

**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 are 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 2018 SACSCOC Standard**

13.8 Institutional environment