

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

ADMINISTRATIVE

SUBJECT: LAB MANUALS/SAFETY DATA SHEETS

REVIEWER(S): Program Chair, General Studies*
Safety Committee Chair

POLICY

Teammates and students will have access to, and be aware of, laboratory manuals which identify any hazardous materials located within the biology, medical laboratory science, histotechnology, radiologic technology laboratories and related storage areas.

PROCEDURE

- A. Each chair with a program-specific lab is responsible for maintaining a manual specific to that lab with related Safety Data Sheet information, and an electronic file containing an index of all hazardous materials located in the Safety Committee folder on the shared drive. The lab manuals and electronic index must be reviewed and updated bi-annually by the chair (or designee) for that area. Annually, the Safety Committee will audit for compliance.
- B. The program chair or designee will train/update all faculty and students in that program on the location of and information in the manual.
- C. The Lab Manuals/Safety Data Sheets policy and procedure will be reviewed bi-annually.

REFERENCES

Related 2024 SACSCOC Standard

13.8 Institutional environment