

Chemical Hygiene Officer Responsibilities

Laboratory safety responsibilities are outlined in Washington State University's Laboratory Safety Manual section I.D. Each laboratory must have a **chemical hygiene plan** (CHP).

Washington State regulation WAC 296-828-099 defines a chemical hygiene plan as a written program developed and implemented by the employer that establishes procedures, equipment, personal protective equipment, and work practices to protect employees from the health hazards of the chemicals used in the laboratory.

Each laboratory must designate a person who is primarily responsible for preparing and implementing the CHP. Typically, this is the principal investigator or lab supervisor. In Washington, this position is referred to as the **chemical hygiene officer** (CHO). This position is defined as an employee designated by the employer who is qualified by training or experience to provide technical guidance in the development and implementation of the chemical hygiene plan. This definition is not intended to place limitations on the designated employee's position description or job classification within the employer's organization.

Principal investigators (PIs) must designate a chemical hygiene officer. The PI may serve as the CHO.

Regulations require that the CHO:

- 1) Develop and perform routine updating of the chemical hygiene plan that should address standard operating procedures (SOPs) for health and safety concerns when using hazardous chemicals.
- 2) Assist EH&S with laboratory inspections.
- 3) Maintain a chemical inventory list.
- 4) Review chemicals ordered to determine the potential hazard of the reagent and the ability of the facility to allow safe handling. The SDS for all chemicals should be added to the on-line database.
- 5) Ensure and maintain proper labeling and all safety data sheets. This applies to secondary labeling and any substance produced in the laboratory or that is a byproduct of lab activities.
- 6) Train employees on all hazards present prior to initial work assignment. Training in hazard communication and bloodborne pathogens should be completed prior to working in the laboratory.
- 7) Train employees in the proper use of PPE that is appropriate for the tasks such as lab coats, flame resistant lab coats, aprons, gloves, eye protection, and respiratory protection.
- 8) Train employees in the proper use of safety equipment such as fume hoods, biosafety cabinets, autoclaves, centrifuges, and compressed gases.
- 9) Ensure training covers signs and symptoms associated with exposures, the permissible exposure limits (PELs) and any other recognized exposure guideline, safety data sheets and specific procedures to protect from exposures.
- 10) Be trained in the action to take in the event of a spill or injury and initiate corrective action.
- 11) Identify defective environmental conditions and take steps to address the issue.

Training session attended by:_____ Date:_____

Training provided by:_____ Date:_____