SUMMARY:
The Department of Environmental Health and Safety is dedicated to providing a safe atmosphere for all members of the University community.

POLICY:
I. HEALTH AND SAFETY STANDARD OPERATING PROCEDURES

Effective management of worker safety and health protection is a decisive factor in reducing the extent and the severity of work related injuries and illnesses. Effective management addresses all work-related hazards, including those potential hazards that could result from a change in work site conditions and practices. It addresses hazards whether or not they are regulated by government standards. It also indicates that effective management of safety and health protection improves employee morale and productivity, as well as significantly reduces workers compensation costs and other less obvious costs of work related injuries and illnesses.

A. Principles

The Department of Environmental Health and Safety is dedicated to providing a safe atmosphere for all members of the University community. The institution has Fire/Safety officers, one of which is a resident State Fire Marshal. The Deputy State Fire Marshal for this region, through inspections, assists in insuring that all areas of fire and life safety are appropriately addressed. The City of Conway and Horry County Fire Department, which is located less than 1 mile from the campus, provide fire protection. Medical emergencies are handled by local Emergency Medical Services.

Campus buildings are inspected monthly, addressing potential hazards. Anyone can report a fire or safety concern by contacting the Department of Environmental Health and Safety at: (843) 349-2930 or online at www.coasta.edu/ehs In the event of an emergency, telephone extension 2911 from campus phones or 349-2911 from other phones.
B. Responsibilities

1. Basic Facts about Health and Safety
   
a. Documentation, Record Keeping, and Compliance

   Any and all safety related topics should be documented to include the topic, items discussed, personnel participating and date. Human Resources/Equal Opportunity will maintain personnel files pertaining to regulated and job related courses.

   b. Supervisors in each department will conduct safety meetings.

   Governmental and other safety topics will be scheduled and conducted by the Department of Environmental Health and Safety.

2. Record Keeping

   Records will be maintained for the duration of employment and/or up to 30 years after employment. The Office of Human Resources and Equal Opportunity will assist in determining which documents need to be maintained.

   All faculty/staff must comply with all state and federal health and safety laws, regulations and guidelines, and with Coastal Carolina University health and safety policies and procedures.

C. Administrative Responsibility

   Relating to Health and Safety standard operating procedures, the main function of the Department of Environmental Health and Safety is to assist all employees of the University--faculty, staff, and students--in providing safe and healthy conditions for work, research, and study. The Department of Environmental Health and Safety alone cannot make Coastal Carolina University a safe place. Safety begins in the workplace--in the labs, offices, shops, classrooms, and residence halls where we work and live. Therefore, it is the responsibility of every employee and student at Coastal Carolina University to use common sense and to look out for his or her health and safety and the health and safety of others. Supervisors especially, both by law and by University policy, have a clear responsibility for the health and safety of those employees or students whose work or study they direct.

   Health and safety programs deal with risk. While there is no such thing as “zero risk,” the University’s health and safety programs are designed to minimize unreasonable risks through sound, common sense safety practices. Federal, state, and local laws, regulations, and standards have been promulgated to protect the health and safety of workers, students and, in the case of environmental laws, the populace at large colleges.
This Manual Section describes other specific kinds of help which the Department of Environmental Health and Safety offers. The Department of Environmental Health and Safety assists the needs of faculty, students and staff as they implement good health and safety practices in the workplace.

D. Emergency Response to Hazardous Materials

The University’s Emergency Safety Officials respond to incidents involving hazardous materials releases at Coastal Carolina University. Any employee or student should report a release that is health threatening, by telephoning Extension 2911 from Coastal Carolina University telephones or by telephoning 349-2911 from non University telephones.

E. Emergency Telephone Numbers

Coastal Carolina University requires that the emergency telephone numbers located below, be posted on all Health and Safety Bulletin Boards and be visible at all University telephones.

F. Notify University Police concerning any major emergency and provide the following:

1. Type of emergency (i.e., Persons injured, fire, chemical spill, assault, etc.)
2. Location of the emergency
3. Your Name
4. Telephone number where you are calling from
5. Stay on the line until the operator receives all of the information.

G. Campus Emergency Telephone Number (843) 349-2911

If an outside service has been contacted for assistance, the caller must also telephone the campus emergency number so that assistance can be provided to the arriving emergency crews.

H. Types of Emergencies

1. Emergency- An unforeseen event that calls for immediate action to protect individuals, the environment, or property.

2. Health Threatening Emergency- An emergency in which there is a clear potential for serious injury to a person if immediate action is not taken. (If in doubt, consider the emergency health-threatening.)

3. Non-Health Threatening Emergency- An emergency in which there is not a clear potential for serious injury to any person.
I. Non Emergency Response

If there is a release in a laboratory that is not health-threatening, telephone the Fire/Safety Office during working hours or Campus Police during off-hours.

II. LABORATORY SAFETY AND ENVIRONMENTAL PROGRAMS

The Chemical Hygiene/Safety Office is responsible for a variety of hazardous materials safety issues and compliance matters at Coastal Carolina University. Included are:

A. Support of laboratory and chemical safety groups in environmental compliance and reporting, with particular emphasis on air and water quality.

