

UT Martin Environmental Health & Safety – Safety Procedure

RESPONSIBILITIES OF DEPARTMENTS/UNITS

EFFECTIVE DATE: 06/01/89, REVISED: 09/14

1. Each department will support and enforce the policies and procedures contained in the UT Martin Safety Manual, the Human Resources Policies and Procedures Manual, and other safety and health rules and regulations.
2. Each department shall be responsible for the training of their employees and documentation of training in the following areas as they apply to the specific department:
 - A. Hazard Communication Right-to-Know
 - B. Chemical Hygiene Plan
 - C. Bloodborne Pathogen Exposure Control Plan
 - D. Lockout/Tagout Procedures
 - E. Other required safety and health plans or procedures
3. Each department having chemical inventories shall maintain an up-to-date documented chemical inventory and documentation of employee training in the proper use of hazardous chemicals.

Each department shall maintain Safety Data Sheets (SDS's) for their chemicals in a central, easily accessible area for reference by their employees and students. If the SDS's are on an electronic file, the department shall ensure that all employees and students are knowledgeable of how to access the SDS's.
4. Operational procedures for health and safety will be established and implemented by each department as needed or required.