



**Facilities Operations
Safety Policy Statement
SP-2
MSDS's & Airborne Hazards**

1. Purpose: To provide information on precautions required in use of paints, solvents; or other maintenance and cleaning products. Employees must read the product label and Material Safety Data Sheet (MSDS) prior to opening or using paints, solvents, and other maintenance and cleaning products. Manufacturers may change their formulations for products introducing chemicals that may be hazardous to your health and require special precautions noted on the label and/or MSDS.

2. MSDS: Each shop and Zone will maintain an MSDS binder containing Material Safety Data Sheets for all products used by the Shop or Zone. **It** shall be in a readily accessible area and all employees are to be trained in its use. Supervisors shall insure **it** is up-to-date and that duplicate copies are provided to the University Safety Director and maintained within the Director of Facilities Operations' office.

3. Airborne hazards: Prior to using some products, special precautions may be required to limit airborne exposure to noxious or harmful fumes. Special precautions may include the use of personal protective equipment and even the shutdown of HVAC equipment. In extreme cases, work may have to be scheduled when occupants will be absent for a number of days. If you have any doubt in the proper use of any product, consult with your supervisor, the Director of Facilities Operations and/or the University Safety Director.

SAFETY FIRST!

A handwritten signature in black ink, appearing to read "Lee Snodgrass".

Lee Snodgrass
Director of Facilities Operations