

1.0 OVERVIEW

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Howard University prepared this Laboratory Environmental Health and Safety Manual to ensure a safe working environment through safe work practices and procedures in laboratories. It is the policy of Howard University (the University) not only to adhere to the local, state and federal regulations but also to Standards of Care and Best Management Practices to provide a safe environment in the laboratories.

1.2 PURPOSE

The purpose of this program is to provide methods to ensure safety in the laboratories located at the University. The program will cover how to minimize or eliminate risk associated with chemical, hazardous, biological and radioactive materials used in the laboratories, electrical hazards and mechanical hazards. It will provide guidelines for staff to ensure a safe environment in their laboratory settings.

1.3 ROLES AND RESPONSIBILITIES

It is the goal of the University to promote and maintain a safe, healthful, and environmentally responsible workplace. Specific responsibilities include:

- Ensuring the adequacy of technical and financial resources to conduct compliance programs in accordance with the University standards and regulatory requirements.
- Identifying personnel affected by specific compliance requirements.
- Communicating compliance program requirements to administration and faculty.
- Securing faculty and administration input for the development and implementations of compliance management programs.
- Communicating, periodically, compliance program status to the University community, including program objectives, results, and effectiveness

1.3.1 Departments

Each department is responsible for supporting and promoting safe and compliant work practices in the laboratory. Department faculty and administration are responsible for facilitating the implementation of the manual within each department.

Department Chairs will appoint chemical hygiene coordinators who work with the Chemical Hygiene Officer (CHO) i.e., the Director of Environmental Health and Safety (EH&S) for ensuring that all work performed within their department complies with applicable health, safety, and environmental requirements. The department chairs may implement this responsibility through delegation to principal investigators (PIs), other faculty, department administration, or other departmental staff deemed appropriate. The duties of the Department Chairs include:

- Collaborating with the administration, EH&S and others to identify effective means to implement this manual in the laboratory.
- Providing feedback to administration regarding compliance status.
- Ensuring that personnel receive required training, to implement the manual effectively.
- Coordinating and facilitating exchange of information regarding chemical hygiene issues with research and teaching community.
- Facilitating compliance with the manual requirements.
- Ensuring compliance responsibilities are assigned and implemented for all areas and operations in the Department. These responsibilities include training, recordkeeping, reporting, program evaluation, and plan revision.
- Communicating EH&S programs to the laboratories, PIs, and their appointed Safety Coordinators.
- Serving as the primary liaison for EH&S Department.
- Monitoring EH&S compliance within their department.