Regulations for handling chemicals

Based on clause 15 (2) and (3) of the Statutes of the University of Tartu, adopted by the Senate of the University of Tartu Regulation no. 11 of 21 July 2014 and approved by the Council of the University of Tartu Resolution no. 18 of 29 July 2014, I establish the regulations for handling chemicals (‘regulations’) in the University of Tartu.

I. General provisions

1. The regulations govern the handling of chemicals stored for the purpose of research, studies and display of chemicals in the University of Tartu (‘university’).
2. The terms ‘chemical’, ‘hazardous chemical’ and ‘handling of chemical’ are used in the regulations in the meaning as defined in the Chemicals Act.
3. The application of these regulations upon letting the university’s rooms to persons from outside the university is agreed in the contract of use of the rooms.

II. Responsible persons

4. [repealed as of 1 January 2016]
5. Work safety instruction for chemicals handling is conducted pursuant to the procedure established in the university. [effective as of 1 April 2010]
6. In a structural unit in which chemicals are handled, the person responsible for handling activities is
   6.1. in the area of responsibility of the rector, vice rector and head of a sphere of responsibility - head of support unit;
   6.2. in a faculty - head of institute, director of college, head of dean’s office;
   6.3. in a non-faculty institution - director of institution. (effective as of 1 January 2016)
7. In each work organisation unit of the structural units specified in clause 6 herein, in which chemicals are handled, an employee responsible for handling chemicals must be appointed (‘responsible employee’). The responsible employee is appointed by rector, vice rector, head of sphere of responsibility, a dean in dean’s office, head of institute, director of college or director of non-faculty institution in their directive. [effective as of 1 January 2016]
8. Appointing a responsible employee does not release the head of a structural unit from the responsibility specified in clause 6.
9. The qualification of the responsible employee must correspond to the qualification of a person handling hazardous chemical as defined in the Chemicals Act.

10. The task of a responsible employee is to keep records of chemicals according to clauses 18 and 19 of these regulations and to report within their scope of responsibility.

11. Instruction of responsible employees on keeping records of chemicals is organised by a person appointed by the director of administration. [effective as of 1 April 2010]

III. Safety requirements and tasks and duties of head of structural unit

12. Upon handling chemicals, the work and safety regulations established in the structural unit must be observed to prevent damage to health and environment.

13. Chemicals may be stored only in rooms in which the conditions and safety requirements prescribed in the legislation for preservation and storage of chemicals are ensured for the prevention of their harmful effect on health and environment.

14. The head of a structural unit referred to in clause 6
   14.1. organises the preparation of work and safety instructions for handling of chemicals in the structural unit and presents safety instructions to the specialist for health and safety for approval;
   14.2. ensures the availability of the safety data sheets of hazardous chemicals handled in the structural unit;
   14.3. organises the conducting of a risk assessment of the work environment and, if necessary, the measuring of work environment parameters in rooms where chemicals are handled or are planned to be handled, and informs the employees of the structural unit, the work environment representative, the employees’ representative and the specialist for health and safety of the results of the risk assessment and the implemented preventive measures, and sends a copy of the risk assessment to the head of Estates Office; [effective as of 1 April 2010]
   14.4. organises the preparation of a written action plan for the prevention of possible damage and accidents resulting from chemicals and for action in the case of accident, and sends its copy to the specialist for health and safety;
   14.5. immediately informs the Estates Office and the specialist for health and safety of each accident and if necessary, calls the rescue service or a respective specialist to the site to eliminate the consequences of the accident; [effective as of 1 April 2010]
   14.6. is responsible for compliance with the conditions and safety requirements established for the handling of chemicals in the structural unit.

15. Students who are exposed to hazardous chemicals in the course of practical training must complete training in the handling of hazardous chemicals. Such training is organised by the supervisor of practical training, who after the training is completed takes the student’s signature in the register of occupational health and safety instruction. As a result of the training, the student’s qualification must correspond to the qualification of a person handling hazardous chemical as defined in the Chemicals Act. The supervisor of practical training decides whether the student is allowed to practical training. A student who has not completed training must not take part in practical training.

IV. Reporting

16. The purpose of reporting on chemicals is have an overview of handling of chemicals and information on the location, quantities and hazardousness of chemicals in the structural units of the university.
17. Records of chemicals in the whole university are kept by Estates Office. [effective as of 1 April 2010]
18. A structural unit who handles chemicals must keep records of the arrival, use, and storage of chemicals until the chemicals are rendered harmless or handed over to the waste handler. The guidelines for keeping records of chemicals are approved by the director of administration. [effective as of 6 April 2009]
19. The responsible person submits the report of chemicals handled in the structural unit in the preceding quarter not later than on the 5th day of the month following the quarter to the Estates Office. The format of the report is established by the director of administration. [effective as of 1 April 2010]
20. The data of the records of chemicals are preserved in the university for fifty-five years.
21. All people who are connected with the handling of chemical must ensure the confidentiality of information on the chemical pursuant to the law.
22. The university’s consolidated report on the handling of chemicals for the previous year is prepared by Estates Office by the 15 January of the following year. [effective as of 1 April 2010]

V. Implementation provisions and responsibility

23. The director of administration is responsible for implementing the decree. [effective as of 6 April 2009]
24. [repealed as of 1 January 2016]
25. [repealed as of 1 April 2010]
26. The procedure of keeping records on chemicals in the University of Tartu, approved by decree no. 34 RE of 14 December 1999 is hereby repealed.
27. The decree takes effect upon approval.