

---

## **10.1 Responsible Department for Promoting Environmental Health and Safety**

The administrative department responsible for promoting environmental health and safety at Clayton State University is the Office of Environmental Health and Safety. The office is a department within the Division of Operation Service, a part of Business & Operations, and works in conjunction with Facilities Management, Department of Public Safety and the College of Arts & Sciences. The office may be contacted by phone at (678) 466-4250.

The Department of Environmental Health and Safety provides management services to the colleges and departments of Clayton State University for environmental health, safety, and regulatory compliance. The department helps the faculty, staff, and students develop and implement programs, including training, emergency preparation and safety, and analysis of specific environmental problems.

## **10.2 Environmental Health and Safety Web Site**

The Environmental Health and Safety Web Site may be found at <http://www.clayton.edu/ehs>.

The web site provides information on:

- The Purpose of Environmental Health and Safety
- The Public Employee Hazardous Chemical Protection and Right to Know Act of 1988
- An online Right to Know training program
- OSHA training site for basic first aid, pesticide handling, back injury prevention, forklift and tractor safety, and protective clothing
- Board of Regents environmental health and safety training
- Georgia Department of Administration-Training for Risk and Loss Management

The web site also provides links to the following:

- Environmental Management System (EMS)
- Hazardous Chemical Communication Plan
- Spill Prevention
- Lab Safety
- Blood Borne Pathogen
- Hazardous Waste Management

- 
- Universal Waste Management
  - Aerosol Cans
  - Contaminated Rags/Towels
  - Contingency Plan – Hazardous Materials
  - Emergency Quick Reference Guide
  - Property Risk Management
  - Comprehensive Loss Control Program
  - Campus Contacts
  - Materials Recycled
  - Campus Sustainability
  - Home Recycling
  - Solvent Usage Policy

## **10.3 Significant Components of Environmental Health and Safety**

### **10.3.1 Environmental Management System (EMS) Manual**

The manual is designed to serve as a guide to the Environmental Management System (EMS) and all of its related components. The manual may be accessed via link from the Environmental Health and Safety site at <http://www.clayton.edu/ehs/home>. The manual is a PDF file, and may be saved or printed. The manual provides an understanding of CSU's environmental requirements and the tools available to meet those requirements. Clayton State University's faculty, staff, and students should read the manual to assist them in complying with environmental requirements and good practices.

### **10.3.2 Hazardous Chemical Communication Plan**

In order to comply with the Georgia Public Employees Hazardous Chemical Protection and Right to Know Act of 1988 as amended, Georgia Department of Labor Chapter 300-3-19 Public Employee Hazardous Chemical Protection and Right to Know Rules, and the University System of Georgia Hazardous Chemical Protection Communication (Right to Know Plan), this written Hazardous Chemical Protection Communication Plan is established for Clayton State University.

This information is provided for compliance with the rules/regulations stated above to ensure the safety of all Clayton State University employees who work with hazardous chemicals in their work areas.

---

The Hazardous Chemical Communication Plan may be accessed via link from the Environmental Health and Safety site at <http://www.clayton.edu/ehs/home>.

### **10.3.3 Spill Prevention**

Preventing spills is the best way to protect your health and the environment from exposures to oil. Clayton State has implemented a Spill Prevention Control and Countermeasures (SPCC) Plan as required by the regulations of Title 40, Code of Federal Regulations, Part 112 (40 CFR Part 112). The Plan is used as a reference tool for oil storage information, preventing and responding to discharges, facility inspections, and a resource for emergency response.

The Spill Prevention information may be accessed via link from the Environmental Health and Safety site at <http://www.clayton.edu/ehs/home>.

### **10.3.4 Lab Safety**

Working safely in a laboratory requires having the proper containment equipment and engineering controls, wearing appropriate personal protective equipment, using proper work practices, knowing safety information for the materials and equipment used, and following safety instructions and laboratory protocols.

The Lab Safety information may be accessed via link from the Environmental Health and Safety site at <http://www.clayton.edu/ehs/home>.

### **10.3.5 Bloodborne Pathogens**

In the event of exposure to any type Blood Borne Pathogen, the following guidelines on the below reference website should be followed. Generally, these guidelines include removal of the substance, seeking first aid treatment, completing a report in the Office of Public Safety, and reviewing treatment options with health care providers at CSU's Nurse managed Clinic.

The Bloodborne Pathogen information may be accessed via link from the Environmental Health and Safety site at <http://www.clayton.edu/ehs/home>.

### **10.3.6 Hazardous Waste Management**

The Georgia Environmental Protection Division (EPD) has implemented rules that establish policies, rules and standards to implement the Georgia Hazardous Waste Management Act, O.C.G.A. 12-8-60, et seq. Clayton State University complies with the requirements of this act.

---

The Hazardous Waste Management information may be accessed via link from the Environmental Health and Safety site at <http://www.clayton.edu/ehs/home>. These links provide information about training and management of hazardous waste.

