

# Environmental Services Policy

## Summary

Environmental Services ensures that Columbus State University adheres to the highest standards of right-to-know, environmental and health safety guidelines required by law, working in partnership with the university community.

## Purpose

The purpose of this policy is to describe mission, vision, and right-to-know and environmental health and safety program outline of the Environmental Services of Columbus State University.

## Policy

### Vision

In carrying out our mission, we will work to the best of our ability and demonstrate ethics, honesty and commitment to the university's students, faculty and staff in a responsible manner.

We will:

- Be customer-oriented and focus on continually promoting customer service
- Identify and fulfill the needs of our customers and earn their respect by communicating clearly, courteously and promptly
- Be aware of how our actions affect our customers
- Provide for the educational and support needs of our customers
- Be a resource for the most current information concerning health, safety and the environment

### Right-to-know and environmental health and safety program outline

The Georgia Right to Know Act of 1988 set forth the responsibilities of employers and employees regarding hazardous chemicals. The goal of this program is to ensure that all employees know about chemical hazards in their work areas and how to protect themselves.

This program is about much more than just complying with the RTK Act. It's about taking care of people and training them so we give them the chance to do it right. It's also

about letting people know that they have a duty to protect themselves and those around them.

Employees must be informed of:

- The requirements of the law.
- Their right to receive information regarding hazardous chemicals faced on the job.
- Their right to receive formal training and education on hazardous chemicals.
- What a Material Safety Data Sheet is, where to obtain it, and how to use it.
- Where hazardous chemicals are used in the work area.
- Their physician's right to receive information on the chemicals to which they may be exposed.
- Personal protective equipment provided by the institution to protect employees.

Employee training falls into two categories:

1. New employees: This training is done during orientation and presents "basic material." It provides an overview of the hazardous chemical protection laws, regulations and policies of the University System of Georgia, plus a summary of employee rights related to hazardous chemical protection.
2. Employees Handling Hazardous Chemicals: This is chemical-specific training on:
  - Any chemicals present in workplace operations.
  - Physical and health hazards associated with those chemicals.
  - Methods and observation techniques used to determine the presence or release of the chemicals in the work area.
  - How to lessen or prevent exposure to these chemicals by proper work practices and use of personal protective equipment.
  - Emergency procedures to be followed in the event of exposure.
  - Procedures for safe disposal of waste chemicals.

The University System of Georgia offers online an [Introduction to Right-to-Know Basic Awareness Training](#) and [Chemical-Specific Training](#).

Documentation is also crucial; a written record of training must be kept. Basic training and chemical-specific training records are kept in this area of Plant Operations.

### **Material Safety Data Sheets**

<http://siri.uvm.edu/msds>

### **Related USG Policy**

N/A

**Last Update**

8/11/2015

**Responsible Authority**

Plant Operations