

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

Section V - Safety

**SUBJECT:** LAB MANUALS/MATERIAL SAFETY DATA SHEETS

**REVIEWER(S):** Safety Committee Chair

**I. POLICY**

To ensure that college personnel and students have access to and are aware of Laboratory manuals which identify any hazardous materials located within the biology, medical technology, and radiologic technology laboratories.

**II. PROCEDURE**

- A. Each director with a program-specific lab area is responsible for maintaining a manual specific to that lab with related Material Safety Data Sheet information and the current CCHS Safety Manual. The lab manuals must be reviewed and updated annually by the director (or designee) for that area.
- B. The faculty and students in each area will receive annual updates/training on the location and information contained in the manual by the director for the area or their designee.
- C. The Lab Manuals/Material Safety Data Sheets policy will be reviewed and/or updated biannually.

**III. APPROVAL:**

Name: \_\_\_\_\_

Title: President

Date: \_\_\_\_\_