

Health and Safety for the University Community

Health, Safety and Security – General Policies

CWU Policy 601-10

Effective: February 19, 2020

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: University Police and Parking Services

Policy Statement:

To maintain a safe and healthful environment for all sanctioned activities, and to provide university employees, students, volunteers, and visitors with guidance associated with safety and health concerns in academic and work environments.

Applicability:

Content:

Policy

Appendix A - Chemical Inventory Management Procedure

(1) Introduction

- A. This policy applies to all employees, including students and temporary hourly employees, and will prevail for terms not covered under collective bargaining agreements for represented employees. It is to be administered in accordance with federal and state health and safety regulations and [WAC 296](#).
- B. The university will manage occupational and environmental health and safety in compliance with all applicable laws and regulations.
- C. All employees are expected to practice individual accountability for safe behavior within the university community.
- D. All employees are expected to support occupational, environmental, and public health initiatives to reduce hazardous-waste generation, conserve resources, and work toward a sustainable future.

(2) Responsibilities

- A. Administrators are responsible for providing safe working and learning environments for those persons under their direction in accordance with [WAC 296-800-110](#).

- B. Supervisors at all levels will ensure their employees are aware of potential hazards in their working environments and will:
1. Ensure new employees receive safety orientation.
 2. Require compliance with health and safety standards
 3. Document and communicate workplace hazards and safety procedures
 4. Coordinate necessary corrective actions or control methods for identified hazards
 5. Monitor and schedule required safety training
 6. Ensure employees are provided and use required personal protective equipment (PPE)
 7. Ensure employees promptly report accidents or incidents, and review reports to determine whether unsafe conditions, equipment, or practices caused or contributed to the accident or incident
 8. Take action to ensure injured employees receive appropriate medical attention
- C. Employees will:
1. Take an active role in establishing and maintaining a safe work environment
 2. Comply with university health and safety procedures
 3. Maintain required health and safety training and/or certifications, when applicable
 4. Properly use and maintain personal protective equipment (PPE)
 5. Promptly notify their supervisor of accidents or unsafe conditions and complete an accident or incident report
- D. Environmental Health and Safety staff will:
1. Manage occupational and environmental health and safety activities throughout the university,
 2. Ensure university operations are conducted in compliance with applicable occupational and environmental health and safety regulations
 3. Coordinate required inspections, audits, and reporting for external agencies concerned with occupational and environmental health and safety compliance
 4. Coordinate or provide required safety training or services for situations including, but not limited to confined spaces, hazard communication, ladder safety, and respirator fit testing
 5. Administer health and safety programs, procedures, and training in accordance with local, state and federal regulatory requirements

6. Provide consultation and interpretation to employees regarding health and safety requirements and best practices
 7. Conduct an annual chemical inventory audit.
- E. The Dept. of Human Resources will:
1. Develop and administer procedures to mitigate workers' compensation claims, such as light or transitional duty assignments, pre-employment testing for safety, sensitive or physically demanding positions, and 2 return-to-work and/or stay-at-work programs
 2. Provide interpretation and consultation regarding this policy, procedures, and best practice
- F. The Health and Safety Council advises the university in the development and revision of official policies and procedures to ensure compliance with occupational and environmental regulations and programs in accordance with [WAC 296-800-130](#).

History:

*Responsibility: Operations; Authority: Cabinet/UPAC Reviewed/Endorsed by: Cabinet/PAC; Review/Effective Date: 9/5/12; 04/06/16; 02/19/2020 Approved by: James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-40-140, June 2025
Attached Procedure CWUR 7-20-050 as Appendix A, June 2025*

Appendix A - Chemical Inventory Management Procedure

(1) Introduction

- A. Maintaining an accurate inventory of hazardous chemicals at CWU is essential for compliance with local and state regulations. An annual physical inventory of the university's chemical supply has many benefits that align with the university's core value of safety, as well as its strategic goal of sustainability.

(2) Procedure

- A. All administrative and academic operating units that have hazardous chemicals must establish and maintain a chemical inventory in the management system as defined in this procedure and referenced in CWU 601-10 Health and Safety for the University Community.

(3) Definitions

- A. Hazardous Chemical: Any chemical that is classified as a physical hazard or a health hazard, a simple asphyxiate, combustible dust, pyrophoric gas, or hazard not otherwise classified in accordance with the Hazard Communication standard, [WAC 296-901-14022](#).
- B. Chemical Inventory Management System (CIMS): A centralized system coordinated by the office of Environmental Health and Safety (EH&S) to monitor the inventory of hazardous chemicals in use and storage.
- C. System Administrator: The Manager of the Environmental Health and Safety Department administers the CWU Hazardous Chemical Inventory software application.
- D. Chemical Inventory Manager: An individual designated by the appointing authority of a college, division, or department to ensure compliance with this procedure.
- E. Chemical Steward: The individual with primary responsibility for the hazardous chemicals. In research labs, this individual will usually be the principal investigator (PI). In other work units (e.g. maintenance shops, art studios, instructional labs, etc.), this individual will usually be the supervisor or manager of the unit. If the facility is shared among several faculty or staff, the department chair or division head may be designated as the chemical steward.
- F. Chemical User: Any individual that uses, works with, or works in an area where hazardous chemicals are used.

(4) Responsibilities

- A. Provost and Vice Presidents:
 - 1. Responsible for the ultimate success and management of the CIMS.
 - 2. Provide ongoing support and resources for the CIMS program.
- B. Deans and/or Department Heads:

1. Designate a Chemical Inventory Manager (and an alternate) for colleges, departments, programs, or areas of responsibility that use hazardous chemicals and ensure the Chemical Inventory Manager receives appropriate training.
2. Ensure that new and current Chemical Inventory Managers in their area of responsibility are familiar with this procedure and meet the requirements specified.

C. Manager of Environmental Health and Safety:

1. Utilize the CIMS to maintain awareness of the quantity and location of hazardous chemicals on the university campus(es).
2. Provide Chemical Inventory Managers and authorized end-users with appropriate access to the CIMS.
3. Coordinate CIMS training for Chemical Inventory Managers.
4. Provide ongoing support for use of the CIMS.
5. Provide updated information on the CIMS as appropriate.
6. Audit overall university implementation and compliance with CIMS.
7. Compile and submit an annual inventory audit report to the Provost and Vice Presidents.

D. Chemical Inventory Managers:

1. Provide EH&S with building and personnel information as it relates to the chemical inventory.
2. Be familiar with and use the features of the CIMS as it pertains to their area of purview.
3. Ensure that all Chemical Stewards within their areas of purview update the CIMS annually.
4. Provide Chemical Stewards with CIMS training.
5. Provide up-to-date and accurate inventory reports to EH&S and the appropriate appointing authority annually.

E. Chemical Stewards

1. Be familiar with and use the features of the CIMS as it pertains to their area of purview.
2. Ensure that hazardous chemicals in their work area are identified and recorded in the CIMS.
3. Perform an annual hazardous chemical inventory and update the CIMS.