

**Office of the President  
University Policy**

<b>SUBJECT:</b> ENVIRONMENTAL HEALTH AND SAFETY	<b>Effective Date:</b> 7-3-12 Amended: 1-13-20	<b>Policy Number:</b> 4.1.2	
	<b>Supersedes:</b> Presidential Memorandum #85	<b>Page</b> 1	<b>Of</b> 5
	<b>Responsible Authorities:</b> Director, Environmental Health & Safety		

**APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all members of the university community, including all faculty, staff

(1) *Environmental Health and Safety*. EH&S is responsible for:

- identifying potentially hazardous conditions through regular inspections of University facilities, including but not limited to laboratories, buildings, animal use facilities, machine shops, maintenance areas, classrooms and offices;
- developing safety manuals and guidelines to promote safe work environments and maintain compliance;
- monitoring compliance with all applicable rules and procedures, guidelines, regulations and laws;
- developing programs and guidelines that promote good environmental stewardship;
- providing timely and effective training;
- decommissioning laboratories and assisting investigators leaving the institution to ensure proper inactivation and disposal of biohazards and proper disposition/disposal of chemicals, radioisotopes, etc.;
- providing timely incident response;
- assisting and advising departments/units to promote a safe work environment;
- assisting and advising departments in identifying individuals who by nature of their job function are at risk of potential exposure to biological, chemical, physical, and radiological hazards;
- conducting audits and inspections; and
- building code compliance

(2) *Committees*. The following University committees are responsible, in part, for developing policy and providing recommendations to senior management and EH&S on matters of safety and the environment:

- Biological Safety – Institutional Biosafety Committee (IBC)
- Diving and Boating Safety – Diving and Boating Board (DBB)
- Radiological Safety – Radiation Safety Committee (RSC)
- University Safety Committee (USC)

(3) *Department/Unit (Deans, Directors, Department Chairs/Heads, Managers)*. Deans, Directors, Department Chairs/Heads, and Managers are responsible for:

- establishing, promoting, and maintaining safety and environmental programs

- monitoring and ensuring compliance with applicable programs and their related rules, regulations, policies, and procedures regarding safety and environment; and
- contacting EH&S for assistance where needed.

EH&S will immediately communicate the issue or violation to the individual(s) involved and his or her immediate supervisor and notice will be promptly given by EH&S to the Vice President of Administrative Affairs, the affected department head, the affected Vice President, and the appropriate regulatory agency, as required by law.

In the event a longer term suspension or a permanent restriction or closure is warranted, EH&S shall coordinate with the Vice President of Administrative Affairs and the Vice President of the affected area for a final determination. Terminated operations may resume only with the

---

POLICY APPROVAL  
(For use by the Office of the President)

Policy Number:   4.1.2  

*Initiating Authority*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Wendy Ash Graves

*Policies and Procedures*

*Review Committee Chair*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Elizabeth Rubin

*President*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Dr. John Kelly

---

