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| MANUAL<br><br>Student Employment Office<br>Office of Career Services | SECTION<br><br>Student Job Description |                  |                | PAGE<br>1 / 1<br>REVISÉD<br>9/91 |
| SUBJECT<br><br><b><i>Student Safety Assistant</i></b>                | RANK<br><br>x383                       | GROUP<br><br>III | CBC<br><br>Yes | PHYSICAL<br><br>Yes              |

DEFINITION:

Under the close supervision and in close conjunction with the Environmental Safety Facility Manager and the Chemical Specialist, the Student Safety Assistant will perform the following duties:

- (a) Collect chemical surplus (CS) from UIC generators departments disposing of chemical surplus.
- (b) Inspect all packages of CS to ensure safe transportation within the University.
- (c) Transport CS to processing areas either by cart or by EHSO vehicle.
- (d) Perform laboratory cleanouts: the on-site processing of CS in laboratories, chemical stockrooms, etc.
- (e) Process the CS:
  - (1) segregate CS into hazard classes for safe storage.
  - (2) determine the hazard class of CS by using the latest available data from well recognized publications.
  - (3) treat some hazardous waste by performing reactions which render the waste non-hazardous (e.g. neutralize inorganic acids).
  - (4) bulk (combine) certain waste solvents into larger containers and transport them to final storage to await disposal.
  - (5) prepare hazardous waste for off-site shipment.
- (f) Enter data into the computer to record all the above activities about CS activities.
- (g) Update the files on Material Safety Data Sheets on a regular basis.

BASIC QUALIFICATIONS:

Completed three semesters of University coursework including at least one semester of chemical safety, hazardous waste, or for any laboratory management or industrial career.

