



Links for Creating Departmental Safety Materials

2-1-15

To begin, go to the Safety Information Book materials at [EHS: Documents - Safety Information Book](#) which is a webpage that includes all the sections mentioned below. Consider having the electronic documents created on a shared drive available to personnel in your department.

1. Department and Building Emergency Planning (*Note: this may be assigned within your department*)

Click on the Word icon under [Section 2](#) in the Safety Information Book to download a template. Save the template under a different file name on a department drive for future use. Complete the entire section as shown below:

- Review the [WWU Emergency Response Guide](#).
- Review the material and complete the information requested. Consider strongly acquiring equipment and supplies mentioned.
- Review [Toolkit](#) materials (at link, scroll down to find the toolkit).
- Send a copy of the completed plans to EHS and keep one available for your departmental personnel. Its paper copy home is in the green Safety Information ring binder.
- Floor wardens may receive orange vests. Email [EHS](#) with the number to send.
- Send a copy of your department floor wardens to your building coordinator (scroll down at link to see [list](#) of building coordinators)

2. Personal Protective Equipment

Review [Section 5](#) in the Safety Information Book.

- If you have no tasks that are hazardous, indicate no hazards on your [Hazard Assessment Certification – PPE](#) in Word, Excel or create your own.
- If people in your department use chemicals or have other hazards such as shop tools, add them to the hazard assessment certification form. Click on the appropriate icon.
 - Feel free to contact [EHS](#) for guidance on proper protective equipment use according to task.
- Send a copy of the completed form to [EHS](#) and keep one available for your departmental personnel on a shared drive. Its paper home is in the green Safety Information ring binder, section 5.
- EHS will make additional copies for each lab or other faculty members, if desired.

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3. Chemical Hygiene – for departments that have or use chemicals

Review [Section 7](#) in the Safety Information Book and complete the last two pages of the [Chemical Hygiene Plan](#) as shown below for laboratory work:

- If any faculty have highly toxic chemicals, carcinogens or reproductive toxins in a lab, the table in Appendix 7D, pages A 7-38 is to be completed. This can be one page for all or each person on a separate page.
- Complete the information in Appendix 7D, Page A 7-39 regarding contacts and how chemicals are received.
- Keep a copy available for your departmental personnel.

4. Chemical Inventory and Material Safety Data Sheets (MSDS)

Review [Section 9](#) in the Safety Information Book and complete as shown below:

- On Page 9-3, include in the [Chemical Inventory and Material Safety Data Sheets](#) the locations of all Material Safety Data Sheets are to be entered. These locations should be each area where there are chemicals.
- The chemical inventory can be entered by laboratory onto the [spreadsheet](#) (scroll down to chemical inventory), with each lab as a tab or each lab can create their own spreadsheet. The format is information required by regulation.
- Send a copy of the completed inventory and data sheet to EHS and keep one available for your departmental personnel.
- ***In lieu of physical locations of MSDS, your department can transition to electronic chemical inventory reporting. [Click here](#) for more information and contact [EHS](#) for assistance.***

5. Laboratory and/or chemical safety training

Everyone, including faculty, staff and students, who uses chemicals needs to be trained. This may be provided by the department or via Environmental Health and Safety (EHS). The EHS course is titled ***Western Environmental and Chemical Compliance Training***. This course includes many topics including hazardous waste, protective equipment, chemical safety and storm water protection. Please contact [EHS](#) to enroll in this Canvas course or for additional training assistance.