B. Support of laboratory Chemical Hygiene Plans.

C. Review of campus-wide environmental compliance.

III. HAZARDOUS MATERIALS AND CHEMICAL INVENTORIES

A. Assistance is available by providing the following:

1. Manages regulatory compliance programs for chemical storage and use.

2. Schedules county health inspections and accompanies inspectors.

3. Assists laboratories and shops in following through on complaints and citations.

4. Controls chemical hazards information management system (material safety data sheets and life safety boxes).

5. Fills Life Safety boxes with hazardous materials inventories.

6. Maintains campus-wide hazardous materials inventory databases with information provided by laboratories and shops.

7. Assists with design and operation of local hazardous materials databases.

8. Assists with hazardous materials inventories and hazardous materials management plans.

9. Answers questions regarding hazardous materials storage, classification, and compatibility and regarding materials safety data sheets.

10. Maintains master set of material safety data sheets for Law Enforcement & Safety.

11. Provides material safety data sheets upon request.
B. Responsibilities relating to these programs include:

1. Management of Industrial Wastewater Discharge Permit and National Pollution Discharge Elimination System Permit for storm water runoff.

2. Responsibility for environmental concerns regarding soil and groundwater contamination.

3. Assures compliance with drinking water quality guidelines.

4. Coordinates stationary source air quality management.

IV. BIO SAFETY

The Chemical Hygiene/Safety Office of the Department of Environmental Health and Safety is responsible for liaison for Laboratory Animal Care and the Administrative Panel on Radiological Safety for issues related to bio safety. These programs also educate students, faculty and staff in the proper handling and management of infectious agents and recombinant DNA. Other functions include:

A. Inspects facilities and reviews plans for conformance to bio safety level 1, 2, and 3 standards.

B. Develops emergency plans dealing with accidental spills and personnel contamination for investigating recombinant DNA research accidents.


V. SAFETY ENGINEERING

The Chemical Hygiene/Safety Office of the Department of Environmental Health and Safety is responsible for the Chemical and Bio Safety at Coastal Carolina University. All reports of unsafe conditions should be directed to 349-2930. In addition, the Safety Engineer investigates accidents, makes recommendations for corrective actions, and reviews plans for new construction projects and building renovations.

VI. INDUSTRIAL HYGIENE

The Industrial Hygiene Program evaluates hazards in the work environment including chemical hazards, physical hazards, noise, air quality, and ergonomically-related problems and then prescribes methods to eliminate, control, or reduce such hazards. The Industrial Hygiene Program also administers Coastal’s medical surveillance program.
VII. FIRE SAFETY

The Fire Safety Program managed by the University’s Fire Marshal is responsible for planning and administering the University’s fire prevention and life safety inspection programs. This includes reviewing all new building construction and renovations to ensure compliance with University fire protection standards and applicable state, local, and national fire and life safety standards. In addition, this function is responsible for investigating the causes of fires, explosions, chemical hazards, accidents, and related emergencies. Based on the investigations, personnel of this function recommend changes to effect better safety standards and to reduce recurrence of such accidents.

VIII. CHEMICAL WASTE

The Public Safety Chemical Waste Program develops, implements, and monitors University policies and programs for managing chemical wastes in accordance with applicable local, state, and federal regulations. Specific areas of concern include source reduction (programs or actions which may cause a net reduction in the generated hazardous waste), waste minimization (including treatment/reduction and recycling of waste chemicals already generated), and chemical waste disposal.

The Chemical Waste Technicians collect a list of waste chemicals from points of generation and transport the chemicals to a storage area. The technicians also provide procedures and guidelines and explain the specific requirements of segregation, labeling, and storage.

IX. WASTE MINIMIZATION AND REDUCTION

These services translate into savings in avoided purchase/disposal costs, procurement, and taxes.

NOTE: Present permits do not allow for any in-lab treatment. These programs are in compliance with federal and state regulations.

X. COMMUNICATIONS AND TRAINING

The Department of Environmental Health and Safety’s Communications and Training Program publishes and distributes the Coastal Carolina University Safety Manual and other health and safety publications. The program also assists departments and colleges with their health and safety training needs by disseminating training materials, organizing safety seminars and videos, and bringing in outside trainers.

XI. HEALTH PHYSICS

A. The Department of Environmental Health and Safety’s Health Physics Program is responsible for safety involving: ionizing radiation, lasers, and ultraviolet, microwave, and magnetic fields at Coastal Carolina University. Included in its functions are the following:

2. Distributes all documentation related to radioactive material and radiation-producing machine authorizations/Controlled Radiation Authorizations (CRAs).

3. Coordinates radiation safety training for unsealed radioisotope research project participant.

B. Dosimetry/Radiation/Chemical Badges

Functions included are:

1. Ordering, distributing, and collecting dosimeters and maintaining records of exposures.

2. Ordering, distributing, and collecting badges and maintains records of exposures.

C. Radioactive Waste

Included in the responsibilities of this program are:

1. Manages the radioactive waste program.

2. Collects and processes radioactive waste from laboratories at Coastal Carolina University.

3. Prepares and decontaminates rooms.