

### 3.0 Safety, Health, and Environmental Policies

#### 3.1 Government Regulations

**Policy:** Michigan Technological University will comply with all federal, state, and local safety, health, and environmental regulations.

**Additional Information:** Due to the large number of these regulations, it is not feasible to list or summarize them here. Occupational Safety and Health Services is responsible for communicating the requirements of these regulations to appropriate University departments and employees on behalf of the University Administration and for making them available to students and employees as needed.

#### 3.2 Children at MTU

**Policy:** It is the policy of Michigan Technological University that children under the age of 12 are not permitted in work areas (e.g., offices, classrooms, shops), except those spaces specifically intended for public use, without the written permission of the department chair or director. Children under the age of 12 who are not enrolled in a Michigan Tech class or program are not permitted in laboratories at any time. Children under the age of 16 must be under the direct supervision of the laboratory supervisor while visiting or participating in MTU sponsored activities in laboratories containing hazardous chemicals or equipment.

**Additional Information:** It is the intent of this policy that the department chair or director will verify that a student or employee has a workable plan to provide age-appropriate supervision and protection from foreseeable safety and health hazards before allowing a child to be brought into a campus work area. Children must not be allowed to roam the building unsupervised. Permission may not be given for a child under 12 to enter a laboratory or other area with hazardous substances, machinery or tools except as part of an organized event where special provisions have been made to prevent exposure to these hazards.

#### 3.3 Laboratory Employees Leaving the University

**Policy:** Department Chairs are responsible for ensuring that each employee or graduate student has properly disposed of all scrap, raw materials, product samples, waste, and laboratory samples from their office and work areas prior to leaving the University. Another department member(s) must accept responsibility for any equipment, unused chemicals, or product samples that are not disposed. An exit statement of compliance, including an inventory of all equipment and materials retained and the name of the person to whom they have been transferred, shall be made in writing by the Department Chair, signed by the exiting employee or graduate student, and kept on file for three years.

#### 3.4 Donations of Chemicals and Waste Minimization

**Policy:** Donations of laboratory chemicals, or substances which would be subject to Michigan Hazardous Waste regulations at the time of disposal, shall not be accepted without approval by the Director of Occupational Safety and Health Services and shall not exceed the quantity necessary for use in an ongoing or funded project.

**Additional Information:** Minimization of chemical waste is in the best interest of the faculty and staff as well as the University. Excessive laboratory waste production diverts valuable funds away from more productive activities and increases the regulatory compliance burden on the University. Because there is a direct correlation between the total University chemical inventory and our total waste production, waste minimization must begin with chemical inventory minimization. Chemicals should be acquired in the amounts needed for a specific project and not simply to have on hand. Current purchase and delivery services make this practice unnecessary and waste disposal costs make the practice short-sighted. Micro-scale or reduced scale experiments, just-in-time delivery for reagents, good housekeeping, proper labeling, prompt disposal, and ordering only what is needed for the project are all effective methods of laboratory waste minimization.

### 3.5 Building Construction and Renovation

**Policy:** All proposed projects involving changes in use, alterations, construction or additions to buildings or spaces owned or operated by Michigan Technological University shall be approved in writing for adequacy of utilities and Life Safety by Facilities Management and Occupational Safety and Health Services prior to requesting a purchase order, funding, or construction bid proposal. A physical space review will also be conducted by Facilities Management and Occupational Safety and Health Services before a new or renovated space may be occupied.

**Additional Information:** Departments or individuals considering a potential building renovation or alteration should contact Facilities Management. Facilities Management is responsible for the administration of all building renovation and alterations.

### 3.6 Headsets

**Policy:** All University employees are prohibited from wearing portable stereo headsets or any other devices that may limit the hearing capabilities of the employee while on the job. This does not include protective devices which are required for hearing safety.