### **10.3.7 Universal Waste Management**

In 1995, The Georgia Department of Natural Resources Environmental Protection Division (EPD) and the United States Environmental Protection Agency (EPA) developed and streamlined hazardous waste management requirements for collecting and managing certain widely generated hazardous waste by creating a “Universal Waste” category.

These requirements are designed to:

- reduce the amount of hazardous waste items in the municipal solid waste stream
- encourage recycling and proper disposal
- reduce regulatory burdens on entities that generate these wastes

All employees who handle or have responsibility for managing universal waste must be informed and trained as to the proper handling and emergency procedures appropriate to the type(s) of universal waste.

The Universal Waste Management information may be accessed via link from the Environmental Health and Safety site at <http://www.clayton.edu/ehs/home>. These links provide information about training and management of universal waste.

### **10.3.8 Contingency Plan – Hazardous Materials**

The contingency plan provides emergency information that would be needed in the event of a chemical emergency, including fire, explosion and spill, at Clayton State University (CSU). This Contingency Plan has been provided to organizations in the Clayton County area that could be involved in rendering services during a chemical emergency situation on campus.

This Contingency Plan is designed to minimize hazards to human health and the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous materials to the air, soil, or surface water.

The Contingency Plan – Hazardous Materials information may be accessed via link from the Environmental Health and Safety site at <http://www.clayton.edu/ehs/home>. The site provides:

- 
- A link to an Emergency Quick Reference Guide
  - A link to the Spill Prevention, Control, and Countermeasures (SPCC) Plan
  - A directory of responders with phone numbers
  - Locations of hazardous waste accumulation areas
  - Inspection requirements for accumulation areas

### **10.3.9 Emergency Quick Reference Guide**

The Emergency Quick Reference Guide provides extensive procedures for dealing with the following categories of emergencies:

- Bomb Threats
- Civil Disturbance
- Earthquake/Structural Collapse
- Evacuation
- Fire or Explosion
- Hazardous Material Spills
- Human Bodily Fluids – Bloodborne Pathogens
- Lockdown – Room, Building, or Campus
- Medical Emergency
- Power Outage
- Suspicious Packages & Envelopes
- Tornado/Hurricane/Severe Weather
- Emergency Telephones

The Emergency Quick Reference Guide may be accessed via link from the Environmental Health and Safety site at <http://www.clayton.edu/ehs/home>, and the Emergency Management Plan located in the office of the Department of Public Safety.

## **10.4 Obtaining Training and Information**

### **10.4.1 On-Line Training for Right to Know**

All Clayton State University employees are required to take an online Right to Know training program through their employee orientation process. The online training program is designed to educate USG employees on the importance and benefits of properly recognizing and safely working with hazardous materials.

Employees can receive this online training by going to:  
<http://www.usg.edu/ehs/training/rtkbasic/>.

---

## 10.4.2 OSHA On-Line Training

OSHA training site for basic first aid; pesticide handling; back injury prevention; forklift and tractor safety; and protective clothing can be found at: <http://www.free-training.com/osha/Soshamenu.htm>.

## 10.4.3 Board of Regents Training

Board of Regents environmental health and safety training may be found at <http://www.usg.edu/ehs/training/video/> and <http://www.usg.edu/ehs/training/>.

## 10.4.4 Additional Training Programs

The Georgia Department of Administration provides Training for Risk Management Services and Loss Management Services at the following links:

- [Reducing Strain and Sprain Injuries](#)
- [Reducing Slips, Trips and Falls](#)
- [Lifting Techniques](#)
- [Bloodborne Pathogen Factors Review](#)

## 10.4.5 Emergency Preparation

The Emergency Quick Reference Guide may be accessed via link from the Environmental Health and Safety site at <http://www.clayton.edu/ehs/home> and the Emergency Management Plan located in the office of the Department of Public Safety.

The Emergency Quick Reference Guide covers:

- Bomb Threats
- Civil Disturbance
- Earthquake/Structural Collapse
- Evacuation
- Fire or Explosion
- Hazardous Material Spills
- Human Bodily Fluids (Bloodborne Pathogens)
- Lockdown (Room, Building, or Campus)

- 
- Medical Emergency
  - Power Outage
  - Suspicious Packages & Envelopes
  - Tornado/Hurricane/Severe Weather
  - Emergency Telephones

Faculty, staff, and students are encouraged to familiarize themselves with the information contained in the Emergency Quick Reference Guide so that they are able to quickly find the information needed when an emergency does occur.

## **10.4.6 Other Information Available**

### ***Safety Data Sheets***

Safety Data Sheets for chemicals used in or purchased by a department are available in the department. In addition, copies of these Safety Data Sheets for chemicals may be obtained from the Environmental Health and Safety Office. The Department of Public Safety also maintains a file of Safety Data Sheets for chemicals in Edgewater Hall.

### ***Other Information***

The following topics may be accessed via link from the Environmental Health and Safety site at <http://www.clayton.edu/ehs/home> providing additional information for these subjects. All Faculty, Staff, and Students are encouraged to review all topics.

- Aerosol Cans
- Contaminated Rags and Towels
- Materials Recycled
- Campus Sustainability
- Home Recycling
- Solvent Usage Policy