, Health, Environmental and Risk Management (SHERM) Department will create guidance materials that summarize the rules and provide recommendations for chemical safety for University facilities. SHERM will maintain a database of Safety Data Sheets (SDS) supplied by hazardous chemical users, chemical hygiene officer, laboratory safety committee, department heads or studio safe practice team. SHERM will receive reports of and investigate chemical related incidents. SHERM will develop and implement a program of periodic inspections designed to provide consultation and advice regarding chemical safety rules and procedures.
- B. The head of the department which utilizes hazardous chemical in laboratories, shall be responsible for providing the necessary laboratory safety equipment and supplies and ensuring department faculty, staff, and students comply with the rules and procedures. Students may be required to purchase laboratory safety equipment for their personal use. (i.e. goggles and lab coats)
- C. The Vice President of Administration & Finance shall appoint a chemical hygiene officer (CHO). The CHO shall develop and implement the Chemical Hygiene Plan for the laboratory use of hazardous chemicals.
- D. Faculty and students utilizing chemical laboratories shall comply with the safety rules and procedures developed by the Laboratory Safety Committee, Studio Safe Practice Team, the chemical hygiene plan, and/or SHERM.

- E. The President of Kendall College of Arts and Design shall appoint a Studio Safe Practices Team to provide oversight of hazardous chemical use at Kendall College of Art and Design and Urban Institute of Contemporary Arts
- F. The Provost and Vice President for Academic Affairs shall appoint a Laboratory Safety Committee to provide oversight of hazardous chemical use. The members shall be representatives from colleges using hazardous chemicals in laboratories.
- G. The Studio Safe Practice Team and Laboratory Safety Committee shall implement chemical safety procedures and manage approvals for the use of select carcinogens or hazardous chemicals within the laboratories and studios in their respective areas.
- H. SHERM Staff and CHO will serve as ex officio members of the Studio Safe Practice Team and Chemical Safety committee

CONTACTS

For more information, please contact the following departments:
Safety, Health, Environmental, Risk Management & Insurance (SHERM) Office

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