

# Hazardous Materials Response Plan

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Eastern Illinois University—University Safety Manual Chapter 21

## Summary

This plan is designed to protect the university employees from hazardous material exposures. All employees who work risk themselves to being exposed to hazardous materials that may reach chemical exposure of or above TWA.

## Plan Description

The Hazardous Materials Plan (HMP) is to prevent injuries from the handling of hazardous materials in the work place. The HMP is a process to control a worker's exposure to biological, chemical and radiological materials and wastes. The HMP will continue to observe the proper methods of disposal of hazardous chemicals. The policies are based on regulatory requirements and are designed to assure compliance with all Federal, State, and local regulations.

## Scope

This program applies to all who work at Eastern Illinois University who may be exposed to Hazardous Materials during the course of their jobs.

## Contact Person for Hazardous Materials

Hazardous Materials Biological / menials (mold, Asbestos, Indoor Air Quality) – FPM	Elroy Bowlby
Chemical - Occupational Safety- Environmental Health and Safety	Dan Deeken
Radioactive - Radiation Safety Physic Department	Dr. Doug Brandt

## Definitions

**Administrative Controls** - Efforts to limit workers' hazardous material exposure by modifying work schedules or location, or by PPE usage modifying the operating schedule of hazardous activities.

**Code of the Federal Register (CFR)**—Federal Government requirements for a employee to work in a safe work place. CFR have been adopted by the State of Illinois, Department of Labor as an OSHA state.

**Competent Person**- An OSHA "competent person" is defined as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them". [[29 CFR 1926.32\(f\)](#)]. By way of training and/or experience, a competent person is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, and has the authority to correct them. The employee's supervisor is a Competent Person.

**Engineering Controls** – Any use of engineering methods to reduce or control the agents by modifying or replacing equipment, making any physical changes at the control point or along the transmission path (with the exception of personal protection equipment).

**Environmental Health and Safety (EHS)** -- Department who support the University's commitment to providing a safe and healthful workplace; including evaluating workplace exposures and taking action to prevent agent exposure.

**Facility Planning and Management (FPM)** – Department who responsibility for University's building and grounds.

**Occupational Health and Safety (OSHA)** – Federal agency assign to monitor and set standards for a safe work place.

**Permissible Exposure Limit (PEL)** – The OSHA permissible limits are presently agents. This is a time weighted average exposure that must not be exceeded during any 8-hour work shift of a 40-hour work week.

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**TWA (Time Weighted Average)** – A value expressed in part per million PPM which is computed so that the resulting average would be equivalent to an exposure resulting from a constant exposure over an 8-hour period.

## Responsibilities

The goal of the Hazardous Material Plan (HMP) is to ensure that all employees understand the hazards associated with chemical, materials, and biological agents. Hazardous Material plan is intent to limit the employee's agent exposure to an allowable limit. The Plan encourages the employee to perform the necessary steps to protect themselves and their coworkers.

Primary responsibilities include:

### Employees

- Are aware of hazardous material safety issues
- Comply with safe operating procedures when working with or around hazardous material
- Attend appropriate safety training.
- Report safety concerns
- Employees suspected of being exposed above the time weighted average:
  - Wear and maintain personal protective equipment or devices as instructed,
  - Use only those brands/types of respirator protection devices which was tested for the employee and for which the employees have been trained and fitted
  - Report to their supervisor any changing conditions that may impact employee

### Supervisors, Managers, Deans and Directors

- Ensure that all authorized or qualified persons have received appropriate levels of training and medical surveillance
- Ensure appropriate Personal Protective Equipment is provided to authorized or qualified staff who work with hazardous materials
- Conduct periodic hazard analysis of work areas
- Provide for the reduction of noise level associated to the work place
- Serve as a Competent Person in the work place
- Correct identified safety hazards to provide a safe work place
- Notify EHS Department of any changes in the workplace which results in a change in the hazardous material usage that may be at the TWA.
- Notify EHS representatives of new hires, retirements, transfers, terminations, etc. that may affect the list of employees who will be working with hazardous material

### EH&S

- Provide assistance in identifying hazardous material exposure safety issues when requested by the supervisor
- Provide advice on use and selection of personal protective equipment and training for campus staff
- Employees or supervisors who have occupational hazardous material exposure complaints may contact EHS for evaluation of the work area

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## Training program

The employer shall train each employee who is exposed to hazardous material at or above an 8-hour time weighted average. The employer shall institute a training program and ensure employee participation in the program. The training program shall be repeated annually for each employee in contact with hazardous material.

## Recordkeeping

### Record retention

The Human Resources shall retain records required the HR guidelines. The employer shall maintain an accurate record of all employee exposure thought the worker compensation process. Employee training records should be maintained by the host department for three years.

## References:

On line Hazardous Waste Disposal procedure --- <http://www.eiu.edu/~environ/doc123/Hazardous%20Waste%20Handling.pdf>

Online Waste Minimization procedure -- <http://www.eiu.edu/~environ/doc123/Waste%20Minimization.pdf>

Generic Departmental Laboratory and Studio Hygiene Plan --  
<http://www.eiu.edu/~environ/manual/Chemical%20Hygiene%20Departmental.pdf>

Asbestos – Mold – Lead procedure -- <http://www.eiu.edu/~environ/doc123/Asbestos.pdf>

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## Reference Information

### Hazardous Materials Areas may include but not limited to:

- Chemical Storage Building
- Steam Tunnels
- Water Treatment injection areas and storage
- Construction and renovation projects
- Chemical storage rooms
- Laboratories
- Research rooms
- Shops and maintenance areas