

**Policy No. 4-22****Subject: Laboratory Safety Reviews**

Last Revised: 06/21/2023

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Finance and Campus Operations	Vice Presidents	President's Cabinet	VCCS Policy Section 10.7

**I. POLICY**

It is the policy of Virginia Highlands Community College (VHCC) to conduct regular safety reviews of all laboratories.

**II. PERTINENT INFORMATION**

- A. In accordance with its mission, VHCC will provide a safe learning and work environment for all students, faculty, and staff.
- B. Notwithstanding safety reviews conducted by designated individuals, it is the responsibility of every VHCC employee to report unsafe or potentially unsafe conditions on VHCC property to their supervisor or College Police.

**III. DEFINITIONS**

- A. Laboratory Safety Officer: a VHCC employee or contractor designated by the College to conduct safety reviews of College facilities in accordance with recognized standards.
- B. Safety Data Sheet (SDS): a document to summarize important health and safety information for a hazardous chemical.

**IV. GENERAL GUIDELINES**

- A. VHCC's Laboratory Safety Officer will review internal laboratory safety at least once per academic year or as directed.
- B. All hazardous chemicals used in laboratories will have a Safety Data Sheet (SDS).

**V. DELEGATION OF AUTHORITY**

- A. The College President has the authority and delegates to the President's Cabinet the responsibility to establish procedures to meet the requirements of this policy.

**APPENDIX****VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING**

## **DOCUMENTS**

- A. National Research Council publication “Prudent Practices in the Laboratory: Handling and Management of Chemical Hazards”
- B. Occupational Safety and Health Administration (OSHA) Hazard Communication Standard
- C. SACSCOC Standard 13.8
- D. U.S. Code of Federal Regulations Section 29
- E. VCCS Policy 10.7 – High Risk Instructional Programs Incident and Accident Reporting and Lab Safety.

## **VII. OPERATING REQUIREMENTS**

- A. The VHCC Laboratory Safety Officer shall review each laboratory each academic year or as directed. The safety review shall document that the laboratory complies with all OSHA guidelines for use of equipment and chemicals.
- B. There shall be an SDS for each hazardous chemical used or stored in the laboratory. The SDS for a hazardous chemical shall be stored in the same laboratory in which it is used or stored.
- C. Any safety deficiencies determined by a safety review shall be corrected as soon as possible.
- D. Any equipment or facility determined to be unsafe shall be locked out, tagged out, or otherwise made temporarily inoperable/unusable and be reported to the laboratory supervisor or College Police.
- E. A copy of the safety review shall be submitted to the Office of the Vice President of Finance and Administrative Services.